



DANVILLE CITY COUNCIL REGULAR MEETING AGENDA

MUNICIPAL BUILDING

August 1, 2023

7:00 PM

PRESIDING: Alonzo L. Jones, Mayor

CITY COUNCIL MEMBERS:	James B. Buckner	Dr. Gary P. Miller, Vice Mayor
	L.G. "Larry" Campbell, Jr.	Sherman M. Saunders
	Bryant Hood	J. Lee Vogler, Jr.,
	Barry P. Mayo	Madison J. Whittle

STAFF:	Ken F. Larking, City Manager	W. Clarke Whitfield, Jr., City Attorney
	Earl B. Reynolds, Jr., Deputy City Manager	Susan M. DeMasi, City Clerk

The City Council is the City of Danville's legislative body and is composed of nine Council members. Council members are elected to serve a four year term of office and elects one of its own to serve as Mayor and presiding officer for a two year term.

Time and Place of Meeting

The public is invited and encouraged to attend and participate in the City Council meetings. The City Council meets in the City Hall, Fourth Floor, Council Chambers at 7:00 p.m. on the first and third Tuesday of each month. All meetings of the Council are open to the public.

Communications from Visitors

Communication from Visitors is an opportunity for citizens, who have signed up to speak, to address Council on matters not on the agenda. Citizens who desire to speak on agenda items will be heard when the agenda item is considered. Each speaker shall clearly state his or her name and address, and shall have three uninterrupted minutes. A representative of a group may have up to five uninterrupted minutes to make a presentation. The representative shall identify the group and a group may have no more than one spokesperson. Time will be kept using the electronic timer on the podium.

Guidelines for Public Hearings

For Public Hearings the applicant or his or her representative shall be the first speaker(s). There shall be a time limit of ten (10) minutes for the applicant's or his or her representative's presentation. The presiding officer shall then solicit comments from the public, asking those in favor of the proposal to speak first, and then those opposed to the proposal. Each speaker must clearly state his or her name and address. There shall be a time limit of three (3) minutes for each individual speaker. If the speaker represents a group, there shall be a time limit of five (5) minutes. A speaker representing a group shall identify the group at the beginning of his or her remarks. A group may have no more than one spokesperson. The presiding officer may limit or preclude comment which is repetitive, redundant, cumulative, or irrelevant to the subject of the public hearing. After public comments have been received, in a land use case, the applicant or the representative of the applicant, at his or her discretion, may respond with a rebuttal. There shall be a five (5) minute time limit for rebuttal.

MEETING CALLED TO ORDER

ROLL CALL

INVOCATION - VICE MAYOR GARY P. MILLER

PLEDGE OF ALLEGIANCE TO THE FLAG

MEETING MINUTES

- A. Consideration of Approval of Minutes from the Regular Council Meeting held on July 6, 2023, and the Regular Work Session held on July 6, 2023.
Council Letter Number CL - 734.

NEW BUSINESS

- A. Consideration of Vacating a Right of Way at Ann Byrd Court and Harraway Lane.
Council Letter Number CL - 624.
1. Public Hearing
 2. An Ordinance Vacating Approximately 1.42 Acres of Unimproved Public Right-of-Way Identified as Ann Byrd Court and Harraway Lane.
- B. Consideration of a Special Use Permit at 252 Lipton Lane (Parcel 56147) to Allow Short Term Rental as Principal Use.
Council Letter Number CL - 716.
1. Public Hearing
 2. An Ordinance Granting Special Use Permit Application PZ23-00182, filed by Sollertis Enterprises, LLC, Requesting a Special Use Permit to Operate a Short Term Rental at Parcel ID 56147 (252 Lipton Lane) in Accordance with Article 3.E, Section C, Item 29.
- C. Consideration of a Special Use Permit at 54 Glen Oak Drive (Parcel 55396) to Allow Short Term Rental as Principal Use.
Council Letter Number CL - 718.
1. Public Hearing
 2. An Ordinance Granting Special Use Permit Application PZ23-00189, Filed by DM Woodstock Enterprises, LLC, Requesting a Special Use Permit to Operate a Short Term Rental at Parcel ID 55396 (54 Glen Oak Drive) in Accordance with Article 3.E., Section C, Item 29.
- D. Consideration of a Special Use Permit at 21 Ashlawn Drive (Parcel 53030) to Allow Short-Term Rental as Principal Use.
Council Letter Number CL - 719.
1. Public Hearing
 2. An Ordinance Granting Special Use Permit Application PZ23-00195, Filed by Fortuitous Investments, LLC, Requesting a Special Use Permit to Operate a Short

Term Rental at Parcel ID 53030 (21 Ashlawn Drive) in Accordance with Article 3.E., Section C, Item 29.

- E. Consideration of a Special Use Permit at 162 College Avenue (Parcel 21264) to Allow Short Term Rental as Principal Use.
Council Letter Number CL - 721.
1. Public Hearing
 2. An Ordinance Granting Special Use Permit Application PZ23-00196, filed by Edric M. San Miguel, Requesting a Special Use Permit to Operate a Short Term Rental at Parcel ID 21264 (162 College Drive) in Accordance with Article 3.E., Section C, Item 29.
- F. Consideration of a Special Use Permit at 81 Ashlawn Drive (Parcel 50056) to Allow Short-Term Rental as Principal Use.
Council Letter Number CL - 722.
1. Public Hearing
 2. An Ordinance Granting Special Use Permit Application PZ23-00200, filed by Bonita Chestnut, Requesting a Special Use Permit to Operate a Short Term Rental at Parcel ID 50056 (81 Ashlawn Drive) in Accordance with Article 3.E., Section C, Item 29.
- G. Consideration of a Special Use Permit at 145 Benefield Street (Parcel 00398) to Allow Short-Term Rental as Principal Use.
Council Letter Number CL - 723.
1. Public Hearing
 2. An Ordinance Granting Special Use Permit Application PZ23-00201, filed by Felix Hamelett, Requesting a Special Use Permit to Operate a Short Term Rental at Parcel ID 00398 (145 Benefield Street) in Accordance with Article 3.E, Section C, Item 29.
- H. Consideration of a Special Use Permit for a Planned Unit Development on Stewart and Aiken Streets.
Council Letter Number CL - 724.
1. Public Hearing
 2. An Ordinance Granting Special Use Permit Application PZ23-00202, filed by Southern Virginia Legal, PLLC, on Behalf of CWC Holdings, LLC, Stewart Street Holdings, LLC, Big Time Rentals, LLC and Elizabeth and Keith Walden Requesting a Special Use Permit for a Planned Unit Development on Stewart and Aiken Streets in Accordance with Article 17., Entitled "Planned Unit Developments" of Chapter 41, Entitled "Zoning Ordinance" of the Code of the City of Danville, Virginia to Include Parcel ID #S 20596, 20597, 25672, 22841,24958, 25085, 25226, 22099, 25069, 25070, 25074, 20420, 20421, 20422, 25542, 25073, 23886, 23561, 22924, 24974, 21173, 20425, 20651, 21700, 22332, 24715, 22331, 24714, 25213, 25072, 24045, 23985, 24984, 25098, 22104, 22103, 22513, 24649, 24358, 24359, 21117, 25088, 20424, 25087, 20418, 25086, 25090, and 25089.

- I. Consideration of a Moral Obligation from the City of Danville, Virginia to American National Bank.
Council Letter Number CL - 685.
A Resolution Authorizing and Approving the Execution of a Moral Obligation Agreement By and Between the City of Danville, Virginia and American National Bank, a Virginia Banking Corporation.
- J. Consideration of a Moral Obligation from the City of Danville, Virginia to American National Bank.
Council Letter Number CL - 689.
A Resolution Authorizing and Approving the Execution of a Moral Obligation Agreement By and Between the City of Danville, Virginia and American National Bank, a Virginia Banking Corporation.
- K. Consideration of Approving the Updated Emergency Operations Plan.
Council Letter Number CL - 668.
A Resolution Approving an Updated Emergency Operations Plan for the City of Danville, Virginia.
- L. Consideration of Amending Danville City Code Regarding Unpermitted Camping.
Council Letter Number CL - 736.
An Ordinance to Add Section 23-9.1 Entitled "Unpermitted Camping on City Property" to Chapter 23, Entitled "Offenses - Miscellaneous" of the Code of the City of Danville, Virginia.
- M. Consideration of Amending the Fiscal Year 2024 Budget Appropriation Ordinance for Utility Revenue Bonds.
Council Letter Number CL - 663.
An Ordinance Amending the Fiscal Year 2024 Budget Appropriation Ordinance to Provide for the Proceeds from the Sale of Utility Revenue Bonds and Appropriating Same.

FIRST READING

COMMUNICATIONS FROM VISITORS

Communication from Visitors is an opportunity for citizens, who have signed up to speak, to address Council on matters not on the agenda. Citizens who desire to speak on agenda items will be heard when the agenda item is considered. Each speaker shall clearly state his or her name and address. Each individual speaker shall have three uninterrupted minutes. A representative of a group may have up to five uninterrupted minutes to make a presentation. The representative shall identify the group and a group may have no more than one spokesperson. Time will be kept using the electronic timer on the podium.

COMMUNICATIONS

A. City Manager

B. Deputy City Manager

C. City Attorney

D. City Clerk

E. Roll Call

CLOSED MEETING

As Permitted by Subsection (A)(3) of Section 2.2-3711 of the Code of Virginia, 1950, as amended for discussion or consideration of the acquisition of real property or of the disposition of publicly held real property; and

As Permitted by Subsection (A)(5) of Section 2.2-3711 of the Code of Virginia, 1950, as amended for discussion concerning a prospective business or industry related to economic development.

- A. Motion to Convene in Closed Meeting*
- B. Motion to Reconvene in Open Meeting*
- C. Motion to Certify Closed Meeting*

ADJOURNMENT

Council Letter

City of Danville, Virginia



CL - 734

MEETING MINUTES A.

City Council REGULAR MEETING

Meeting Date: August 1, 2023

Subject: Consideration of Approval of Minutes from the Regular Council Meeting held on July 6, 2023, and the Regular Work Session held on July 6, 2023.

From: Susan DeMasi, City Clerk

COUNCIL ACTION

Attachments

1. Meeting Minutes
 2. Meeting Minutes
-

July 6, 2023

The Regular July meeting of the Danville City Council was held on July 6, 2023, at 7:00 p.m. in the Council Chambers located on the Fourth Floor of the Municipal Building. The following Council Members were present: James B. Buckner, Bryant Hood, Mayor Alonzo L. Jones, Barry Mayo, Vice Mayor Gary P. Miller, Sherman M. Saunders, J. Lee Vogler, Jr., and Madison J.R. Whittle (8). Absent: L.G. "Larry" Campbell Jr. (1).

Staff Members present were: City Manager Ken F. Larking, Deputy City Manager Earl B. Reynolds, Jr., City Attorney W. Clarke Whitfield, Jr., and City Clerk Susan M. DeMasi.

Mayor Jones presided.

INVOCATION AND PLEDGE OF ALLEGIANCE

Council Member Sherman M. Saunders gave the Invocation followed by the Pledge of Allegiance.

ANNOUNCEMENTS AND SPECIAL PRESENTATIONS

Presentation: Treasurer's Department Accreditation
Presented by: Sheila Williamson-Branch

Mayor Jones recognized Shelia Williamson-Branch and invited her to the podium. Ms. Williamson-Branch stated that her goal has always been to make sure the Treasurer's Office runs smoothly and efficiently, and indicated that everyone in her office was now certified. The office received this accreditation from the Treasurer's Association on June 20, 2023, at the annual conference this year. Ms. Williamson-Branch discussed the Treasurer's Association, the process of getting certified and receiving accreditation. Mayor Jones thanked Ms. Williamson-Branch and all of her staff for the work they do.

MEETING MINUTES

Upon Motion by Council Member Buckner and second by Council Member Whittle, Minutes from Regular Council Meeting held on June 6, 2023, were approved as presented. Draft copies of the Minutes had been distributed prior to the meeting.

APPOINTMENTS

Vice Mayor Miller **moved** for adoption of the following Appointment Resolutions:

Resolution 2023-07.01 - A Resolution Reappointing Stephen Daniel as a Member of the Airport Commission.

Resolution 2023-07.02 - A Resolution Reappointing Robert Jiranek as a Member of the Airport Commission.

Resolution 2023-07.03 - A Resolution Reappointing Michael Sheetz as a member of the Dan River Alcohol Safety Action Program.

Resolution 2023-07.04 - A Resolution Reappointing Ernestine Payne as a Member of the Danville Community College Board

Resolution 2023-07.05 - A Resolution Reappointing Tammy Warren as a Member of the Danville

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Community Policy and Management Team.

Resolution 2023-07.06 - A Resolution Reappointing Jerome Holman as a Member of the Danville Community Policy and Management Team.

Resolution 2023-07.07 - A Resolution Reappointing Geary Davis as a member of the Danville Pittsylvania Community Services Board.

Resolution 2023-07.08 - A Resolution Appointing Pamela Saunders as a Member of the Danville Pittsylvania Community Services Board.

Resolution 2023-07.09 - A Resolution Reappointing Helm Dobbins as a Member of the Danville Utility Commission.

Resolution 2023-07.10 - A Resolution Reappointing Vanessa Cain as a Member of the Danville Utility Commission.

Resolution 2023-07.11 - A Resolution Reappointing Dr. Gary P. Miller as a Member of the Danville Utility Commission.

Resolution 2023-07.12 - A Resolution Appointing John Ranson to the Planning Commission.

Resolution 2023-07.13 - A Resolution Reappointing Cynthia-Pruitt Rhodes as a member of the Social Services Advisory Board.

Resolution 2023-07.14 - A Resolution Appointing Debra Hairston as a Member of the Transportation Advisory Committee.

Resolution 2023-07.15 - A Resolution Appointing Rhonda Spraggins as a Member of the Transportation Advisory Committee.

The Motion was **seconded** by Council Member Mayo and carried by the following vote:

VOTE: 8-0-1
AYE: Buckner, Hood, Jones, Mayo, Miller,
Saunders, Vogler, and Whittle (8)
NAY: None (0)
ABSENT: Campbell (1)

NEW BUSINESS

CONSIDERATION OF A SPECIAL USE PERMIT AT 162 HOWELAND CIRCLE TO ALLOW SHORT-TERM RENTAL AS PRINCIPAL USE

Mayor Jones opened the floor for a Public Hearing regarding a Special Use Permit at 162 Howeland Circle. Notice of the Public Hearing was published in the *Danville Register & Bee* on June 22, 2023 and June 29, 2023. No one present desired to be heard and the Public Hearing was closed.

Council Member Vogler **moved** for adoption of an Ordinance entitled:

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ORDINANCE NO. 2023-07.01

AN ORDINANCE GRANTING SPECIAL USE PERMIT APPLICATION PZ23- 00118, FILED BY KATIE NEWCOMB, REQUESTING A SPECIAL USE PERMIT TO OPERATE A SHORT-TERM RENTAL AT PARCEL ID 23539 (162 HOWELAND CIRCLE) IN ACCORDANCE WITH ARTICLE 3.E., SECTION C, ITEM 29.

The Motion was **seconded** by Council Member Buckner and carried by the following vote:

VOTE: 8-0-1
AYE: Buckner, Hood, Jones, Mayo, Miller,
Saunders, Vogler, and Whittle (8)
NAY: None (0)
ABSENT: Campbell (1)

CONSIDERATION OF A SPECIAL USE PERMIT APPLICATION AT 122 BENEFIELD STREET TO ALLOW SHORT-TERM RENTAL AS PRINCIPAL USE

Mayor Jones opened the floor for a Public Hearing regarding a Special Use Permit at 122 Benefield Street. Notice of the Public Hearing was published in the *Danville Register & Bee* on June 22, 2023 and June 29, 2023. No one present desired to be heard and the Public Hearing was closed.

Council Member Vogler **moved** for adoption of an Ordinance entitled:

ORDINANCE NO. 2023-07.02

AN ORDINANCE GRANTING SPECIAL USE PERMIT APPLICATION PZ23-00164, FILED BY CHARLES WALKER, REQUESTING A SPECIAL USE PERMIT TO OPERATE A SHORT-TERM RENTAL AT PARCEL ID 01417 (122 BENEFIELD STREET) IN ACCORDANCE WITH ARTICLE 3.E., SECTION C, ITEM 29.

The Motion was **seconded** by Council Member Mayo and carried by the following vote:

VOTE: 8-0-1
AYE: Buckner, Hood, Jones, Mayo, Miller,
Saunders, Vogler, and Whittle (8)
NAY: None (0)
ABSENT: Campbell (1)

CONSIDERATION OF A SPECIAL USE PERMIT APPLICATION AT 491 WEST MAIN STREET TO ALLOW A DUPLEX

Mayor Jones opened the floor for a Public Hearing regarding a Special Use Permit at 491 West Main Street. Notice of the Public Hearing was published in the *Danville Register & Bee* on June 22, 2023 and June 29, 2023.

Mayor Jones recognized Thomas and Susan Akins, 485 West Main Street, who spoke to Council about the property located at 491 West Main Street including concerns there was no off-street parking and the issues that may arise if changed to a duplex.

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Mayor Jones asked Director of Planning Renee Burton to come to the podium and give any remarks regarding the property. Ms. Burton noted that West Main Street was a congested area and that parking was a concern for individuals living there. It was public parking and a spot cannot be guaranteed for anyone in front of their home.

Mayor Jones recognized Tim Rogers, 499 West Main Street, who expressed concern to Council about parking, the amount of vehicles in the area, speeding, and an incident where there was a football game on West Main with footballs being bounced off of cars at 3:00 am. He also expressed concerns over property tax values decreasing and how that will affect neighbors. Mayor Jones asked City Manager Ken Larking if changing this to a duplex would harm the tax assessed value, and Mr. Larking noted that would be better directed to a tax assessor.

Mayor Jones recognized Sonya Wolen, 419 Avondale Drive, who reminded Council that out of those asked, only six people were in favor and eleven were opposed to this passing. She asked Council what it would take for adjacent landowners to effectively block a decision of the Planning Commission because the Planning Commission passes everything. Mayor Jones noted that the Planning Commission was appointed by Council and that Council does not always approve everything that the Planning Commission suggested, and reviewed the process with Ms. Wolen.

No one further desired to be heard and the Public Hearing was closed.

Council Member Vogler **moved** for adoption of an Ordinance entitled:

ORDINANCE NO. 2023-07.03

AN ORDINANCE GRANTING SPECIAL USE PERMIT APPLICATION PZ23-00173, FILED BY KELLY RIDDLE, ON BEHALF OF NICHOLAS R. PRESTON, REQUESTING A SPECIAL USE PERMIT TO OPERATE A DUPLEX AT PARCEL ID 22549 (491 WEST MAIN STREET) IN ACCORDANCE WITH ARTICLE 3.E., SECTION C., ITEM 1.

The Motion was **seconded** by Council Member Mayo.

Mayor Jones recognized Council Member Vogler who questioned the possibility of permit and designated parking for individuals at a specific property; was that something that can be looked into. Ms. Burton stated that in the late 80's there was a parking by permit system that did not go well and was removed; it has not been looked into since. Mr. Vogler asked Ms. Burton to explain, from a staff perspective, why this was being recommended for Council approval, and she explained that from a staff perspective, they were looking the structure itself, it was an extremely large structure, being able to handle two individual units within that one property. That was how staff viewed it, and it was a viable use of the property. There were other duplexes in the area so it was not something out of character. Mr. Vogler stated there was a lot that had to be weighed and having a housing shortage was one of those, as well as the citizens, staff, and Planning Commission suggestions. Council Member Whittle asked about compact, angled parking with the bicycle lane there, can some of that apply on West Main, and Ms. Burton stated that could be looked into, but would need some research. Council Member Buckner noted that seventeen letters went out and eleven people were opposed to this proposal. That says a lot about the people in that area that would be affected, and it was a no for him. Vice Mayor Miller noted there was a housing shortage, but people throw up apartments and were not obligated to provide parking and then it turns into a "free for all" with parking. In his opinion, when a developer decides to do something like this they also need to provide parking for the occupants or a reasonable number of people; Council needs to do a better job mandating parking to be provided. Mayor Jones noted

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if the people who make these requests, if they could first establish a relationship with the community, and form a partnership with Averett who may have been able to share other parking around campus for those students staying on the property. That was the reason he was voting no tonight. When eleven out of seventeen people in a community say that they have a problem and people show up to voice their concerns over the property and footballs being bounced off vehicles at 3:00 a.m., there was a concern.

The Motion **FAILED** by the following vote:

VOTE: 2-6-1
AYE: Hood, Saunders (2)
NAY: Buckner, Jones, Mayo, Miller, Vogler, and Whittle (6)
ABSENT: Campbell (1)

CONSIDERATION OF A SPECIAL USE PERMIT APPLICATION AT 1224 WEST MAIN STREET TO ALLOW A MIXED-USE DEVELOPMENT

Mayor Jones opened the floor for a Public Hearing regarding a Special Use Permit at 1224 West Main Street. Notice of the Public Hearing was published in the *Danville Register & Bee* on June 22, 2023 and June 29, 2023.

Council Member Buckner **moved** for adoption of an Ordinance entitled:

ORDINANCE NO. 2023-07.04

AN ORDINANCE GRANTING SPECIAL USE PERMIT APPLICATION PZ23-00169, FILED BY ALLEN STONE REQUESTING A SPECIAL USE PERMIT TO ALLOW A MIXED-USE DEVELOPMENT WITH RESIDENTIAL USE ON THE UPPER LEVEL(S) AND COMMERCIAL USE ON THE STREET LEVEL AT PARCEL ID 56046 (1224 WEST MAIN STREET) IN ACCORDANCE WITH ARTICLE 3.X. SECTION C ITEM 2.

The Motion was **seconded** by Council Member Whittle and carried by the following vote:

VOTE: 8-0-1
AYE: Buckner, Hood, Jones, Mayo, Miller, Saunders, Vogler, and Whittle (8)
NAY: None (0)
ABSENT: Campbell (1)

CONSIDERATION OF A REQUEST TO AMEND CHAPTER 41 ENTITLED "ZONING ORDINANCE" OF THE CITY OF DANVILLE, SPECIFICALLY TO AMEND ARTICLE 2 SECTION P ITEM 8, TO AMEND THE HEIGHT AND SIZE OF A FLAG POLE

Mayor Jones opened the floor for a Public Hearing regarding Amending the Zoning Ordinance. Notice of the Public Hearing was published in the *Danville Register & Bee* on June 22, 2023 and June 29, 2023. No one present desired to be heard and the public hearing was closed.

Council Member Buckner **moved** for adoption of an Ordinance entitled:

ORDINANCE NO. 2023-07.05

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AN ORDINANCE AMENDING CHAPTER 41 ENTITLED, "ZONING ORDINANCE" OF THE CODE OF THE CITY OF DANVILLE, VIRGINIA, 1986, AS AMENDED, MORE SPECIFICALLY, TO AMEND ARTICLE 2, SECTION P, ITEM 8, TO AMEND THE HEIGHT AND SIZE OF A FLAGPOLE.

The Motion was **seconded** by Council Member Mayo.

Council Member Vogler questioned if this was only for new flagpoles or did it apply to all flagpoles in the City, and Mr. Larking stated that this was typically for new flagpoles, but if there were flagpoles currently out of compliance it would not impact the City's ability to regulate those as well. Mr. Vogler asked if a structure had to be on the property for a flagpole to be placed, and Mr. Larking stated that currently, and after this ordinance, in order to place a flagpole on property without a structure citizens would have to apply for a special use permit. A letter will be sent to those individuals who were out of compliance with the zoning code. Council Member Whittle asked about those who have flagpoles in yards, and Mr. Larking stated that this does not apply to any home or business that has a flagpole, and Ms. Burton noted that was correct. If someone was looking to erect a new flagpole on their property with the primary structure, there were certain regulations in the code. As far as setbacks, it must be equal to the height of the pole, so if the pole were to fall over, it doesn't fall over onto someone else's property causing damage. Mr. Whittle questioned if the ones that were in the fields without a residence were going to get a letter and Mr. Larking stated if they currently do not have a special use permit, they currently are not in compliance and will continue to not be in compliance after this ordinance was adopted; they need to get a special use permit. Mr. Vogler questioned if the City sent a letter to someone who has a flagpole that was not in compliance, and the citizen ignores the letter, what happens and City Attorney Clarke Whitfield noted that anyone out of compliance with the zoning ordinance could have a zoning violation taken out and will have to go through General District Court.

The **Motion** was carried by the following vote:

VOTE: 8-0-1
AYE: Buckner, Hood, Jones, Mayo, Miller,
Saunders, Vogler, and Whittle (8)
NAY: None (0)
ABSENT: Campbell (1)

COMMUNICATIONS

City Manager Ken Larking noted the storm that came through the community on Sunday caused a lot of damage. He thanked utilities, public works, fire, police, and all other departments that worked together to restore power, clean up fallen trees, and start storm cleanup as soon as possible. Multiple crews were called in through mutual aid agreements with North and South Carolina, and he thanked everyone who was involved in those efforts.

The Deputy City Manager, City Attorney, and the City Clerk did not have anything this evening.

Council Member Vogler noted several concerns citizens have brought up to him including hotels not allowing local citizens to stay; this was an issue when there were power outages and such happening. He asked if there was something, outreach wise, that can be done to partner with hotels to allow citizens to stay there. Mayor Jones asked if the Economic Development Department could look into it, and Mr. Larking noted it would be looked into. Mr. Vogler inquired about security at the train station, doors being locked and people not being able to go through the

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lobby; that could be a safety concern. Mr. Larking noted that will be looked into as well. Mr. Vogler inquired about targeting certain areas for utilities to be moved underground that have power outages more often than others, and Mr. Larking stated that he would get more information from Jason Grey regarding that. Mr. Vogler stated Council and everyone did a phenomenal job looking after employees during the budget process; when will Council be able to do the same for retiree bonuses, and Mr. Larking explained that a raise for retirees was done last year due to rising cost of living. There were several factors that have to be taken into account when looking at doing these raises; he would send the policy out to Council.

Council Member Whittle noted that staff did a fantastic job during the outages and that was appreciated. He asked who operated the inside of the train station, and Mr. Larking stated that the building was owned by the City and leased to the science center.

Council Member Buckner stated City staff and each department, they did an amazing job over the weekend, and thanked them for their dedication to the citizens; the Parks and Recreation staff have a long road ahead of them with the damage to Ballou Park. The 4th of July celebration was phenomenal this year; it just seems to get better and better. Citizens can text "events" to 24541 and receive updates of what was going on with Parks and Recreation in the City.

Council Member Hood thanked all City workers and partners, and also thanked Council Member Whittle for opening his home to those in need during the storm. Mr. Hood gave a shout out to House of Fashion for their City Lights event this past Saturday and also to Tia Johnson and the community for a successful community field day; almost 200 youth and adults participated. DRHA will be hosting a free youth camp July 10 with transportation included, this Friday will be the DRHA block party concert at the SCLS building on Chatham Avenue at 5pm, and today marks the Stayhood Foundation's one year anniversary. Designer Eats will host a "Feed the Streets" free event at Dan Daniel Park on July 16 from 2pm to 6pm with free food and bouncy houses for the youth. Cazelle and Company, Stayhood Foundation, and Occasions on the Go were accepting donations for a school supply drive from July 5 to July 15. Happy Birthday to Mrs. Ruth Yarbrough who turned 100 and watches every Council meeting.

Council Member Mayo noted that there was a lot going on in Danville with events and ribbon cuttings, the Police Department youth graduation, the Nelly concert on Saturday, but the highlight for him was the Langston class reunion the past Saturday. There was something happening every weekend; Danville was on the move.

Council Member Miller noted that the event at Dan Daniel park was a great event, and thanked all the utility crews and Danville's that came out and helped restore power. Dr. Miller thanked public works for getting up all the debris and brush for picking up items on the curb. Kudos to everyone.

Council Member Saunders thanked Sheila Williamson-Branch for everything she and her staff do for the City every day, and thanked City staff, other partners, volunteers, and everyone who came together to help with the storm cleanup efforts. Mr. Saunders thanked Council Member Whittle for opening his home during this time as well. Danville was growing and they were thankful for that. Ethnicity should not matter when looking at who was moving into areas; parking was an issue, it will probably become more of a problem, and was not sure what can be done for that. There was so much to do in this city; he visited River District Golf Social with some friends and it was an excellent experience.

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Mayor Jones thanked everyone who attended the meeting tonight. Nichol Crews at the Virginia Department of Veteran Services has done an amazing job; it is a beautiful place. Mayor Jones noted he met recently with Ed Owens the mayor of South Boston, and with the mayor of Martinsville. Everyone was excited about what is going on in Danville. Tomorrow there will be the City versus County basketball game at Westover Christian Academy and doors will open at 5:45pm. Laws changed on July 1 and the one he was really excited about was a new school bullying law that went into effect stating that the principal has 24 hours to contact the parents. There was no reason why kids should be bullied. Mayor Jones noted he appreciated anyone who is reaching out and being involved with the youth.

Meeting was adjourned at 9:06pm.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

July 6, 2023

A Regular Work Session of the Danville City Council convened on July 6, 2023 at 8:12 p.m. in Council Chambers located on the Fourth Floor of the Municipal Building. The following Council Members were present: James B. Buckner, Bryant Hood, Mayor Alonzo L. Jones, Barry Mayo, Vice Mayor Gary P. Miller, Sherman M. Saunders, J. Lee Vogler, Jr., and Madison J.R. Whittle (8). L.G. "Larry" Campbell Jr., was absent (1)

Staff Members present were: City Manager Ken F. Larking, Deputy City Manager Earl B. Reynolds Jr., City Attorney W. Clarke Whitfield, Jr., and City Clerk Susan M. DeMasi.

Mayor Jones presided.

MEETING MINUTES

Upon Motion by Council Member Vogler and second by Vice Mayor Miller, Minutes of the Regular Work Session held on May 2, 2023 were approved as presented. Draft copies were distributed to Council Members prior to the Meeting.

WORK SESSION ITEMS

CONSIDERATION OF VACATING AN ALLEY BETWEEN 157 & 159 VIRGINIA AVENUE

Council Member Buckner noted he did not think the City needed to give up alleyways in any neighborhood, and would like to have a work session to discuss those in the City. Danville has some great alleyways that neighbors have gotten used to over the years, being able to access them, and access the backsides of their properties through those alleyways. Although they were not serviceable by the City, always, there were still some utilities that run through them. There were electric poles that run through some of the alleyways, they used to pick up trash through them, and they were used for deliveries over the years. Mr. Buckner stated he did not think the City needed to get in the business of giving away, or abandoning or vacating City owned properties. They need to look at resurfacing them with all the asphalt millings that were taken up around the City, dump them in the alleyways and smooth them back out so people and the City can have access to them.

Assistant Director of Public Works Brian Dunevant explained for the Virginia Avenue vacation, that alley was between two residences and they used it as parking. One thing staff has come to realize was that when there was a public alley, anyone can pretty much walk up to houses and the police cannot do anything about it because it was considered public right of way. Staff has had that situation in the past where they have vacated either full alleys or partial alleys because of that reason. They requested only between their properties up to their back property line; it does not interfere with the alley that runs behind all the houses behind Marshall Terrace and Virginia Avenue, it was only what was between their two property lines.

Mr. Buckner asked how did someone exit the alley from that point if the alleys were opened back up and Mr. Dunevant noted between Virginia Avenue and Marshall Terrace was a pretty significant grade difference and does not see how it was being used or utilized in the past. He believed it was part of the way the trash was picked up and collected there. Mayor Jones asked if it could be accessed after the City vacated that alley and Mr. Dunevant noted they could; there was still an alley behind the properties that would be undisturbed by this action. This particular request was just between two houses where two residents were parking their cars. Mr. Larking explained there was another alley on the other side that faces Marshall Terrace and people cannot go thru from Virginia to Marshall Terrace because of the grade. Mr. Buckner noted going down

the alley, making a right and following the other alley, people should be able to exit on Watson Street. Because the City was not maintaining the alley anymore, it was probably overgrown. Mr. Buckner stated he was okay with giving them half of it, but the City should be able to service the backsides of those properties, the residents ought to be able to have access to the backside of their properties and the City ought to be able to access anything that was back there they own.

Mayor Jones noted there was an alley behind 737 Colquhoun Street, it was not being maintained and what he has seen for years happening was drugs; because nothing was there, people were running through the alley and using it for all kinds of stuff. There was another alley near 649 Jefferson Street, the house was boarded up because of people living there, and behind there was another alley. People were using that alley for drugs as well, and he wished something could be done to these alleys; they were not being maintained. Mr. Buckner stated the City should take them back, maintain them and use them for access.

Mr. Buckner asked if the City paid to dump concrete millings, and Mr. Dunevant explained when the City milled a street, usually they will try to get some of the millings; they have to work it out with the contractor as there was a cost. They call it RAP because they recycle it back into new asphalt; when the City takes some of it, it actually drives the cost of asphalt up a little bit. The City keeps some of the millings because they always have a maintenance use for them.

Mayor Jones suggested doing another work session on these alleys, with some proposals on what to do with them; there needs to be a plan. Mr. Larking noted his agreement, that a more comprehensive discussion about this was the wise thing to do.

Mr. Larking reviewed the map of the site, noting it was wider than an alley and might have been the site of a future street because of how wide it was. The two neighbors were asking for what was adjacent to their properties, split it down the middle and share it equally. It would close the ability for the public to drive through there. Mr. Buckner noted they could see on Virginia Avenue, the turning point, when the City did trash pick up they drove through the alley. It was obviously why it was there; it runs all the way behind, between Virginia and Marshall Terrace. Most of the houses cannot access the back alley because it was not being maintained.

Mayor Jones suggested this item be Tabled, and Mr. Buckner noted his agreement. Mr. Vogler noted Council needed to spend some time and look at how they want to address this issue. Mr. Dunevant noted it was no problem to pull this item, and to give them an idea of how these were handled before they come before Council, when staff gets the request, they will evaluate it, both in Public Works and then it was sent out to Utilities and other departments, to see if there were any comments or opposition. Also, if it was two property owners like this, and one property was making the request, staff will talk to the other property owner to make sure there was no disagreement. Staff tries to do their due diligence up front.

Mr. Buckner asked if there was any way they could get a list of the alleyways in the City. Mr. Whittle asked how this request came to the City and Mr. Dunevant explained it was put in through the City's website; there was a form if someone wants to make the request. Mr. Larking noted staff will provide Council with as much information as they need, but adding additional rights of way to City maintenance, on top of what currently occurs for City maintenance, will be an increased cost to the budget. Mayor Jones asked if the City was supposed to be maintaining the right of ways and Mr. Larking explained the reason the City was not maintaining the alleyways was because there was no reason for City departments to go back there; it was a cost savings to the City. They had only been maintained when there was backyard trash pickup in certain cases, but now that the City does not do backyard trash service, there was no purpose for them.

July 6, 2023

CONSIDERATION OF VACATING A RIGHT OF WAY AT ANN BYRD COURT AND HARRAWAY LANE

Mr. Larking noted this item was a future street that was platted, but was never built. Mr. Dunevant noted the request was to abandon the right of way that was established.

Council agreed to put this item on a future agenda.

CLOSED MEETING

At 8:37 p.m., Vice Mayor Miller **moved** that this meeting of the City Council of the City of Danville, Virginia be recessed and that Council immediately reconvene in a Closed Meeting for the following purposes: discussion or consideration of the acquisition and/or disposition of real property for a public purpose where discussion in an open meeting would adversely impact the bargaining position of the City as permitted by Subsection (A)(3) of Section 2.2-3711 of the Code of Virginia, 1950 as amended, and more specifically to consider a discussion regarding the sale and/or potential purchase of a specific parcel of property for use by prospective industrial, commercial, and mixed use projects looking to locate in the City, and an Economic Development discussion and update concerning a prospective business or industry where no previous announcement has been made and/or the expansion of an existing business or industry where no previous announcement has been made as permitted by Subsection (A)(5) of Section 2.2-3711 of the Code of Virginia, 1950, as amended and more specifically to consider an update on multiple prospective commercial, mixed use, hospitality, and industrial projects considering locating within the City and/or locating within the region in cooperation with the City's regional partners, and discussion or consideration of the investment of public funds where competition or bargaining was involved, where if made public initially, the financial interest of the governmental unit would be adversely affected as permitted by Subsection (A)(6) of Section 2.2-3711 of the Code of Virginia, 1950, as amended.

The Motion was **seconded** by Council Member Mayo and carried by the following vote:

VOTE: 8-0-1
AYE: Buckner, Hood, Jones, Mayo,
Miller, Saunders, Vogler and Whittle (8)
NAY: None
ABSENT: Campbell (1)

Upon unanimous vote at 9:28 p.m., Council reconvened in open session and Vice Mayor Miller **moved** for adoption of the following Resolution:

CERTIFICATE OF CLOSED MEETING

WHEREAS, the Council convened in Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Freedom of Information Act; and

WHEREAS, Section 2.1-344.1 of the Code of Virginia, 1950, as amended, requires a Certification by the Council that such Closed Meeting was conducted in conformity with Virginia Law;

NOW, THEREFORE, BE IT RESOLVED that the Council hereby certifies that, to the best of each Member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements of Virginia Law under Section 2.2-3711 were heard, discussed or considered, and

July 6, 2023

(ii) only such public business matters as were identified in the Motion by which the Closed Meeting was convened were heard, discussed or considered by the Committee.

The Motion was **seconded** by Council Member Mayo and carried by the following vote:

VOTE: 8-0-1
AYE: Buckner, Hood, Jones, Mayo,
Miller, Saunders, Vogler and Whittle (8)
NAY: None
ABSENT: Campbell (1)

MEETING ADJOURNED AT 9:29 P.M.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

Council Letter

City of Danville, Virginia



CL - 624

NEW BUSINESS A.

City Council REGULAR MEETING

Meeting Date: August 1, 2023

Subject: Consideration of Vacating a Right of Way at Ann Byrd Court and Harraway Lane.

From: Brian Dunevant, Assistant Director of Public Works | City Engineer

COUNCIL ACTION

1. Public Hearing
2. An Ordinance Vacating Approximately 1.42 Acres of Unimproved Public Right-of-Way Identified as Ann Byrd Court and Harraway Lane.

SUMMARY

The Danville Redevelopment and Housing Authority has requested in writing that the City of Danville vacate approximately 1.42 acres of unimproved right-of-way, currently known as Ann Byrd Court and Harraway Lane, to the Danville Redevelopment and Housing Authority. The original creation of these rights-of-way was from an original property owned by Thomas M. Brodnax as shown on a plat by H.S. Peirce dated June 28, 1965. The plat showed the creation of these rights-of-way and several adjacent individual parcels. All of the individual parcels are owned by the Danville Redevelopment and Housing Authority. All applicable city departments have reviewed the request and no concerns were indicated. Public notice has been published as required.

BACKGROUND

As allowed by Section 15.2-2006 of the Code of Virginia, 1950, as amended, the City of Danville has a policy in which applicants can request City Council to vacate right-of-way or alleys adjacent to their property. The applicant is responsible for paying the actual cost incurred by the City regarding the public hearing advertisement plus a fee for processing the application.

RECOMMENDATION

It is recommended that City Council adopt the accompanying Ordinance vacating approximately 1.42 acres of unimproved right-of-way, currently known as Ann Byrd Court and Harraway Lane, to the Danville Redevelopment and Housing Authority.

Attachments

1. Ordinance
 2. Reference Map
 3. Exhibit A
 4. Exhibit B
-

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2023-____.____

AN ORDINANCE VACATING APPROXIMATELY 1.42 ACRES OF UNIMPROVED PUBLIC RIGHT-OF-WAY IDENTIFIED AS ANN BYRD COURT AND HARRAWAY LANE.

WHEREAS, pursuant to Sections 15.2-2006 and 15.2-2008 of the Code of Virginia, 1950, as amended, the governing body intends to move to vacate the unimproved public rights-of-way Ann Byrd Court and Harraway Lane containing 1.42 acres, more or less, to the Danville Redevelopment and Housing Authority at no cost other than the application fee and public hearing advertisement cost, as shown on Exhibit A, a copy of which is attached hereto, and made a part hereof; and

WHEREAS, the Danville Redevelopment and Housing Authority has requested in writing that the unimproved rights-of-way Ann Byrd Court and Harraway Lane be vacated; and

WHEREAS, the original creation of these rights-of-way were from an original property owned by Thomas M. Brodnax as shown on a plat by H.S Peirce on June 28, 1965, as shown on Exhibit B, a copy of which is attached hereto, and made a part hereof; and

WHEREAS, the Danville Redevelopment and Housing Authority has agreed to pay the cost of the application fee and public hearing advertisement cost; and

WHEREAS, the City has agreed to vacate the aforementioned rights-of-way at no cost other than the application fee and public hearing advertisement cost; and

WHEREAS, it appears to the City Council that due notice of the aforesaid vacation has been given as required by law, and that such vacation would be in the best public interest.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that the unimproved public rights-of-way Ann Byrd Court and Harraway Lane containing 1.42 acres, more or less, as shown on Exhibit A, a copy of which is attached hereto,

and made a part hereof, is hereby vacated and abandoned to the Danville Redevelopment and Housing Authority, at no cost other than the application fee and public hearing advertisement cost; and

BE IT FURTHER ORDAINED, that the Council of the City of Danville, Virginia, hereby authorizes and directs the City Manager to execute on behalf of the City any required deeds and agreements related thereto; and

BE IT FINALLY ORDAINED that a certified copy of this Ordinance be recorded and indexed in the Deed book at the Clerk's Office of the Circuit Court of the City of Danville, Virginia.

Approved:

Mayor

Attest:

City Clerk

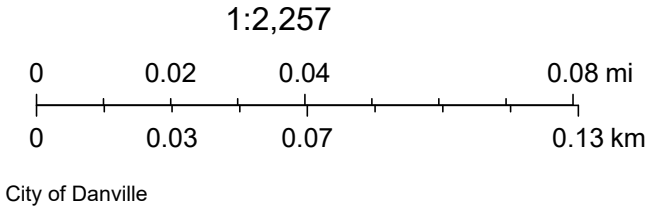
Approved as to
Form and Legal Sufficiency :

City Attorney

Vacate Request for Ann Byrd Court / Harraway Lane



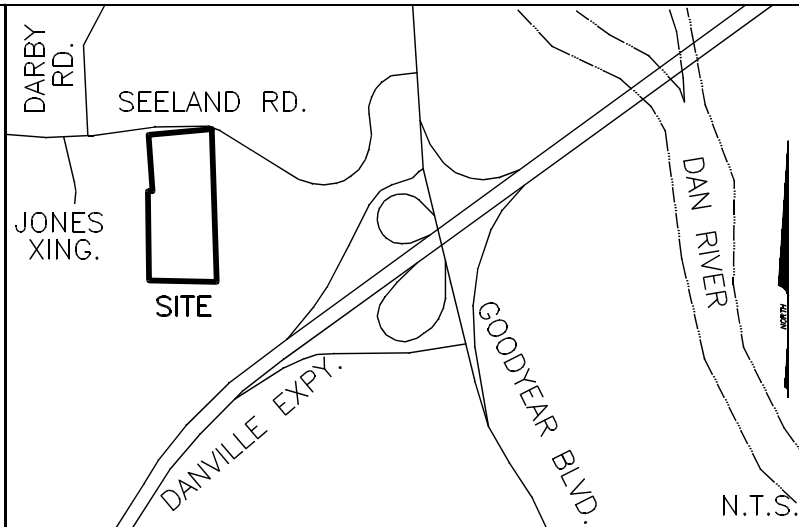
6/7/2023, 9:38:07 PM



1. THIS PLAT HAS BEEN PREPARED FROM AN ACTUAL FIELD SURVEY AS PER DATE OF THIS PLAT AND THERE ARE NO READILY APPARENT EASEMENTS OR ENCROACHMENTS EXCEPT AS SHOWN.
2. THIS PLAT HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND THEREFORE, DOES NOT NECESSARILY SHOW ALL ENCUMBRANCES ON THE PROPERTY.
3. THE AREA SHOWN HEREON IS NOT LOCATED IN A 100 YEAR FLOOD HAZARD ZONE PER FEMA FLOOD MAP 51143C0634E EFFECTIVE 9-29-2010
4. THIS SURVEY DOES NOT ADDRESS THE EXISTENCE, DETECTION, OR DELINEATION OF ANY ENVIRONMENTALLY SENSITIVE AREAS OR ANY ENVIRONMENTAL PROBLEMS LOCATED ON THE SURVEYED PREMISES.
5. NOT ALL PHYSICAL IMPROVEMENTS ARE NECESSARILY SHOWN AS PART OF THIS BOUNDARY RESURVEY. ONLY IMPROVEMENTS WHICH ENCROACH ON THE LINE OR ARE IN CLOSE PROXIMITY TO THE LINE ARE SHOWN.

CURVE	DELTA ANGLE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	14°06'04"	340.00'	83.68'	S 78°07'30" E	83.47'

NEW PARCEL 'B'
0.017 ACRES
TO BE DEDICATED TO CITY OF DANVILLE
(OLD CORNER HITS IN PAVEMENT)



VICINITY MAP



- LEGEND**
- IRON FOUND AS NOTED
 - IRON PIN SET
 - COMPUTED POINT
 - UTILITY POLE
 - WATER METER
 - OH— OVERHEAD UTILITY
 - //— EDGE OF PAVEMENT

CITY APPROVAL CERTIFICATION:

I CERTIFY THAT THIS PLATTING IS IN ACCORDANCE WITH THE SUBDIVISION ORDINANCE AND HEREBY APPROVED IN ACCORDANCE WITH CODE OF THE CITY OF DANVILLE 2004, AS AMENDED.

CITY ENGINEER

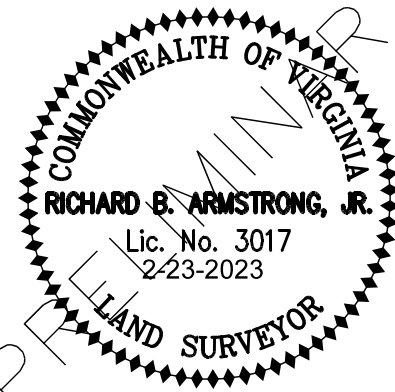
ZONING ADMINISTRATOR

SOURCE OF TITLE:

ALL LOTS INSIDE SUBJECT PROPERTY ARE OWNED BY DANVILLE REDEVELOPMENT & HOUSING AUTHORITY, SEE INDIVIDUAL DEED REFERENCES INSIDE EACH LOT

SOURCE OF TITLE UNKNOWN:

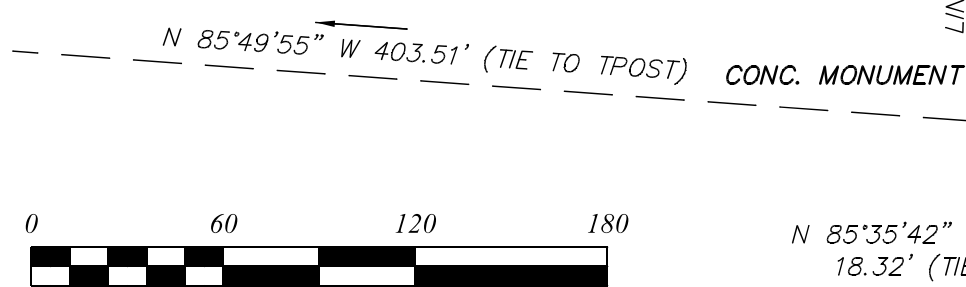
UNOPENED HARRAWAY LANE AND ANN BYRD COURT



CITY OF DANVILLE SURVEYORS CERTIFICATE (SUBDIVISIONS):

SURVEYORS CERTIFICATE:
I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL OF THE REQUIREMENTS OF THE PLANNING COMMISSION AND CITY COUNCIL, AND ORDINANCES OF THE CITY OF DANVILLE, VIRGINIA, REGARDING THE PLATTING OF SUBDIVISIONS, DIVISIONS WITHIN THE CITY HAVE BEEN COMPLIED WITH GIVEN UNDER MY HAND THIS 23rd DAY OF FEBRUARY, 2023.

RICHARD B. ARMSTRONG, JR. LS 3017



1/2" PIPE (LEANING) @208.11'

1/2" PIPE (BENT) @334.05'

DANVILLE REDEVELOPMENT AND HOUSING AUTHORITY
PID 75853
INST 02-3039

N 85°37'47" E 18.69'

N 85°37'47" W 19.45' (TIE)

1" PIPE (BENT)

30' EASEMENT

N 85°35'08" W 401.82' (TIE TO 1" LEANING PIPE)

PINCHED PIPE (LEANING)

1" PIPE

19.8'

OLD BUILDING RUINS

PID 76150
INST 07-5158

11

THOMAS M. BRODNAX
SUBDIVISION
PC 1 SL 384A (PCCCO)

PID 76149
INST 07-5157

PID 76148
INST 07-5156

PID 76147
INST 07-5168

PID 76146
INST 07-5167

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PID 76151
INST 07-5159

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PID 76152
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INST 07-5150

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INST 07-5151

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PID 76156
INST 07-5152

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PID 76157
INST 07-5153

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PID 76158
INST 07-5154

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PID 76159
INST 07-5155

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PID 76160
INST 07-5144

21

3/4" PIPE @216.27'

1" PIPE @130.43'

N 85°35'42" W 404.24'

CITY OF DANVILLE
(OLD LANDFILL)
PID 75854

STANDING WATER

WETLANDS

HARRAWAY LANE (UNOPENED 40' R/W)

ANN BYRD COURT (UNOPENED 40' R/W)

PID 76164
INST 07-5148

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PID 76163
INST 07-5147

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PID 76162
INST 07-5146

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PID 76161
INST 07-5145

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INST 07-5142

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INST 07-5141

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INST 07-5140

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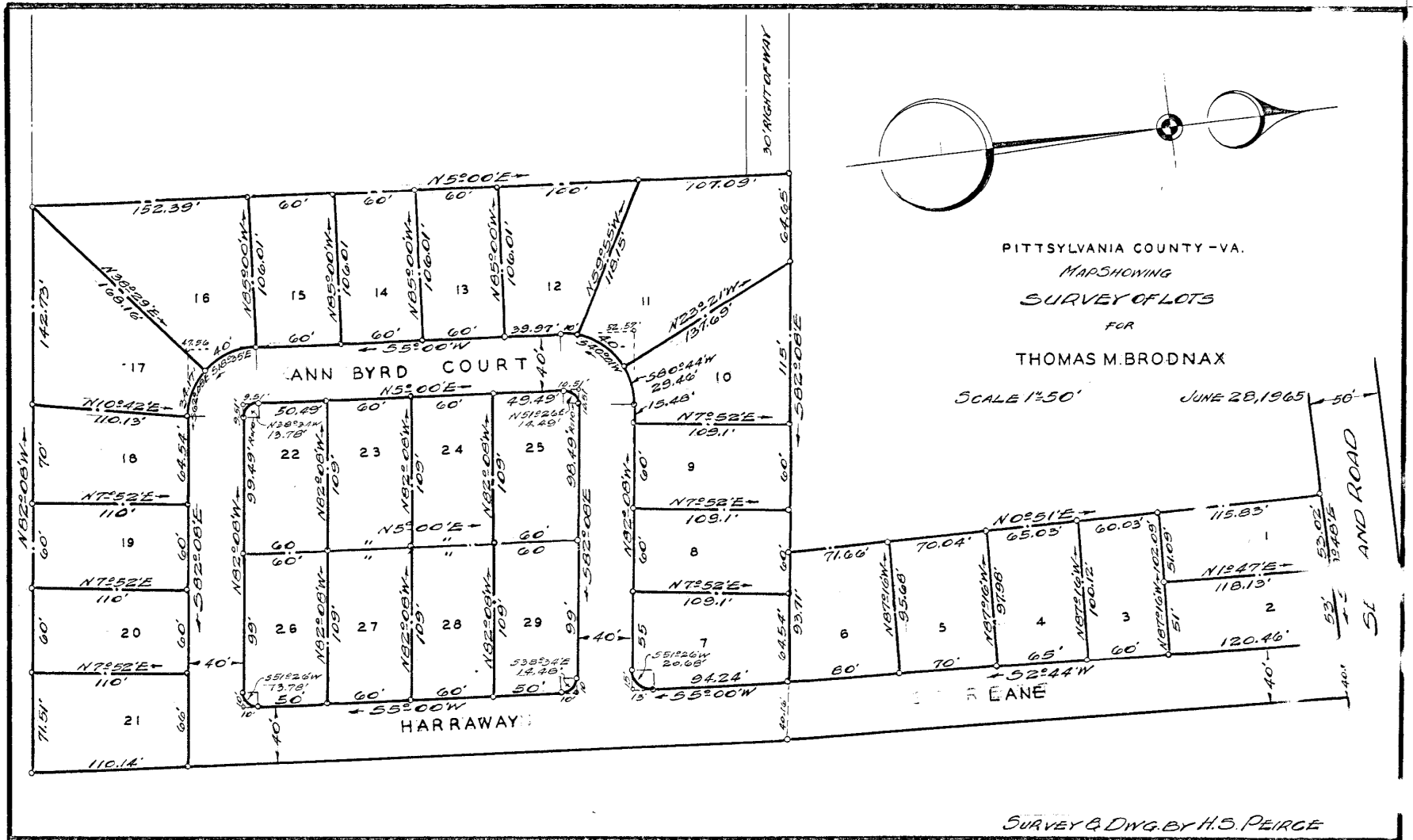
PID 76164
INST 07-5148

25

PID 76163
INST 07-5147

24

EXHIBIT B



Council Letter

City of Danville, Virginia



CL - 716

NEW BUSINESS B.

City Council REGULAR MEETING

Meeting Date: August 1, 2023

Subject: Consideration of a Special Use Permit at 252 Lipton Lane (Parcel 56147) to Allow Short Term Rental as Principal Use.

From: Renee Burton, Division Director of Planning

COUNCIL ACTION

1. Public Hearing
2. An Ordinance Granting Special Use Permit Application PZ23-00182, filed by Sollertis Enterprises, LLC, Requesting a Special Use Permit to Operate a Short Term Rental at Parcel ID 56147 (252 Lipton Lane) in Accordance with Article 3.E, Section C, Item 29.

SUMMARY

252 Lipton Lane is zoned OT-R, Old Town Residential. The applicant, Sollertis Enterprises, LLC, has requested a Special Use Permit to operate a Short Term Rental as a principal use in accordance with Article 3.E. Section C Item 29.

The subject property was built in 1971 and has functioned as a single family dwelling since that time. There is on-street parking available on Lipton Lane and the property has a private driveway.

252 Lipton Lane was declared in compliance to receive a Certificate of Occupancy for a Short Term Rental by the Building Inspections Division in June. The applicant has identified a property manager that lives approximately five minutes from the subject property.

Twenty seven (27) notices were sent to surrounding property owners within three hundred (300) feet of the subject property. Four (4) responses were unopposed. Five (5) responses were opposed.

On July 10, 2023, The City Planning Commission voted 5-0 to recommend approval of Special Use Permit request PZ23-00182 to operate a Short Term Rental at 252 Lipton Lane (Parcel ID #56147) in accordance with Article 3.E. Section C Item 29.

RECOMMENDATION

It is recommended that City Council adopt an Ordinance granting a Special Use Permit to operate a Short Term Rental at 252 Lipton Lane (Parcel ID #56147) in accordance with Article 3.E. Section C Item 29.

Attachments

1. Ordinance
2. Application
3. Short Term Rental Regulations

4. 252 Lipton Lane_AERIALS
 5. 252 Lipton Lane_LANDUSE
 6. 252 Lipton Lane_OWNERS
 7. Planning Commission Recommendation
-

PRESENTED: _____

ADOPTED:

ORDINANCE NO. 2023____.____

AN ORDINANCE GRANTING SPECIAL USE PERMIT APPLICATION PZ23-00182, FILED BY SOLLERTIS ENTERPRISES, LLC, REQUESTING A SPECIAL USE PERMIT TO OPERATE A SHORT TERM RENTAL AT PARCEL ID 56147 (252 LIPTON LANE) IN ACCORDANCE WITH ARTICLE 3.E, SECTION C, ITEM 29.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that the report of the Planning Commission recommending approval of Special Use Permit Application PZ23-00182, filed by Sollertis Enterprises, LLC, requesting a Special Use Permit to operate a Short Term Rental at Parcel ID 56147 (252 Lipton Lane) in accordance with Article 3.E, Section C, Item 29, be, and the same is hereby, received, and

BE IT FURTHER ORDAINED that in consideration of said report and the public hearing this day held by Council, Special Use Permit Application PZ23-00182, filed by Sollertis Enterprises, LLC requesting a Special Use Permit to operate a Short Term Rental at Parcel ID 56147 (252 Lipton Lane) in accordance with Article 3E, Section C, Item 29, is hereby granted and approved.

Approved:

Mayor

Attest:

Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney



CITY PLANNING COMMISSION

SPECIAL USE PERMIT APPLICATION

Article 6. Section D. Application Requirements for Special Use Permit.

1. An application for a special use permit shall be made by the owner, contract purchaser with the owner's written consent, or the owner's agent, of the property on which the proposed use is to be located. The application shall be submitted to the Director of Planning/Zoning Administrator, and shall be accompanied by the filing fee of \$360.
2. If the request for a special use permit has been denied by City Council, a request in substantially the same form shall not be resubmitted within one (1) year of the date of denial.
3. The application shall include the following information:
 - a. A preliminary site plan in accordance with the Site Plan Regulations.
 - b. A description of the proposed use and, where applicable, the hours of operation and the proposed number of employees/patrons.
 - c. A written statement of proposed project compatibility with the following:
 - (1.) The Comprehensive Plan.
 - (2.) The applicable zoning district.
 - (3.) The surrounding properties.
 - (4.) Current and future neighborhood conditions.
 - (5.) Pedestrian and vehicular traffic patterns, on-site and off-site.
 - (6.) Adequate public facilities.
 - d. When requested by the Director of Planning/Zoning Administrator, the Planning Commission, or the City Council, the following information shall be provided by the applicant:
 - (1.) The architectural elevations and floor plans of proposed building(s).
 - (2.) Traffic impact analysis.
 - (3.) Fiscal impact analysis.
 - (4.) Parking and site circulation analysis.
 - (5.) Photographs of property and surrounding area.
 - (6.) Environmental impact statement.

PLANNING DIVISION PROVIDED INFORMATION

Application #: P223-00182 PC Meeting Date: July 10, 2023
Date Received: May 24, 2023 Received By: Lisa Jones
Parcel ID: 56147 Address: 232 Lipton Lane
Existing Zoning OTR Future Land Use: _____

APPLICANT PROVIDED INFORMATION

Property Location (address/ID#): 252 Lipton Lane Danville, VA 24540

Applicant: Quincy A Poteat d/b/a Sollertis Enterprises LLC

Applicant's Address: 7801 McCarron Way Charlotte, NC 28215

Applicant's Phone Number: (704) 619-7890 / (434) 429-6242 Rep

Applicant's E-mail: gapoteat@gmail.com

Describe Proposed Request: Request to use property as
an "Air B and B" (Airbnb)

"dianne - poteat@msn.com"

 Quincy A. Poteat, d/b/a Sollertis Ent.

Applicant Signature

date

5.19.2023

Dianne Poteat, Sollertis Rep.

Property Owner Signature
(if not applicant)

date

Y. - Short-Term Rentals.

1. Short-term rental approval.

- a. Short-term rentals must obtain a business license clearance from the Zoning Administrator and register with the Commissioner of Revenue prior to operating or advertising the property for short-term rental.
- b. A short-term owner/operator must apply for and receive a business license clearance prior to registering with the Commissioner of Revenue.
- c. The short-term rental must register with the Commissioner of Revenue to collect and remit the City's transient lodging tax and other applicable fees as specified in Chapter 37 entitled "Taxation."

2. Short-term rental standards.

- a short-term rental may only provide short-term occupancy services for compensation for guests including lodging, packaged food and beverages, and other incidental items typically found within a residence. The short-term rental must not prepare food or beverages, provide event services, or provide unrelated services for compensation.
- b. Short-term rentals are permissible accessory uses to permitted dwellings in the SR-R, T-R, S-R, NT-R, OT-R, A-R, MHP-R, TO-C, CB-C, and TW-C zoning districts.
- c. If the owner of a short-term rental does not live within 50 miles of the City, they must designate a responsible local agent to contact in case of emergencies when they apply for the Business License Clearance.
- d. Short-term rentals must comply with applicable provisions of the Virginia Uniform Statewide Building Code (Danville City Code sections 9-81 through 9-88). Including a Certificate of Occupancy for each unit
- e. If a short-term rental is within a City Rental Housing Inspection Division District, then the property must register as a rental property and maintain a certificate of compliance (City Code sections 9-204 through 9-207).
- f. The minimum short-term rental contract rental period is 18 hours.
- g. Short-term rentals are allowed the same signage as their associated dwellings under Article 10.
- h. Short-term rental parking must be on the associated property or on street immediately adjacent to it unless the short-term rental is in the CB-C or TW-C zoning districts.
- i. Units must have a working multi-purpose fire extinguisher, interconnected smoke detectors and carbon monoxide detectors (when required for a fireplace or gas service).
- j. Units must have an emergency exit plan posted inside the door to each sleeping room showing the exit pathway from the sleeping room to the nearest exit from the dwelling.
- k. Events and activities, including luncheons, banquets, parties, weddings, meetings, fund raising, commercial or advertising activities, and any other gathering of persons other than the authorized lodgers, whether for direct or indirect compensation, are prohibited in association with any short-term lodging.

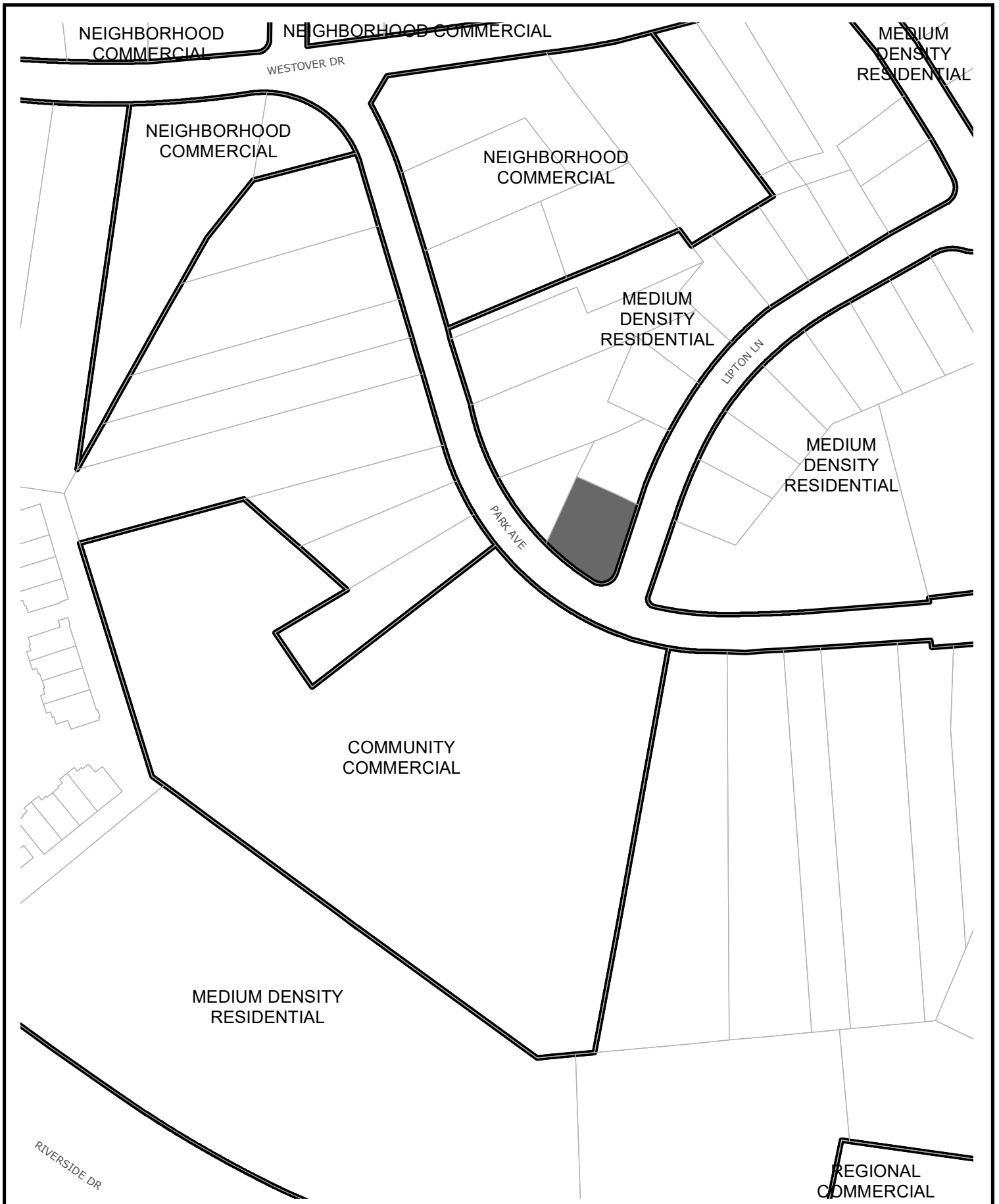


2019 AERIAL VIEW OF AREA SURROUNDING SUBJECT PROPERTY



Prepared by:
Planning Division
6/12/2023

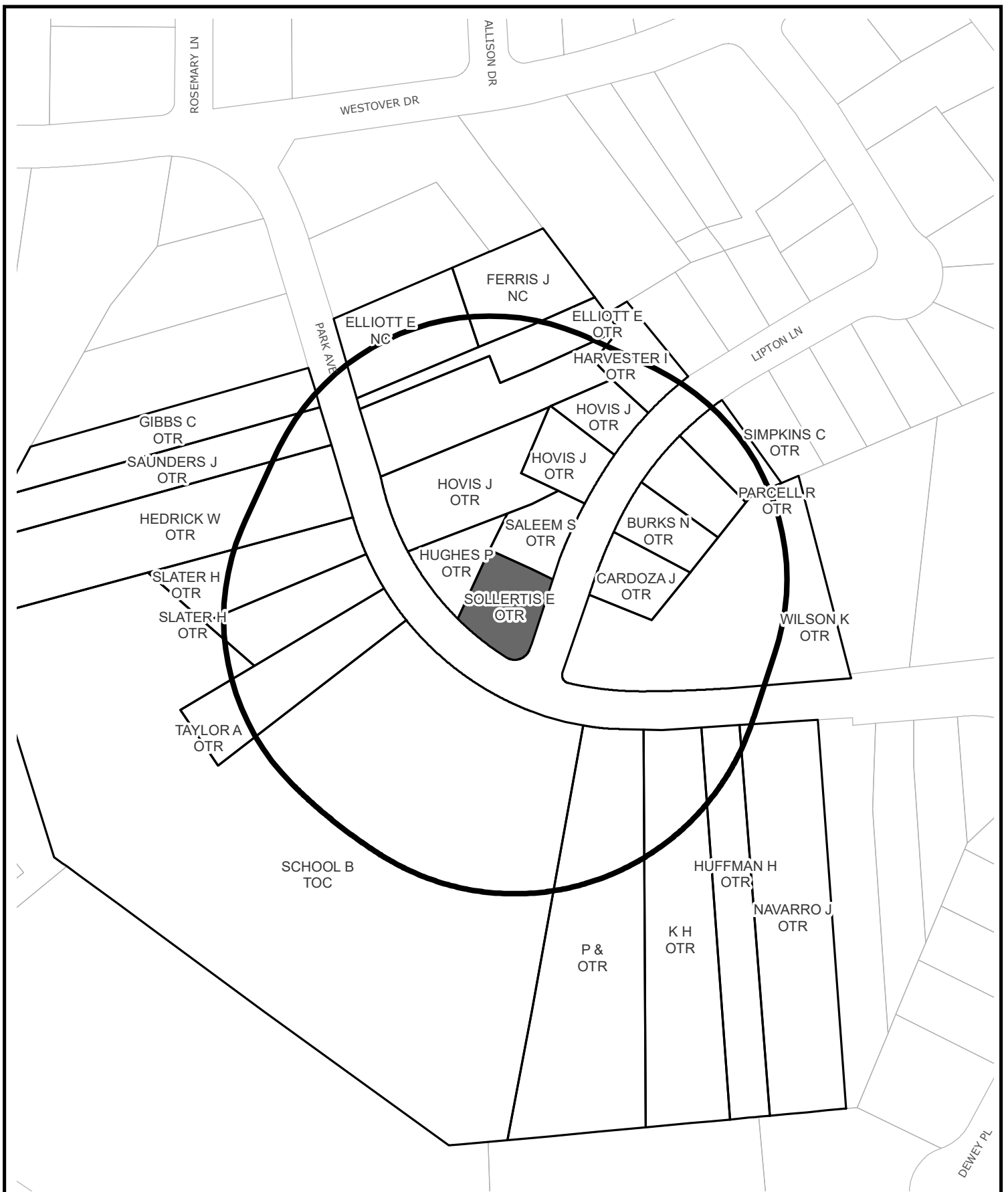
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YEAR 2030 LAND USE PLAN FOR AREA SURROUNDING SUBJECT PROPERTY

Prepared by:
Planning Division
6/12/2023

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SURROUNDING PROPERTY OWNERS AND ZONING WITHIN 300 FEET OF SUBJECT PROPERTY



Prepared by:
Planning Division
6/12/2023

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City of Danville
427 Patton Street, Suite 208
Danville VA, 24541
Phone: (434) 799-5260

City Planning Commission

MEMORANDUM

DATE: JULY 10, 2023
TO: CITY COUNCIL
FROM: CITY PLANNING COMMISSION
RE: SPECIAL USE PERMIT APPLICATION PZ23-00182

REQUEST

Special Use Permit Application PZ23-00182 filed by Sollertis Enterprises, LLC, requesting a Special Use Permit at 252 Lipton Lane (Parcel 56147) to allow short term rental, as principal use in accordance with Article 3.E. Section C Item 29.

RECOMMENDATION

The Planning Commission, at their July 10, 2023, meeting, voted 5 - 0 to recommend approval of Special Use Permit Request PZ23-00182 as submitted.

RB

Mr. Steve Petrick, Chair

Council Letter

City of Danville, Virginia



CL - 718

NEW BUSINESS C.

City Council REGULAR MEETING

Meeting Date: August 1, 2023

Subject: Consideration of a Special Use Permit at 54 Glen Oak Drive (Parcel 55396) to Allow Short Term Rental as Principal Use.

From: Renee Burton, Division Director of Planning

COUNCIL ACTION

1. Public Hearing
2. An Ordinance Granting Special Use Permit Application PZ23-00189, Filed by DM Woodstock Enterprises, LLC, Requesting a Special Use Permit to Operate a Short Term Rental at Parcel ID 55396 (54 Glen Oak Drive) in Accordance with Article 3.E., Section C, Item 29.

SUMMARY

54 Glen Oak Drive is zoned OT-R, Old Town Residential. The applicant, DM Woodstock Enterprises, LLC, has requested a Special Use Permit to operate a Short Term Rental as a principal use in accordance with Article 3.E. Section C Item 29.

The subject property was built in 1950 and has functioned as a single family dwelling since that time. There is on-street parking available on Glen Oak Drive and the property has a private driveway.

54 Glen Oak Drive was declared in compliance to receive a Certificate of Occupancy for a Short Term Rental by the Building Inspections Division in June. The property owners live within the City of Danville.

Fifty-two (52) notices were sent to surrounding property owners within three hundred (300) feet of the subject property. Seven (7) responses received were unopposed. Four (4) responses were opposed.

On July 10, 2023, the City Planning Commission voted 5 - 0 to recommend approval of Special Use Permit request PZ23-00189 to operate a Short Term Rental at 54 Glen Oak Drive (Parcel ID 55396) to operate a Short Term Rental in accordance with Article 3.E. Section C Item 29.

RECOMMENDATION

It is recommended that City Council adopt an Ordinance granting a Special Use Permit to operate a Short Term Rental at 54 Glen Oak Drive (Parcel ID #55396) in accordance with Article 3.E. Section C Item 29.

Attachments

1. Ordinance
2. Application

3. Short Term Rental Regulations
 4. 54 Glen Oak Dr_AERIALS
 5. 54 Glen Oak Dr_LANDUSE
 6. 54 Glen Oak Dr_OWNERS
 7. Planning Commission Recommendation
-

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2023 ____.

AN ORDINANCE GRANTING SPECIAL USE PERMIT APPLICATION PZ23-00189, FILED BY DM WOODSTOCK ENTERPRISES, LLC, REQUESTING A SPECIAL USE PERMIT TO OPERATE A SHORT TERM RENTAL AT PARCEL ID 55396 (54 GLEN OAK DRIVE) IN ACCORDANCE WITH ARTICLE 3.E., SECTION C, ITEM 29.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that the report of the Planning Commission recommending approval of Special Use Permit Application PZ23-00189, filed by DM Woodstock Enterprises, LLC, requesting a Special Use Permit to operate a Short Term Rental at Parcel ID 55396 (54 Glen Oak Drive) in accordance with Article 3.E, Section C, Item 29, be and the same is hereby received; and

BE IT FURTHER ORDAINED THAT in consideration of said report and the public hearing this day held by Council, Special Use Permit Application PZ23-00189, filed by DM Woodstock Enterprises, LLC requesting a Special Use Permit to operate a Short Term Rental at Parcel ID 55396 (54 Glen Oak Drive) in accordance with Article 3.E, Section C, Item 29, is hereby granted and approved.

Approved:

Mayor

Attest:

Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney



CITY PLANNING COMMISSION

SPECIAL USE PERMIT APPLICATION

Article 6. Section D. Application Requirements for Special Use Permit.

1. An application for a special use permit shall be made by the owner, contract purchaser with the owner's written consent, or the owner's agent, of the property on which the proposed use is to be located. The application shall be submitted to the Director of Planning/Zoning Administrator, and shall be accompanied by the filing fee of \$360.
2. If the request for a special use permit has been denied by City Council, a request in substantially the same form shall not be resubmitted within one (1) year of the date of denial.
3. The application shall include the following information:
 - a. A preliminary site plan in accordance with the Site Plan Regulations.
 - b. A description of the proposed use and, where applicable, the hours of operation and the proposed number of employees/patrons.
 - c. A written statement of proposed project compatibility with the following:
 - (1.) The Comprehensive Plan.
 - (2.) The applicable zoning district.
 - (3.) The surrounding properties.
 - (4.) Current and future neighborhood conditions.
 - (5.) Pedestrian and vehicular traffic patterns, on-site and off-site.
 - (6.) Adequate public facilities.
 - d. When requested by the Director of Planning/Zoning Administrator, the Planning Commission, or the City Council, the following information shall be provided by the applicant:
 - (1.) The architectural elevations and floor plans of proposed building(s).
 - (2.) Traffic impact analysis.
 - (3.) Fiscal impact analysis.
 - (4.) Parking and site circulation analysis.
 - (5.) Photographs of property and surrounding area.
 - (6.) Environmental impact statement.

PLANNING DIVISION PROVIDED INFORMATION

Application #: P223-00189 PC Meeting Date: July 10, 2023
Date Received: 6-1-23 Received By: Renee Burton
Parcel ID: 55396 Address: 54 Glen Oak Drive
Existing Zoning: OTR Future Land Use: Short term Rental

APPLICANT PROVIDED INFORMATION

Property Location (address/ID#): 54 Glen Oak Dr Danville, VA 24541

Applicant: Misty & Derek Adams / DM Woodstock Enterprise, LLC

Applicant's Address: 117 Woodstock Way Danville, VA 24541

Applicant's Phone Number: 434-251-8291

Applicant's E-mail: dmwoodstockenterprisellc@gmail.com

Describe Proposed Request: Special Use Permit for Short-Term Rental

<i>Misty Adams</i>	05/31/2023
<i>Derek Adams</i>	05/31/2023
Applicant Signature	date

_____ Property Owner Signature (if not applicant)	_____ date
---	---------------

Y. - Short-Term Rentals.

1. Short-term rental approval.

- a. Short-term rentals must obtain a business license clearance from the Zoning Administrator and register with the Commissioner of Revenue prior to operating or advertising the property for short-term rental.
- b. A short-term owner/operator must apply for and receive a business license clearance prior to registering with the Commissioner of Revenue.
- c. The short-term rental must register with the Commissioner of Revenue to collect and remit the City's transient lodging tax and other applicable fees as specified in Chapter 37 entitled "Taxation."

2. Short-term rental standards.

- a short-term rental may only provide short-term occupancy services for compensation for guests including lodging, packaged food and beverages, and other incidental items typically found within a residence. The short-term rental must not prepare food or beverages, provide event services, or provide unrelated services for compensation.
- b. Short-term rentals are permissible accessory uses to permitted dwellings in the SR-R, T-R, S-R, NT-R, OT-R, A-R, MHP-R, TO-C, CB-C, and TW-C zoning districts.
- c. If the owner of a short-term rental does not live within 50 miles of the City, they must designate a responsible local agent to contact in case of emergencies when they apply for the Business License Clearance.
- d. Short-term rentals must comply with applicable provisions of the Virginia Uniform Statewide Building Code (Danville City Code sections 9-81 through 9-88). Including a Certificate of Occupancy for each unit
- e. If a short-term rental is within a City Rental Housing Inspection Division District, then the property must register as a rental property and maintain a certificate of compliance (City Code sections 9-204 through 9-207).
- f. The minimum short-term rental contract rental period is 18 hours.
- g. Short-term rentals are allowed the same signage as their associated dwellings under Article 10.
- h. Short-term rental parking must be on the associated property or on street immediately adjacent to it unless the short-term rental is in the CB-C or TW-C zoning districts.
- i. Units must have a working multi-purpose fire extinguisher, interconnected smoke detectors and carbon monoxide detectors (when required for a fireplace or gas service).
- j. Units must have an emergency exit plan posted inside the door to each sleeping room showing the exit pathway from the sleeping room to the nearest exit from the dwelling.
- k. Events and activities, including luncheons, banquets, parties, weddings, meetings, fund raising, commercial or advertising activities, and any other gathering of persons other than the authorized lodgers, whether for direct or indirect compensation, are prohibited in association with any short-term lodging.

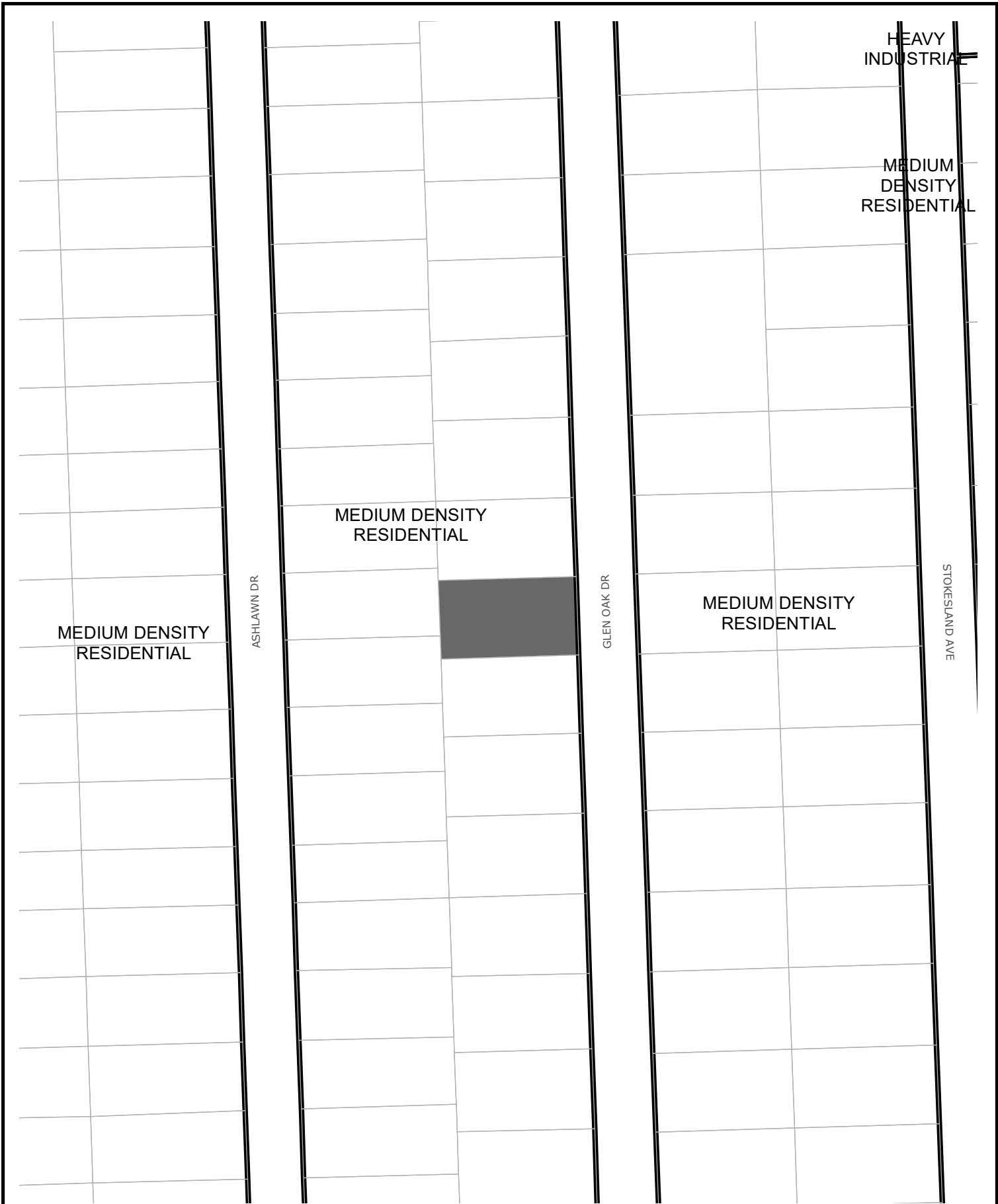


2019 AERIAL VIEW OF AREA SURROUNDING SUBJECT PROPERTY



Prepared by:
Planning Division
6/12/2023

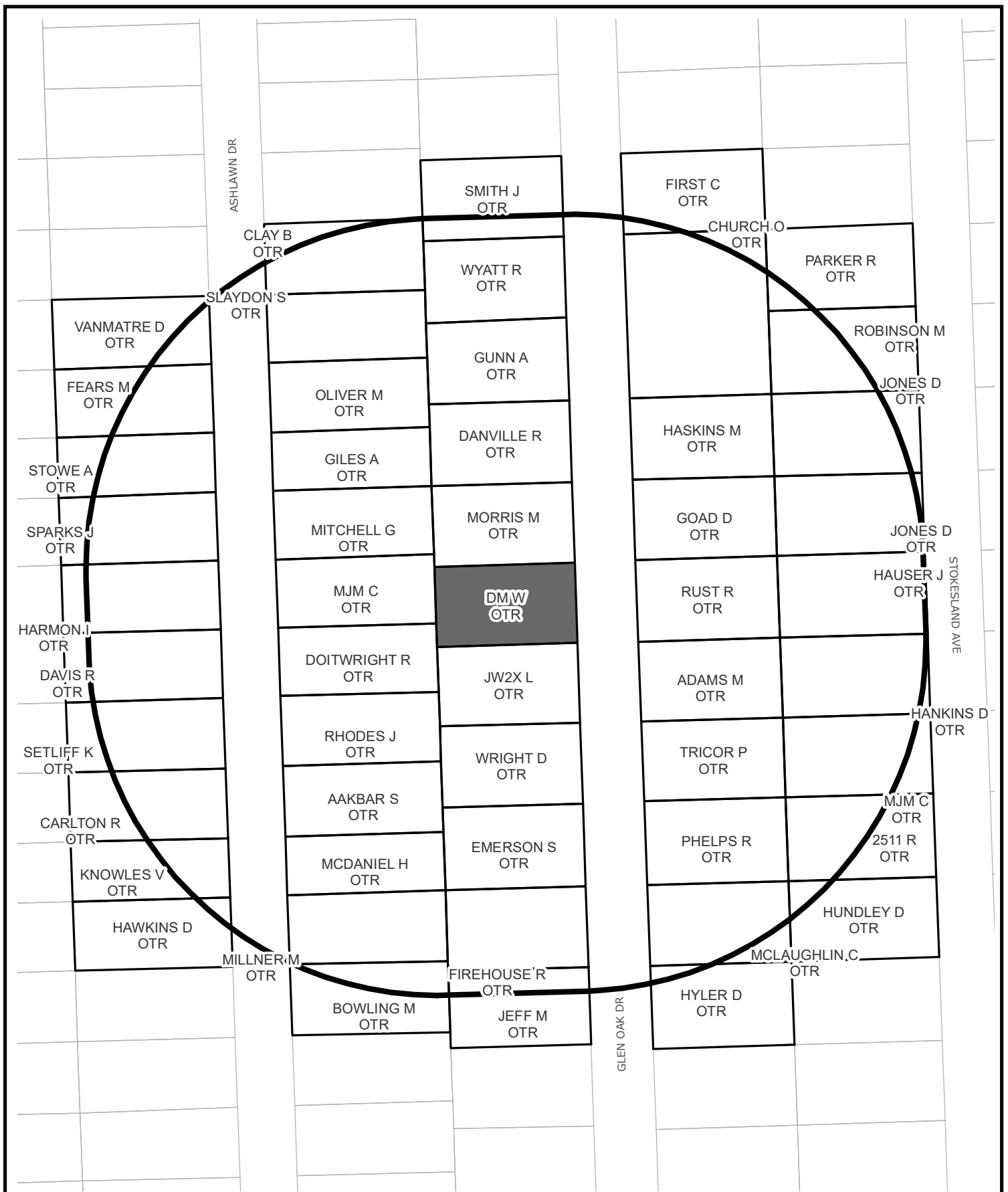
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YEAR 2030 LAND USE PLAN FOR AREA SURROUNDING SUBJECT PROPERTY

Prepared by:
Planning Division
6/12/2023

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SURROUNDING PROPERTY OWNERS AND ZONING WITHIN 300 FEET OF SUBJECT PROPERTY



Prepared by:
Planning Division
6/12/2023

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City of Danville
427 Patton Street, Suite 208
Danville VA, 24541
Phone: (434) 799-5260

City Planning Commission

MEMORANDUM

DATE: JULY 10, 2023
TO: CITY COUNCIL
FROM: CITY PLANNING COMMISSION
RE: SPECIAL USE PERMIT APPLICATION PZ23-00189

REQUEST

Special Use Permit Application PZ23-00189 filed by DM Woodstock Enterprises, LLC, requesting a Special Use Permit at 54 Glen Oak Drive (Parcel 55396) to allow short term rental, as principal use in accordance with Article 3.E. Section C Item 29.

RECOMMENDATION

The Planning Commission, at their July 10, 2023, meeting, voted 5 - 0 to recommend approval of Special Use Permit Request PZ23-00189 as submitted.

 RB

Mr. Steve Petrick, Chair

Council Letter

City of Danville, Virginia



CL - 719

NEW BUSINESS D.

City Council REGULAR MEETING

Meeting Date: August 1, 2023

Subject: Consideration of a Special Use Permit at 21 Ashlawn Drive (Parcel 53030) to Allow Short-Term Rental as Principal Use.

From: Renee Burton, Division Director of Planning

COUNCIL ACTION

1. Public Hearing
2. An Ordinance Granting Special Use Permit Application PZ23-00195, Filed by Fortuitous Investments, LLC, Requesting a Special Use Permit to Operate a Short Term Rental at Parcel ID 53030 (21 Ashlawn Drive) in Accordance with Article 3.E., Section C, Item 29.

SUMMARY

21 Ashlawn Drive is zoned OT-R, Old Town Residential. The applicant, Fortuitous Investments, LLC, has requested a Special Use Permit to operate a Short Term Rental as a principal use in accordance with Article 3.E. Section C Item 29.

The subject property was built in 1950 and has functioned as a single family dwelling since that time. There is on-street parking available on Ashlawn Drive and the property has a private driveway. 21 Ashlawn Drive was declared in compliance to receive a Certificate of Occupancy for a Short Term Rental by the Building Inspections Division in June. The subject property is also located within a Rental Inspection District and has a received a Certificate of Compliance from the program. The applicant has provided contact information for a property manager that lives within 50 miles of the subject property.

Forty one (41) notices were sent to surrounding property owners within three hundred (300) feet of the subject property. Four (4) unopposed responses were received. Four (4) opposed responses were received.

On July 10, 2023, the City Planning Commission voted 5 - 0 to recommend approval of Special Use Permit request PZ23-00195 to operate a Short Term Rental at 21 Ashlawn Drive (Parcel ID #53030) in accordance with Article 3.E. Section C Item 29.

RECOMMENDATION

It is recommended that City Council adopt an Ordinance granting a Special Use Permit to operate a Short Term Rental as a principal use at 21 Ashlawn Drive (Parcel ID #53030). in accordance with Article 3.E. Section C Item 29.

Attachments

1. Ordinance

2. Application
 3. Short Term Rental Regulations
 4. 21 Ashlawn Dr_AERIALS
 5. 21 Ashlawn Dr_LANDUSE
 6. 21 Ashlawn Dr_OWNERS
 7. Planning Commission Recommendation
-

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2023 ____.

AN ORDINANCE GRANTING SPECIAL USE PERMIT APPLICATION PZ23-00195, FILED BY FORTUITOUS INVESTMENTS, LLC, REQUESTING A SPECIAL USE PERMIT TO OPERATE A SHORT TERM RENTAL AT PARCEL ID 53030 (21 ASHLAWN DRIVE) IN ACCORDANCE WITH ARTICLE 3.E., SECTION C, ITEM 29.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that the report of the Planning Commission recommending approval of Special Use Permit Application PZ23-00195, filed by Fortuitous Investments, LLC, requesting a Special Use Permit to operate a Short Term Rental at Parcel ID 53030 (21 Ashlawn Drive) in accordance with Article 3.E, Section C, Item 29, be, and the same is hereby, received; and

BE IT FURTHER ORDAINED that in consideration of said report and the public hearing this day held by Council, Special Use Permit Application PZ23-00195, filed by Fortuitous Investments, LLC requesting a Special Use Permit to operate a Short Term Rental at Parcel ID 53030 (21 Ashlawn Drive) in accordance with Article 3.E, Section C, Item 29, is hereby granted and approved.

Approved:

Mayor

Attest:

Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney



CITY PLANNING COMMISSION

SPECIAL USE PERMIT APPLICATION

Article 6. Section D. Application Requirements for Special Use Permit.

1. An application for a special use permit shall be made by the owner, contract purchaser with the owner's written consent, or the owner's agent, of the property on which the proposed use is to be located. The application shall be submitted to the Director of Planning/Zoning Administrator, and shall be accompanied by the filing fee of \$360.
2. If the request for a special use permit has been denied by City Council, a request in substantially the same form shall not be resubmitted within one (1) year of the date of denial.
3. The application shall include the following information:
 - a. A preliminary site plan in accordance with the Site Plan Regulations.
 - b. A description of the proposed use and, where applicable, the hours of operation and the proposed number of employees/patrons.
 - c. A written statement of proposed project compatibility with the following:
 - (1.) The Comprehensive Plan.
 - (2.) The applicable zoning district.
 - (3.) The surrounding properties.
 - (4.) Current and future neighborhood conditions.
 - (5.) Pedestrian and vehicular traffic patterns, on-site and off-site.
 - (6.) Adequate public facilities.
 - d. When requested by the Director of Planning/Zoning Administrator, the Planning Commission, or the City Council, the following information shall be provided by the applicant:
 - (1.) The architectural elevations and floor plans of proposed building(s).
 - (2.) Traffic impact analysis.
 - (3.) Fiscal impact analysis.
 - (4.) Parking and site circulation analysis.
 - (5.) Photographs of property and surrounding area.
 - (6.) Environmental impact statement.

PLANNING DIVISION PROVIDED INFORMATION

Application #: P223-00195 PC Meeting Date: July 10, 2023
Date Received: 6-8-23 Received By: Lisa Jones
Parcel ID: 53030 Address: 21 Ashlawn Drive
Existing Zoning OTR Future Land Use: Air B&B

21 Ashlawn, Danville

Applicant: Fortuitous Investments - Jennifer Durham

Applicant's Address: 440 Monticello Ave Ste 1802 #114219

Applicant's Phone Number: 682.218.9591 Norfolk VA 23510

Applicant's E-mail: Frtts.investments@gmail.com

Describe Proposed Request: We request to run an air

bnb at 21 Ashlawn. Our guests would
be patrons of the casino.


Applicant Signature

6.7.23
date

Property Owner Signature
(if not applicant)

date

Y. - Short-Term Rentals.

1. Short-term rental approval.

- a. Short-term rentals must obtain a business license clearance from the Zoning Administrator and register with the Commissioner of Revenue prior to operating or advertising the property for short-term rental.
- b. A short-term owner/operator must apply for and receive a business license clearance prior to registering with the Commissioner of Revenue.
- c. The short-term rental must register with the Commissioner of Revenue to collect and remit the City's transient lodging tax and other applicable fees as specified in Chapter 37 entitled "Taxation."

2. Short-term rental standards.

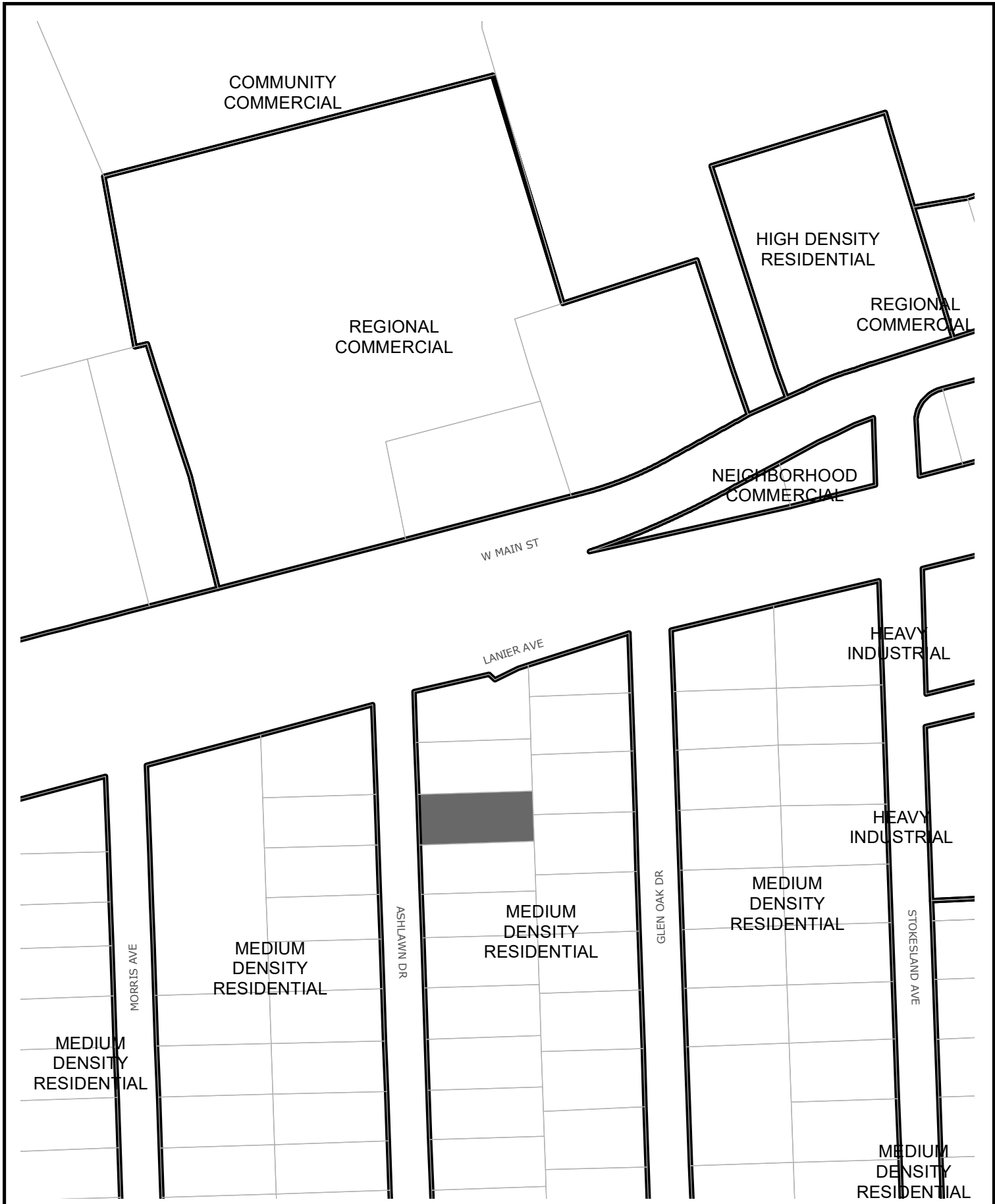
- a short-term rental may only provide short-term occupancy services for compensation for guests including lodging, packaged food and beverages, and other incidental items typically found within a residence. The short-term rental must not prepare food or beverages, provide event services, or provide unrelated services for compensation.
- b. Short-term rentals are permissible accessory uses to permitted dwellings in the SR-R, T-R, S-R, NT-R, OT-R, A-R, MHP-R, TO-C, CB-C, and TW-C zoning districts.
- c. If the owner of a short-term rental does not live within 50 miles of the City, they must designate a responsible local agent to contact in case of emergencies when they apply for the Business License Clearance.
- d. Short-term rentals must comply with applicable provisions of the Virginia Uniform Statewide Building Code (Danville City Code sections 9-81 through 9-88). Including a Certificate of Occupancy for each unit
- e. If a short-term rental is within a City Rental Housing Inspection Division District, then the property must register as a rental property and maintain a certificate of compliance (City Code sections 9-204 through 9-207).
- f. The minimum short-term rental contract rental period is 18 hours.
- g. Short-term rentals are allowed the same signage as their associated dwellings under Article 10.
- h. Short-term rental parking must be on the associated property or on street immediately adjacent to it unless the short-term rental is in the CB-C or TW-C zoning districts.
- i. Units must have a working multi-purpose fire extinguisher, interconnected smoke detectors and carbon monoxide detectors (when required for a fireplace or gas service).
- j. Units must have an emergency exit plan posted inside the door to each sleeping room showing the exit pathway from the sleeping room to the nearest exit from the dwelling.
- k. Events and activities, including luncheons, banquets, parties, weddings, meetings, fund raising, commercial or advertising activities, and any other gathering of persons other than the authorized lodgers, whether for direct or indirect compensation, are prohibited in association with any short-term lodging.



2019 AERIAL VIEW OF AREA SURROUNDING SUBJECT PROPERTY

Prepared by:
Planning Division
6/12/2023

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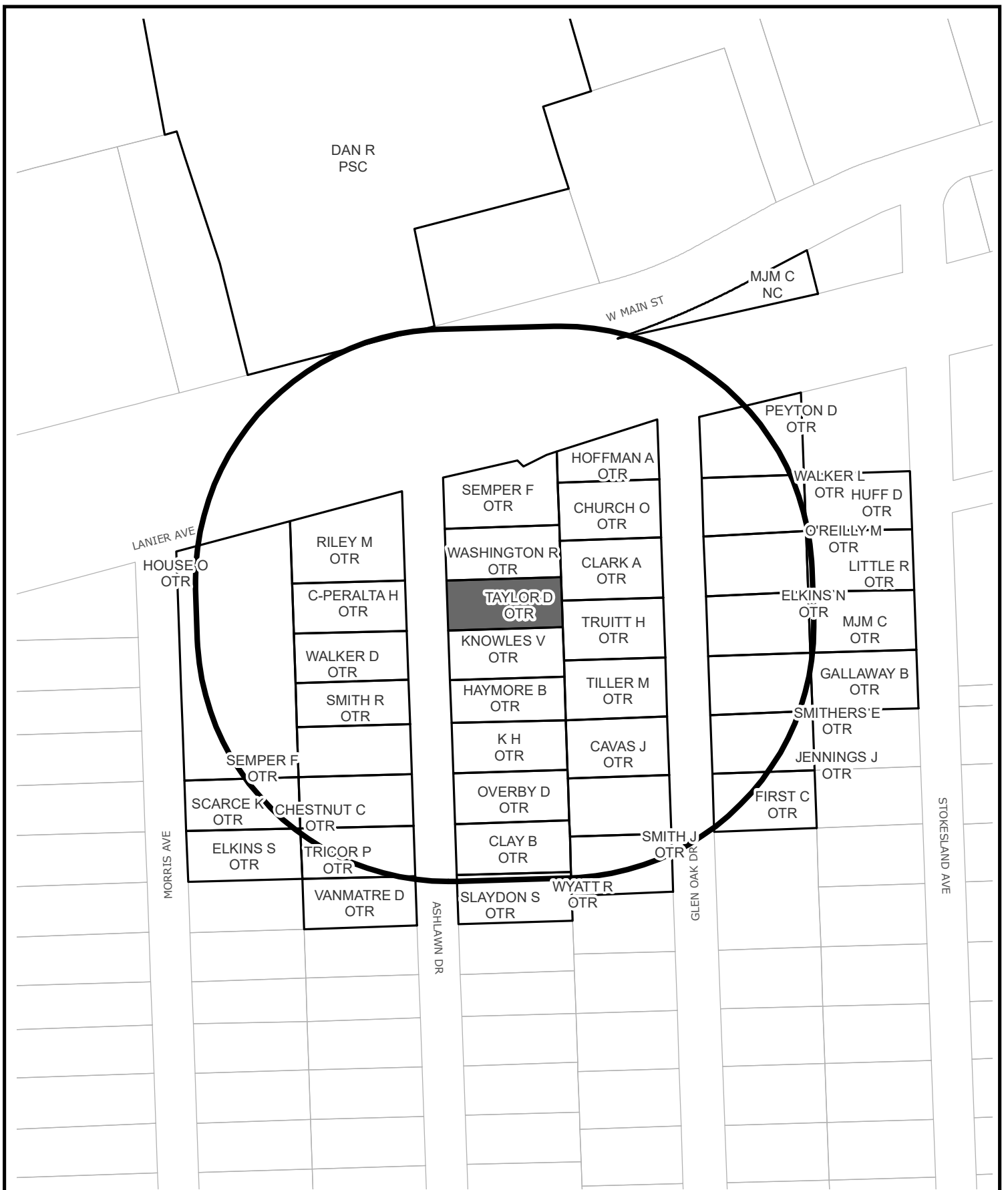


YEAR 2030 LAND USE PLAN FOR AREA SURROUNDING SUBJECT PROPERTY



Prepared by:
Planning Division
6/12/2023

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SURROUNDING PROPERTY OWNERS AND ZONING WITHIN 300 FEET OF SUBJECT PROPERTY



Prepared by:
Planning Division
6/12/2023

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City of Danville
427 Patton Street, Suite 208
Danville VA, 24541
Phone: (434) 799-5260

City Planning Commission

MEMORANDUM

DATE: JULY 10, 2023
TO: CITY COUNCIL
FROM: CITY PLANNING COMMISSION
RE: SPECIAL USE PERMIT APPLICATION PZ23-00195

REQUEST

Special Use Permit Application PZ23-00195 filed by Fortuitous Investments, LLC, requesting a Special Use Permit at 21 Ashlawn Drive (Parcel 53030) to allow short term rental, as principal use in accordance with Article 3.E. Section C Item 29.

RECOMMENDATION

The Planning Commission, at their July 10, 2023, meeting, voted 5 - 0 to recommend approval of Special Use Permit Request PZ23-00195 as submitted.

 RB

Mr. Steve Petrick, Chair

Council Letter

City of Danville, Virginia



CL - 721

NEW BUSINESS E.

City Council REGULAR MEETING

Meeting Date: August 1, 2023

Subject: Consideration of a Special Use Permit at 162 College Avenue (Parcel 21264) to Allow Short Term Rental as Principal Use.

From: Renee Burton, Division Director of Planning

COUNCIL ACTION

1. Public Hearing
2. An Ordinance Granting Special Use Permit Application PZ23-00196, filed by Edric M. San Miguel, Requesting a Special Use Permit to Operate a Short Term Rental at Parcel ID 21264 (162 College Drive) in Accordance with Article 3.E., Section C, Item 29.

SUMMARY

162 College Avenue is zoned OT-R, Old Town Residential. The applicant, Edric M. San Miguel, has requested a Special Use Permit to operate a Short Term Rental as a principal use in accordance with Article 3.E. Section C Item 29.

The subject property was built in 1912 and has functioned as a single family dwelling since that time. There is on-street parking available on College Avenue and the property has a private driveway.

162 College Avenue was declared in compliance to receive a Certificate of Occupancy for a Short Term Rental by the Building Inspections Division in June. The applicant resides at the location and will operate more than 50% of the structure as a short-term rental.

Fifty three (53) notices were sent to surrounding property owners within three hundred (300) feet of the subject property. Three (3) unopposed notices were received. Twenty (20) opposing notices were received.

On July 10, 2023, the City Planning Commission voted 3 - 2 to recommend approval of Special Use Permit request PZ23-00196 to operate a Short Term Rental at 162 College Avenue (Parcel ID #21264) in accordance with Article 3.E. Section C Item 29.

RECOMMENDATION

It is recommended that City Council adopt an Ordinance granting a Special Use Permit to operate a Short Term Rental at 162 College Avenue (Parcel ID #21264) in accordance with Article 3.E. Section C Item 29.

Attachments

1. Ordinance
2. Application

3. Short Term Rental Regulations
 4. 162 COLLEGE AVE_AERIALS
 5. 162 COLLEGE AVE_LANDUSE
 6. 162 COLLEGE AVE_OWNERS
 7. Planning Commission Recommendation
-

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2023 ____.

AN ORDINANCE GRANTING SPECIAL USE PERMIT APPLICATION PZ23-00196, FILED BY EDRIC M. SAN MIGUEL, REQUESTING A SPECIAL USE PERMIT TO OPERATE A SHORT TERM RENTAL AT PARCEL ID 21264 (162 COLLEGE DRIVE) IN ACCORDANCE WITH ARTICLE 3.E., SECTION C, ITEM 29.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that the report of the Planning Commission recommending approval of Special Use Permit Application PZ23-00196, filed by Edric M. San Miguel, requesting a Special Use Permit to operate a Short Term Rental at Parcel ID 21264 (162 College Drive) in accordance with Article 3.E, Section C, Item 29, be, and the same is hereby, received; and

BE IT FURTHER ORDAINED that in consideration of said report and the public hearing this day held by Council, Special Use Permit Application PZ23-00196, filed by Edric M. San Miguel requesting a Special Use Permit to operate a Short Term Rental at Parcel ID 21264 (162 College Drive) in accordance with Article 3.E, Section C, Item 29, is hereby granted and approved.

Approved:

Mayor

Attest:

Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney



CITY PLANNING COMMISSION

SPECIAL USE PERMIT APPLICATION

Article 6. Section D. Application Requirements for Special Use Permit.

1. An application for a special use permit shall be made by the owner, contract purchaser with the owner's written consent, or the owner's agent, of the property on which the proposed use is to be located. The application shall be submitted to the Director of Planning/Zoning Administrator, and shall be accompanied by the filing fee of \$360.
2. If the request for a special use permit has been denied by City Council, a request in substantially the same form shall not be resubmitted within one (1) year of the date of denial.
3. The application shall include the following information:
 - a. A preliminary site plan in accordance with the Site Plan Regulations.
 - b. A description of the proposed use and, where applicable, the hours of operation and the proposed number of employees/patrons.
 - c. A written statement of proposed project compatibility with the following:
 - (1.) The Comprehensive Plan.
 - (2.) The applicable zoning district.
 - (3.) The surrounding properties.
 - (4.) Current and future neighborhood conditions.
 - (5.) Pedestrian and vehicular traffic patterns, on-site and off-site.
 - (6.) Adequate public facilities.
 - d. When requested by the Director of Planning/Zoning Administrator, the Planning Commission, or the City Council, the following information shall be provided by the applicant:
 - (1.) The architectural elevations and floor plans of proposed building(s).
 - (2.) Traffic impact analysis.
 - (3.) Fiscal impact analysis.
 - (4.) Parking and site circulation analysis.
 - (5.) Photographs of property and surrounding area.
 - (6.) Environmental impact statement.

PLANNING DIVISION PROVIDED INFORMATION

Application #: P223-00196 PC Meeting Date: July 10, 2023
Date Received: June 8, 2023 Received By: Lisa Jones
Parcel ID: 21264 Address: 162 College Avenue
Existing Zoning DTR Future Land Use: Air B & B

APPLICANT PROVIDED INFORMATION

Property Location (address/ID#): 162 College Ave. Danville, VA 24541

Applicant: Edric M. San Miguel

Applicant's Address: 162 College Ave. Danville, VA 24541

Applicant's Phone Number: 571-375-4311

Applicant's E-mail: edric.sanmiguel@gmail.com

Describe Proposed Request: I am requesting that my primary residence listed above be allowed

to be used as a short term rental. There are currently (4) designated bedrooms in this home, one of which

I will occupy. The remaining three bedrooms will be made available to potential guests. I have successfully

passed and fulfilled all the inspection requirements with Seth Hawker from the inspections department.

EA. San Miguel 6/5/23
Applicant Signature date

Property Owner Signature date
(if not applicant)

Y. - Short-Term Rentals.

1. Short-term rental approval.

- a. Short-term rentals must obtain a business license clearance from the Zoning Administrator and register with the Commissioner of Revenue prior to operating or advertising the property for short-term rental.
- b. A short-term owner/operator must apply for and receive a business license clearance prior to registering with the Commissioner of Revenue.
- c. The short-term rental must register with the Commissioner of Revenue to collect and remit the City's transient lodging tax and other applicable fees as specified in Chapter 37 entitled "Taxation."

2. Short-term rental standards.

- a short-term rental may only provide short-term occupancy services for compensation for guests including lodging, packaged food and beverages, and other incidental items typically found within a residence. The short-term rental must not prepare food or beverages, provide event services, or provide unrelated services for compensation.
- b. Short-term rentals are permissible accessory uses to permitted dwellings in the SR-R, T-R, S-R, NT-R, OT-R, A-R, MHP-R, TO-C, CB-C, and TW-C zoning districts.
- c. If the owner of a short-term rental does not live within 50 miles of the City, they must designate a responsible local agent to contact in case of emergencies when they apply for the Business License Clearance.
- d. Short-term rentals must comply with applicable provisions of the Virginia Uniform Statewide Building Code (Danville City Code sections 9-81 through 9-88). Including a Certificate of Occupancy for each unit
- e. If a short-term rental is within a City Rental Housing Inspection Division District, then the property must register as a rental property and maintain a certificate of compliance (City Code sections 9-204 through 9-207).
- f. The minimum short-term rental contract rental period is 18 hours.
- g. Short-term rentals are allowed the same signage as their associated dwellings under Article 10.
- h. Short-term rental parking must be on the associated property or on street immediately adjacent to it unless the short-term rental is in the CB-C or TW-C zoning districts.
- i. Units must have a working multi-purpose fire extinguisher, interconnected smoke detectors and carbon monoxide detectors (when required for a fireplace or gas service).
- j. Units must have an emergency exit plan posted inside the door to each sleeping room showing the exit pathway from the sleeping room to the nearest exit from the dwelling.
- k. Events and activities, including luncheons, banquets, parties, weddings, meetings, fund raising, commercial or advertising activities, and any other gathering of persons other than the authorized lodgers, whether for direct or indirect compensation, are prohibited in association with any short-term lodging.

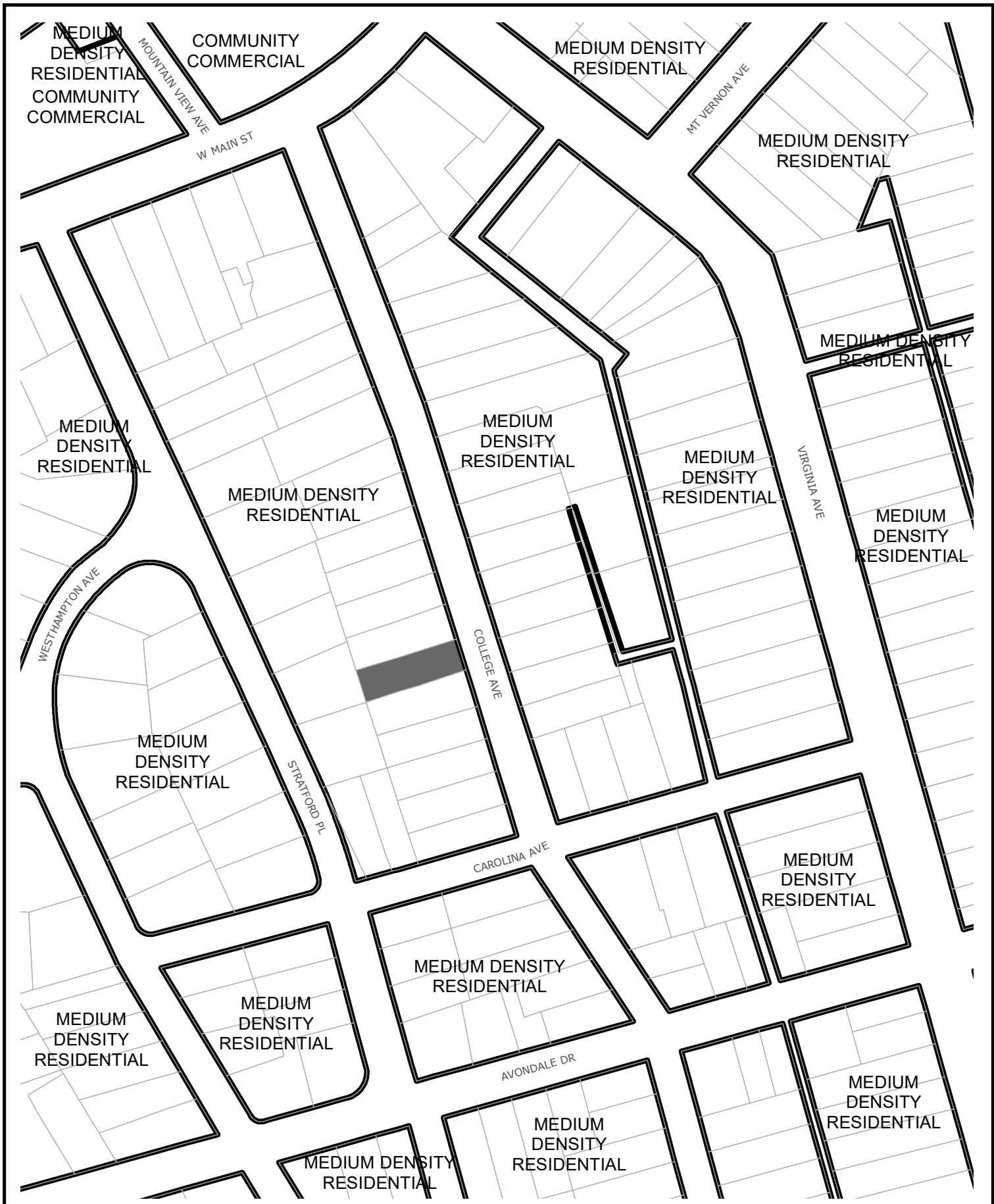


2019 AERIAL VIEW OF AREA SURROUNDING SUBJECT PROPERTY



Prepared by:
Planning Division
6/9/2023

Disclaimer: Information contained on this map is to be used for reference purposes only. The City of Danville is not responsible for any inaccuracies herein contained. The City of Danville makes no representation of warranty as to this map's accuracy, and in particular, its accuracy in labeling, dimensions, contours, property boundaries, or placement or location of any map features thereon. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, use or misuse of the information herein provided.



YEAR 2030 LAND USE PLAN FOR AREA SURROUNDING SUBJECT PROPERTY

Prepared by:
Planning Division
6/9/2023

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SURROUNDING PROPERTY OWNERS AND ZONING WITHIN 300 FEET OF SUBJECT PROPERTY



Prepared by:
Planning Division
6/9/2023

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City of Danville
427 Patton Street, Suite 208
Danville VA, 24541
Phone: (434) 799-5260

City Planning Commission

MEMORANDUM

DATE: JULY 10, 2023
TO: CITY COUNCIL
FROM: CITY PLANNING COMMISSION
RE: SPECIAL USE PERMIT APPLICATION PZ23-00196

REQUEST

Special Use Permit Application PZ23-00196 filed by Edric M. San Miguel, requesting a Special Use Permit at 162 College Avenue (Parcel 21264) to allow short term rental, as principal use in accordance with Article 3.E. Section C Item 29.

RECOMMENDATION

The Planning Commission, at their July 10, 2023, meeting, voted 3 - 2 to recommend approval of Special Use Permit Request PZ23-00196 as submitted.

 RB

Mr. Steve Petrick, Chair

Council Letter

City of Danville, Virginia



CL - 722

NEW BUSINESS F.

City Council REGULAR MEETING

Meeting Date: August 1, 2023

Subject: Consideration of a Special Use Permit at 81 Ashlawn Drive (Parcel 50056) to Allow Short-Term Rental as Principal Use.

From: Renee Burton, Division Director of Planning

COUNCIL ACTION

1. Public Hearing
2. An Ordinance Granting Special Use Permit Application PZ23-00200, filed by Bonita Chestnut, Requesting a Special Use Permit to Operate a Short Term Rental at Parcel ID 50056 (81 Ashlawn Drive) in Accordance with Article 3.E., Section C, Item 29.

SUMMARY

81 Ashlawn Drive is zoned OT-R, Old Town Residential. The applicant, Bonita Chestnut, has requested a Special Use Permit to operate a Short Term Rental as a principal use in accordance with Article 3.E. Section C Item 29.

The subject property was built in 1950 and has functioned as a single family dwelling since that time. There is on-street parking available on Ashlawn Drive and the property has a private driveway.

The property owner is currently adding a bedroom to 81 Ashlawn Drive. After final inspections for the addition, a Certificate of Occupancy inspection can be completed. The property owner(s) live within the City of Danville.

Fifty eight (58) notices were sent to surrounding property owners within the three hundred (300) feet of the subject property. Nine (9) received responses were unopposed; one (1) response was opposed.

On July 10, 2023, the City Planning Commission voted 5 - 0 to recommend approval of Special Use Permit request PZ23-00200 to operate a Short Term Rental at 81 Ashlawn Drive (Parcel ID #50056) in accordance with Article 3.E. Section C Item 29.

RECOMMENDATION

It is recommended that City Council adopt an Ordinance granting a Special Use Permit to operate a Short Term Rental at 81 Ashlawn Drive (Parcel ID #50056) in accordance with Article 3.E. Section C Item 29.

Attachments

1. Ordinance
2. Application
3. Short Term Rental Regulations

4. 81 Ashlawn Dr_AERIALS
 5. 81 Ashlwan Dr_LANDUSE
 6. 81 Ashlawn Dr_OWNERS
 7. Planning Commission Recommendation
-

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2023 _____. ____

AN ORDINANCE GRANTING SPECIAL USE PERMIT APPLICATION PZ23-00200, FILED BY BONITA CHESTNUT, REQUESTING A SPECIAL USE PERMIT TO OPERATE A SHORT TERM RENTAL AT PARCEL ID 50056 (81 ASHLAWN DRIVE) IN ACCORDANCE WITH ARTICLE 3.E., SECTION C, ITEM 29.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that the report of the Planning Commission recommending approval of Special Use Permit Application PZ23-00200, filed by Bonita Chestnut, requesting a Special Use Permit to operate a Short Term Rental at Parcel ID 50056 (81 Ashlawn Drive) in accordance with Article 3.E, Section C, Item 29, be, and the same is hereby, received; and

BE IT FURTHER ORDAINED that in consideration of said report and the public hearing this day held by Council, Special Use Permit Application PZ23-00200, filed by Bonita Chestnut requesting a Special Use Permit to operate a Short Term Rental at Parcel ID 50056 (81 Ashlawn Drive) in accordance with Article 3.E, Section C, Item 29, is hereby granted and approved.

Approved:

Mayor

Attest:

Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney

CITY PLANNING COMMISSION

SPECIAL USE PERMIT APPLICATION

Article 6, Section D. Application Requirements for Special Use Permit.

1. An application for a special use permit shall be made by the owner, contract purchaser with the owner's written consent, or the owner's agent, of the property on which the proposed use is to be located. The application shall be submitted to the Director of Planning/Zoning Administrator, and shall be accompanied by the filing fee of \$360.
2. If the request for a special use permit has been denied by City Council, a request in substantially the same form shall not be resubmitted within one (1) year of the date of denial.
3. The application shall include the following information:
 - a. A preliminary site plan in accordance with the Site Plan Regulations.
 - b. A description of the proposed use and, where applicable, the hours of operation and the proposed number of employees/patrons.
 - c. A written statement of proposed project compatibility with the following:
 - (1.) The Comprehensive Plan.
 - (2.) The applicable zoning district.
 - (3.) The surrounding properties.
 - (4.) Current and future neighborhood conditions.
 - (5.) Pedestrian and vehicular traffic patterns, on-site and off-site.
 - (6.) Adequate public facilities.
 - d. When requested by the Director of Planning/Zoning Administrator, the Planning Commission, or the City Council, the following information shall be provided by the applicant:
 - (1.) The architectural elevations and floor plans of proposed building(s).
 - (2.) Traffic impact analysis.
 - (3.) Fiscal impact analysis.
 - (4.) Parking and site circulation analysis.
 - (5.) Photographs of property and surrounding area.
 - (6.) Environmental impact statement.

PLANNING DIVISION PROVIDED INFORMATION

Application #: PC Meeting Date:

Date Received: Received By:

Parcel ID: Address:

Existing Zoning Future Land Use:

APPLICANT PROVIDED INFORMATION

Property Location (address/ID#):

81 Ashburn DR

Applicant:

Danla Chestnut

Applicant's Address:

623 Vicar Rd Danville VA 24540

Applicant's Phone Number:

434.548-3008

Bhc

Applicant's E-mail: blessed_bhc@yahoo.com

Describe Proposed Request:

Proposal for Airbnb

Applicant Signature

date Property Owner Signature
(if not applicant)

date

Bmcb Christ 6-12-23

Y. - Short-Term Rentals.

1. Short-term rental approval.

- a. Short-term rentals must obtain a business license clearance from the Zoning Administrator and register with the Commissioner of Revenue prior to operating or advertising the property for short-term rental.
- b. A short-term owner/operator must apply for and receive a business license clearance prior to registering with the Commissioner of Revenue.
- c. The short-term rental must register with the Commissioner of Revenue to collect and remit the City's transient lodging tax and other applicable fees as specified in Chapter 37 entitled "Taxation."

2. Short-term rental standards.

- a short-term rental may only provide short-term occupancy services for compensation for guests including lodging, packaged food and beverages, and other incidental items typically found within a residence. The short-term rental must not prepare food or beverages, provide event services, or provide unrelated services for compensation.
- b. Short-term rentals are permissible accessory uses to permitted dwellings in the SR-R, T-R, S-R, NT-R, OT-R, A-R, MHP-R, TO-C, CB-C, and TW-C zoning districts.
- c. If the owner of a short-term rental does not live within 50 miles of the City, they must designate a responsible local agent to contact in case of emergencies when they apply for the Business License Clearance.
- d. Short-term rentals must comply with applicable provisions of the Virginia Uniform Statewide Building Code (Danville City Code sections 9-81 through 9-88). Including a Certificate of Occupancy for each unit
- e. If a short-term rental is within a City Rental Housing Inspection Division District, then the property must register as a rental property and maintain a certificate of compliance (City Code sections 9-204 through 9-207).
- f. The minimum short-term rental contract rental period is 18 hours.
- g. Short-term rentals are allowed the same signage as their associated dwellings under Article 10.
- h. Short-term rental parking must be on the associated property or on street immediately adjacent to it unless the short-term rental is in the CB-C or TW-C zoning districts.
- i. Units must have a working multi-purpose fire extinguisher, interconnected smoke detectors and carbon monoxide detectors (when required for a fireplace or gas service).
- j. Units must have an emergency exit plan posted inside the door to each sleeping room showing the exit pathway from the sleeping room to the nearest exit from the dwelling.
- k. Events and activities, including luncheons, banquets, parties, weddings, meetings, fund raising, commercial or advertising activities, and any other gathering of persons other than the authorized lodgers, whether for direct or indirect compensation, are prohibited in association with any short-term lodging.

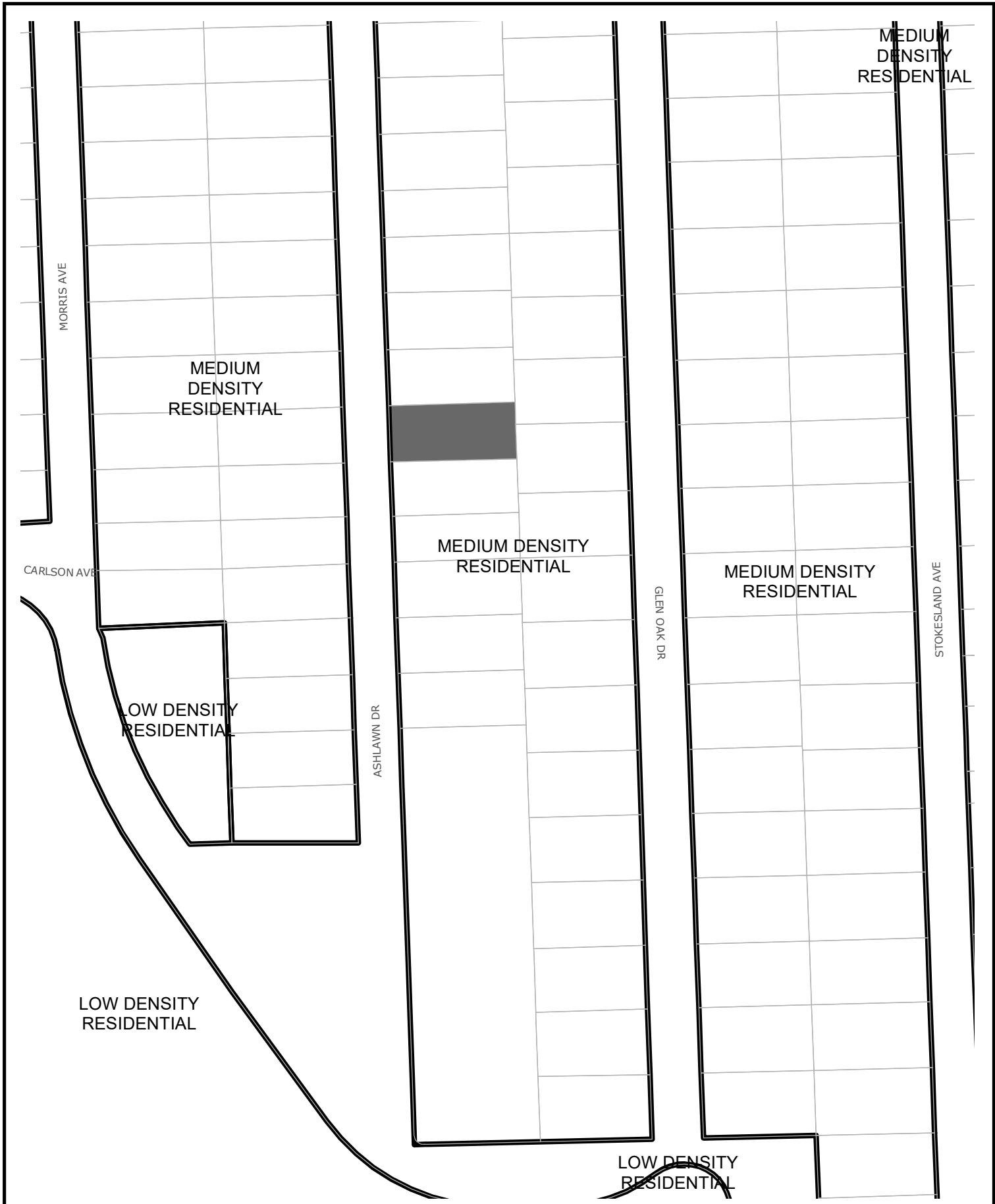


2019 AERIAL VIEW OF AREA SURROUNDING SUBJECT PROPERTY



Prepared by:
Planning Division
6/12/2023

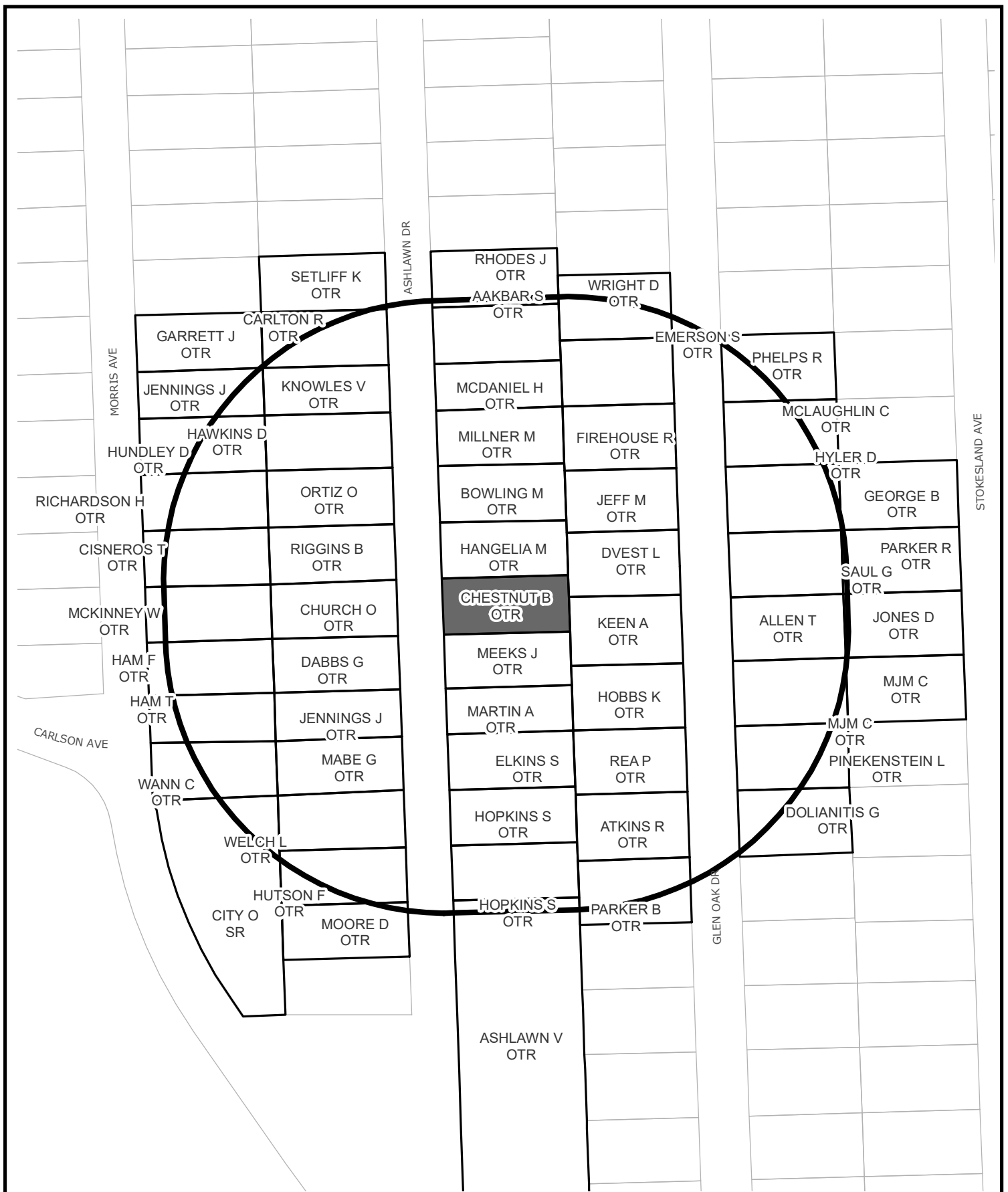
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YEAR 2030 LAND USE PLAN FOR AREA SURROUNDING SUBJECT PROPERTY

Prepared by:
Planning Division
6/12/2023

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SURROUNDING PROPERTY OWNERS AND ZONING WITHIN 300 FEET OF SUBJECT PROPERTY



Prepared by:
Planning Division
6/12/2023

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City of Danville
427 Patton Street, Suite 208
Danville VA, 24541
Phone: (434) 799-5260

City Planning Commission

MEMORANDUM

DATE: JULY 10, 2023
TO: CITY COUNCIL
FROM: CITY PLANNING COMMISSION
RE: SPECIAL USE PERMIT APPLICATION PZ23-00200

REQUEST

Special Use Permit Application PZ23-00200 filed by Bonita Chestnut, requesting a Special Use Permit at 81 Ashlawn Drive (Parcel 50056) to allow short term rental, as principal use in accordance with Article 3.E. Section C Item 29.

RECOMMENDATION

The Planning Commission, at their July 10, 2023, meeting, voted 5 - 0 to recommend approval of Special Use Permit Request PZ23-00200 as submitted.

 RB

Mr. Steve Petrick, Chair

Council Letter

City of Danville, Virginia



CL - 723

NEW BUSINESS G.

City Council REGULAR MEETING

Meeting Date: August 1, 2023

Subject: Consideration of a Special Use Permit at 145 Benefield Street (Parcel 00398) to Allow Short-Term Rental as Principal Use.

From: Renee Burton, Division Director of Planning

COUNCIL ACTION

1. Public Hearing
2. An Ordinance Granting Special Use Permit Application PZ23-00201, filed by Felix Hamelett, Requesting a Special Use Permit to Operate a Short Term Rental at Parcel ID 00398 (145 Benefield Street) in Accordance with Article 3.E, Section C, Item 29.

SUMMARY

145 Benefield Street is zoned OT-R, Old Town Residential. The applicant, Felix Hamelett, has requested a Special Use Permit to operate a Short Term Rental as a principal use in accordance with Article 3.E. Section C Item 29.

The subject property was built in 1922 and has functioned as a single family dwelling since that time. There is on-street parking available on Benefield Street and the property has a private driveway. 145 Benefield Street was declared in compliance to receive a Certificate of Occupancy for a Short Term Rental by the Building Inspections Division in June. The applicant lives out of town, but has identified two (2) individuals that live within 50 miles of the subject property that will assist with management of the rental and are available in case of emergency.

Thirty seven (37) notices were sent to surrounding property owners within three hundred (300) feet of the subject property. Eight (8) responses were unopposed. Six (6) responses were opposed.

On July 10, 2023, the City Planning Commission voted 4 - 1 to recommend approval of Special Use Permit request PZ23-00201 to operate a Short Term Rental at 145 Benefield Street (Parcel ID #00398) in accordance with Article 3.E. Section C Item 29.

RECOMMENDATION

It is recommended that City Council adopt an Ordinance granting a Special Use Permit to operate a Short Term Rental at 145 Benefield Street in accordance with Article 3.E. Section C Item 29.

Attachments

1. Ordinance
2. Application
3. Short Term Rental Regulations
4. 145 Benefield St_AERIALS

5. 145 Benefield St LANDUSE
 6. 145 Benefield St OWNERS
 7. Planning Commission Recommendation
-

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2023 ____.

AN ORDINANCE GRANTING SPECIAL USE PERMIT APPLICATION PZ23-00201, FILED BY FELIX HAMELETT, REQUESTING A SPECIAL USE PERMIT TO OPERATE A SHORT TERM RENTAL AT PARCEL ID 00398 (145 BENEFIELD STREET) IN ACCORDANCE WITH ARTICLE 3.E, SECTION C, ITEM 29.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that the report of the Planning Commission recommending approval of Special Use Permit Application PZ23-00201, filed by Felix Hamelett, requesting a Special Use Permit to operate a Short Term Rental at Parcel ID 00398 (145 Benefield Street) in accordance with Article 3.E, Section C, Item 29, be, and the same is hereby, received; and

BE IT FURTHER ORDAINED that in consideration of said report and the public hearing this day held by Council, Special Use Permit Application PZ23-00201, filed by Felix Hamelett, requesting a Special Use Permit to operate a Short Term Rental at Parcel ID 00398 (145 Benefield Street) in accordance with Article 3.E, Section C, Item 29, is hereby granted and approved.

Approved:

Mayor

Attest:

Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney



CITY PLANNING COMMISSION

SPECIAL USE PERMIT APPLICATION

Article 6. Section D. Application Requirements for Special Use Permit.

1. An application for a special use permit shall be made by the owner, contract purchaser with the owner's written consent, or the owner's agent, of the property on which the proposed use is to be located. The application shall be submitted to the Director of Planning/Zoning Administrator, and shall be accompanied by the filing fee of \$360.
2. If the request for a special use permit has been denied by City Council, a request in substantially the same form shall not be resubmitted within one (1) year of the date of denial.
3. The application shall include the following information:
 - a. A preliminary site plan in accordance with the Site Plan Regulations.
 - b. A description of the proposed use and, where applicable, the hours of operation and the proposed number of employees/patrons.
 - c. A written statement of proposed project compatibility with the following:
 - (1.) The Comprehensive Plan.
 - (2.) The applicable zoning district.
 - (3.) The surrounding properties.
 - (4.) Current and future neighborhood conditions.
 - (5.) Pedestrian and vehicular traffic patterns, on-site and off-site.
 - (6.) Adequate public facilities.
 - d. When requested by the Director of Planning/Zoning Administrator, the Planning Commission, or the City Council, the following information shall be provided by the applicant:
 - (1.) The architectural elevations and floor plans of proposed building(s).
 - (2.) Traffic impact analysis.
 - (3.) Fiscal impact analysis.
 - (4.) Parking and site circulation analysis.
 - (5.) Photographs of property and surrounding area.
 - (6.) Environmental impact statement.

PLANNING DIVISION PROVIDED INFORMATION

Application #: _____ PC Meeting Date: _____

Date Received: 06-12-2023 Received By: RB

Parcel ID: _____ Address: _____

Existing Zoning _____ Future Land Use: _____

APPLICANT PROVIDED INFORMATION

Property Location (address/ID#): 145 Benefield Street

Applicant: Felix D. Hamelett

Applicant's Address: 4904 7TH Street NE Washington DC 20017

Applicant's Phone Number: 202-841-0444

Applicant's E-mail: dhamelette@gmail.com

Describe Proposed Request: Short Term Rental

Felix Hamelett 6/12/23

Applicant Signature

date

Property Owner Signature
(if not applicant)

date

Y. - Short-Term Rentals.

1. Short-term rental approval.

- a. Short-term rentals must obtain a business license clearance from the Zoning Administrator and register with the Commissioner of Revenue prior to operating or advertising the property for short-term rental.
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- c. If the owner of a short-term rental does not live within 50 miles of the City, they must designate a responsible local agent to contact in case of emergencies when they apply for the Business License Clearance.
- d. Short-term rentals must comply with applicable provisions of the Virginia Uniform Statewide Building Code (Danville City Code sections 9-81 through 9-88). Including a Certificate of Occupancy for each unit
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- f. The minimum short-term rental contract rental period is 18 hours.
- g. Short-term rentals are allowed the same signage as their associated dwellings under Article 10.
- h. Short-term rental parking must be on the associated property or on street immediately adjacent to it unless the short-term rental is in the CB-C or TW-C zoning districts.
- i. Units must have a working multi-purpose fire extinguisher, interconnected smoke detectors and carbon monoxide detectors (when required for a fireplace or gas service).
- j. Units must have an emergency exit plan posted inside the door to each sleeping room showing the exit pathway from the sleeping room to the nearest exit from the dwelling.
- k. Events and activities, including luncheons, banquets, parties, weddings, meetings, fund raising, commercial or advertising activities, and any other gathering of persons other than the authorized lodgers, whether for direct or indirect compensation, are prohibited in association with any short-term lodging.

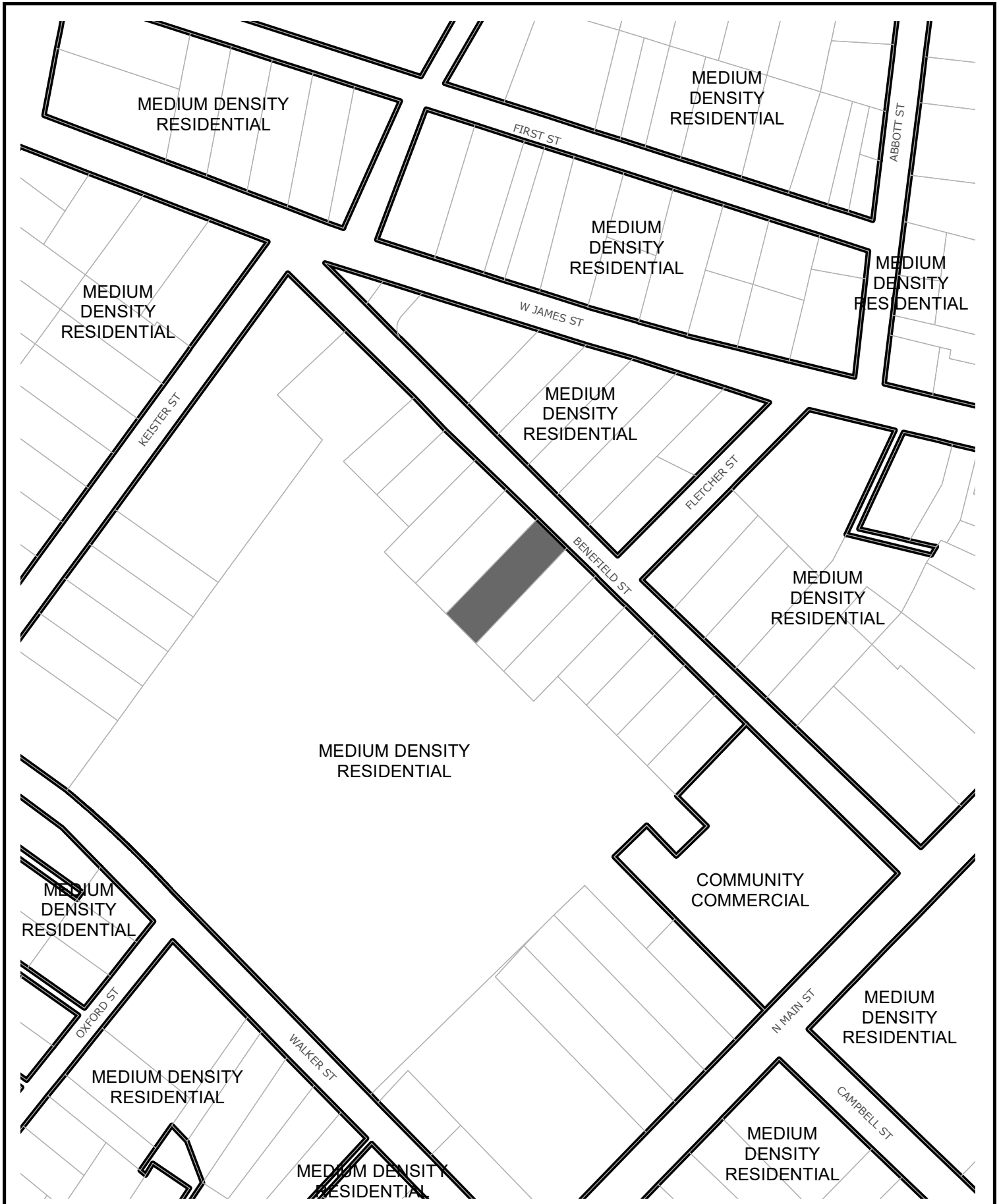


2019 AERIAL VIEW OF AREA SURROUNDING SUBJECT PROPERTY



Prepared by:
Planning Division
6/12/2023

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YEAR 2030 LAND USE PLAN FOR AREA SURROUNDING SUBJECT PROPERTY



Prepared by:
Planning Division
6/12/2023

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SURROUNDING PROPERTY OWNERS AND ZONING WITHIN 300 FEET OF SUBJECT PROPERTY



Prepared by:
Planning Division
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City of Danville
427 Patton Street, Suite 208
Danville VA, 24541
Phone: (434) 799-5260

City Planning Commission

MEMORANDUM

DATE: JULY 10, 2023
TO: CITY COUNCIL
FROM: CITY PLANNING COMMISSION
RE: SPECIAL USE PERMIT APPLICATION PZ23-00201

REQUEST

Special Use Permit Application PZ23-00201 filed by Felix Hamelett, requesting a Special Use Permit at 145 Benefield Street (Parcel 00398) to allow short term rental, as principal use in accordance with Article 3.E. Section C Item 29.

RECOMMENDATION

The Planning Commission, at their July 10, 2023, meeting, voted 4 - 1 to recommend approval of Special Use Permit Request PZ23-00201 as submitted.

 RB

Mr. Steve Petrick, Chair

Council Letter

City of Danville, Virginia



CL - 724

NEW BUSINESS H.

City Council REGULAR MEETING

Meeting Date: August 1, 2023

Subject: Consideration of a Special Use Permit for a Planned Unit Development on Stewart and Aiken Streets.

From: Renee Burton, Division Director of Planning

COUNCIL ACTION

1. Public Hearing
2. An Ordinance Granting Special Use Permit Application PZ23-00202, filed by Southern Virginia Legal, PLLC, on Behalf of CWC Holdings, LLC, Stewart Street Holdings, LLC, Big Time Rentals, LLC and Elizabeth and Keith Walden Requesting a Special Use Permit for a Planned Unit Development on Stewart and Aiken Streets in Accordance with Article 17., Entitled "Planned Unit Developments" of Chapter 41, Entitled "Zoning Ordinance" of the Code of the City of Danville, Virginia to Include Parcel ID #S 20596, 20597, 25672, 22841, 24958, 25085, 25226, 22099, 25069, 25070, 25074, 20420, 20421, 20422, 25542, 25073, 23886, 23561, 22924, 24974, 21173, 20425, 20651, 21700, 22332, 24715, 22331, 24714, 25213, 25072, 24045, 23985, 24984, 25098, 22104, 22103, 22513, 24649, 24358, 24359, 21117, 25088, 20424, 25087, 20418, 25086, 25090, and 25089.

SUMMARY

In April 2022, City Council approved a Planned Unit Development (PUD) for the development of Stewart Street as applied for by CWC and Elizabeth and Keith Walden. The PUD was approved with the following conditions:

1. The permitted uses at the development are residential;
2. 35% of the buildings' exterior will be masonry;
3. The buildings will not have vinyl siding on exterior vertical fascia;
4. The development will have sidewalk connectivity to West Main Street;
5. The developer will complete a Traffic Impact Analysis in consultation with the City and implement the recommendations;
6. The development will not exceed 25 dwelling units per acre;
7. The development must meet all ingress and egress requirements of the building and fire codes;
8. The development includes amenities for residents including a clubhouse and swimming pool;
9. The development will maintain landscape buffers compliant with Article 16 of the zoning ordinance; and

10. That the developer executes and records a development agreement with the City that acknowledges these conditions.

Since April 2022, the applicant(s) have acquired additional parcels that will allow for the expansion of the project. The expansion will include thirty-three (33) additional units, sixty-two (62) additional parking spaces and access from both West Main and Watson Street. Watson Street access is for residents and Emergency Services only. The developable area has increased from 6.59 acres to 9.0 acres. The applicant is requesting to amend the existing PUD to include additional parcels. Staff does not recommend an amendment to the conditions for this additional acreage. However, a new development agreement will be required to reflect the proposed changes.

One hundred sixty seven (167) notices were sent to surrounding property owners within three hundred (300) feet of the subject property. Sixty-eight (68) unopposed responses were received. Five (5) opposed responses were received.

On July 10, 2023, the City Planning Commission voted 5 - 0 to recommend approval of Special Use Permit request PZ23-00202 for a Planned Unit Development on Stewart and Aiken Streets in accordance with Article 17 of the Danville Zoning Ordinance to include Parcel IDs 20596, 20597, 25672, 22841, 24958, 25085, 25226, 22099, 25069, 25070, 25074, 20420, 20421, 20422, 25542, 25073, 23886, 23561, 22924, 24974, 21173, 20425, 20651, 21700, 22332, 24715, 22331, 24714, 25213, 25072, 24045, 23985, 24984, 25098, 22104, 22103, 22513, 24649, 24358, 24359, 21117, 25088, 20424, 25087, 20418, 25086, 25090, and 25089 with the following conditions:

1. The permitted uses at the development are residential;
2. 35% of the buildings' exterior will be masonry;
3. The buildings will not have vinyl siding on exterior vertical fascia;
4. The development will have sidewalk connectivity to West Main Street;
5. The developer will complete a Traffic Impact Analysis in consultation with the City and implement the recommendations;
6. The development will not exceed 25 dwelling units per acre;
7. The development must meet all ingress and egress requirements of the building and fire codes;
8. The development includes amenities for residents including a clubhouse and swimming pool;
9. The development will maintain landscape buffers compliant with Article 16 of the zoning ordinance; and
10. That the developer executes and records a development agreement with the City that acknowledges these conditions.

RECOMMENDATION

It is recommended that City Council adopt an Ordinance granting a Special Use Permit for Planned Unit Development on Stewart and Aiken Streets in accordance with Article 17 to include Parcel ID#s 20596, 20597, 25672, 22841, 24958, 25085, 25226, 22099, 25069, 25070, 25074, 20420, 20421, 20422, 25542, 25073, 23886, 23561, 22924, 24974, 21173, 20425, 20651, 21700, 22332, 24715, 22331, 24714, 25213, 25072, 24045, 23985, 24984, 25098, 22104, 22103, 22513, 24649, 24358, 24359, 21117, 25088, 20424, 25087, 20418, 25086, 25090, and 25089 with the following conditions:

1. The permitted uses at the development are residential;
2. 35% of the buildings' exterior will be masonry;
3. The buildings will not have vinyl siding on exterior vertical fascia;
4. The development will have sidewalk connectivity to West Main Street;
5. The developer will complete a Traffic Impact Analysis in consultation with the City and implement the recommendations;
6. The development will not exceed 25 dwelling units per acre;
7. The development must meet all ingress and egress requirements of the building and fire codes;
8. The development includes amenities for residents including a clubhouse and swimming pool;
9. The development will maintain landscape buffers compliant with Article 16 of the zoning

- ordinance; and
10. That the developer executes and records a development agreement with the City that acknowledges these conditions.

Attachments

1. Ordinance
 2. Application
 3. Supporting documents
 4. Stewart_AERIALS
 5. Stewart_LANDUSE
 6. Stewart_OWNERS
 7. Planning Commission Recommendation
-

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2023 ____.

AN ORDINANCE GRANTING SPECIAL USE PERMIT APPLICATION PZ23-00202, FILED BY SOUTHERN VIRGINIA LEGAL, PLLC, ON BEHALF OF CWC HOLDINGS, LLC, STEWART STREET HOLDINGS, LLC, BIG TIME RENTALS, LLC AND ELIZABETH AND KEITH WALDEN REQUESTING A SPECIAL USE PERMIT FOR A PLANNED UNIT DEVELOPMENT ON STEWART AND AIKEN STREETS IN ACCORDANCE WITH ARTICLE 17., ENTITLED "PLANNED UNIT DEVELOPMENTS" OF CHAPTER 41, ENTITLED "ZONING ORDINANCE" OF THE CODE OF THE CITY OF DANVILLE, VIRGINIA TO INCLUDE PARCEL ID #S 20596, 20597, 25672, 22841,24958, 25085, 25226, 22099, 25069, 25070, 25074, 20420, 20421, 20422, 25542, 25073, 23886, 23561, 22924, 24974, 21173, 20425, 20651, 21700, 22332, 24715, 22331, 24714, 25213, 25072, 24045, 23985, 24984, 25098, 22104, 22103, 22513, 24649, 24358, 24359, 21117, 25088, 20424, 25087, 20418, 25086, 25090, and 25089.

NOW THEREFORE, BE IT ORDAINED, by the Council of the City of Danville, Virginia, that the report of the Planning Commission recommending approval of Special Use Permit Application PZ23-00202, filed by Southern Virginia Legal, PLLC on behalf of CWC Holdings LLC, Stewart Street Holdings, LLC, Big Time Rentals, LLC, and Elizabeth and Keith Walden, requesting a Special Use Permit for a Planned Unit Development on Stewart and Aiken Streets in accordance with Article 17., entitled "Planned Unit Developments" of Chapter 41, entitled "Zoning Ordinance" of the Code of the City of Danville, Virginia to include Parcel ID#s 20596, 20597, 25672, 22841,24958, 25085, 25226, 22099, 25069, 25070, 25074, 20420, 20421, 20422, 25542, 25073, 23886, 23561, 22924, 24974, 21173, 20425, 20651, 21700, 22332, 24715, 22331, 24714, 25213, 25072, 24045, 23985, 24984, 25098, 22104, 22103, 22513, 24649, 24358, 24359, 21117, 25088, 20424, 25087, 20418, 25086, 25090, and 25089, be, and the same is hereby, received, subject to the following conditions:

1. The permitted uses at the development are residential;
2. 35% of the building exterior will be masonry;
3. The buildings will not have vinyl siding on exterior vertical fascia;
4. The development will have sidewalk connectivity to West Main Street;

5. The developer will complete a Traffic Impact Analysis in consultation with the City and implement the recommendations;
6. The development will not exceed 25 dwelling units per acre;
7. The development must meet all ingress and egress requirements of the building and fire codes;
8. The development includes amenities for residents including a clubhouse and swimming pool;
9. The development will maintain landscape buffers compliant with Article 16 of the zoning ordinance; and
10. That the developer executes and records a development agreement with the City that acknowledges these conditions.

AND BE IT FURTHER ORDAINED that in consideration of said report and the public hearing this day held by Council, Special Use Permit Application PZ23-00202, filed by Southern Virginia Legal, PLLC on behalf of CWC Holdings LLC, Stewart Street Holdings, LLC, Big Time Rentals, LLC, and Elizabeth and Keith Walden, requesting a Special Use Permit for a Planned Unit Development on Stewart and Aiken Streets in accordance with Article 17., entitled "Planned Unit Developments" of Chapter 41, entitled "Zoning Ordinance" of the Code of the City of Danville, Virginia to include Parcel ID#s 20596, 20597, 25672, 22841, 24958, 25085, 25226, 22099, 25069, 25070, 25074, 20420, 20421, 20422, 25542, 25073, 23886, 23561, 22924, 24974, 21173, 20425, 20651, 21700, 22332, 24715, 22331, 24714, 25213, 25072, 24045, 23985, 24984, 25098, 22104, 22103, 22513, 24649, 24358, 24359, 21117, 25088, 20424, 25087, 20418, 25086, 25090, and 25089, is hereby granted and approved, subject to the following conditions:

1. The permitted uses at the development are residential;
2. 35% of the building exterior will be masonry;
3. The buildings will not have vinyl siding on exterior vertical fascia;
4. The development will have sidewalk connectivity to West Main Street;

5. The developer will complete a Traffic Impact Analysis in consultation with the City and implement the recommendations;
6. The development will not exceed 25 dwelling units per acre;
7. The development must meet all ingress and egress requirements of the building and fire codes;
8. The development includes amenities for residents including a clubhouse and swimming pool;
9. The development will maintain landscape buffers compliant with Article 16 of the zoning ordinance; and
10. That the developer executes and records a development agreement with the City that acknowledges these conditions.

Approved:

Mayor

Attest:

Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney



June 12, 2023

Via Hand Delivery and Electronic Mail

Ms. Renee Burton
Director of Planning
City of Danville
427 Patton Street
Danville, Virginia 24541

Re: Special Use Permit Application submitted by CWC Holdings LLC, Big Time Rentals LLC, Stewart Street Holdings LLC, and Elizabeth and Keith Walden

Dear Ms. Burton:

On behalf of CWC Holdings LLC (“CWC”), Stewart Street Holdings LLC (“Stewart Street Holdings”), Big Time Rentals LLC, and Elizabeth and Keith Walden (collectively, the “Walden Family”), I am pleased to submit this Special Use Permit Application for the following parcels located on Stewart and Aiken Streets (the “Parcels”): 20596, 20597, 25672, 22841, 24958, 25085, 25226, 22099, 25069, 25070, 25074, 20420, 20421, 20422, 25542, 25073, 23886, 23561, 22924, 24974, 21173, 20425, 20651, 21700, 22332, 24715, 22331, 24714, 25213, 25072, 24045, 23985, 24984, 25098, 22104, 22103, 22513, 24649, 24358, 24359, 21117, 25088, 20424, 25087, 20418, 25086, 25090, and 25089 (the “Application”).¹

Specifically, and as set forth below, the Application seeks to amend and expand its proposal to redevelop Stewart Street that was previously considered by the Planning Commission and subsequently approved by City Council (in the form of a special use permit for a planned unit development).

Enclosed for your review and reference are a completed Application Form, marked as Exhibit A, which this letter is intended to supplement, along with a check in the amount of

¹ Please note that Parcel ID Number 21700 is owned by Wendy M. Noble, who has agreed to sell her property to Stewart Street Holdings; a copy of the purchase contract for this transaction can be made available to the City upon request. The Walden Family has attempted to obtain Ms. Noble’s signature on the enclosed two-page Special Use Permit Application from the City’s website (the “Application Form”) but has thus far been unable to speak with Ms. Noble. The Application Form will be updated with Ms. Noble’s signature as soon as it is obtained.

\$360.00, representing the City’s fee associated with this Application. Additional exhibits are identified below.

Description of Previously Approved Development

In April 2022, City Council approved a comprehensive proposal from CWC and Elizabeth and Keith Walden for a planned unit development to redevelop the bulk of Stewart Street and create an attractive, high-end apartment community that would return this corridor to productive use (the “2022 Proposal”).

Specifically, the 2022 Proposal envisioned 162 units, each ranging between one and three bedrooms, across six separate three-story structures. As proposed, this community would feature a clubhouse and pool for residents as well as convenient access to W. Main Street for pedestrians and vehicles. The 2022 Proposal enjoyed strong, vocal support from Averett University, SOVAH – Danville, the Institute for Advanced Learning and Research, and Townes Funeral Home among other local employers and neighboring property owners.

Following last spring’s approval, CWC – with input from City staff – commissioned a traffic study as required by City Council (the “Traffic Study”). The recommendations of the Traffic Study – which, importantly, did not call for installation of a traffic signal at the intersection of Stewart and W. Main Streets – were accepted by City staff.

Updates to 2022 Proposal

Over the intervening year, two key events have occurred: (1) the City received the results of its comprehensive housing study, showing a clear need for additional housing units across all income levels, and (2) the Walden Family has been fortunate to acquire all but one of the remaining parcels on Stewart Street along with the parcels that front neighboring Aiken Street.

By virtue of these acquisitions, the Walden Family has the opportunity to build further on the vision set forth in the 2022 Proposal, which has the added benefit of allowing for greater progress toward meeting the demonstrated demand for housing in our community.

As shown on the site plan marked as Exhibit B (the “2023 Proposal”), the expanded project includes a number of key changes:

- Increase in the total acreage of the development from 6.59 acres to 9.0 acres (i.e., +36.6%);
- Addition of 33 more apartment units, which are now dispersed across eleven buildings rather than six;
- Increase in total parking spaces from 231 (1.4 spaces/unit) to 293 (1.5 spaces/unit), with nearly 2 spaces added for each new unit; and
- Access to the development for residents from both W. Main **and** Watson Streets, with access to the latter being controlled via gate.

Even with this expanded vision, the 2023 Proposal still (1) retains open space of 34% of the total acreage of the project, more than double that required by City Code, and (2) decreases from 24.6 units per acre to 21.7 units per acre the density of the development. (In the event the Walden Family is able to obtain the final Stewart Street parcel not currently under their control (i.e., PIN 22093), this density will decrease further.) This reduction in density, combined with the addition of gated access to and from Watson Street, represents a good-faith effort by the Walden Family to hear and act upon prior feedback from neighboring property owners with respect to the 2022 Proposal.

Other key details of the project mirror (or build upon) the 2022 Proposal. As shown on Exhibit B, the development will feature convenient, safe access to both W. Main and Watson Streets and feature a comprehensive landscaping plan that emphasizes an appropriate buffer between it and its neighbors. This landscaping plan and the investment in underground stormwater infrastructure reflect a true commitment by the Walden Family not to interfere with neighboring property owners but also to mitigate long-standing concerns, such as poor drainage along the southwest side of the development.

In addition, to the same end, the proposed development will include controlled lighting that ensures resident safety but does not extend past the development's property lines. To the extent that your team, the Planning Commission, or neighboring property owners identify additional mitigating measures, the Walden Family is committed to considering them in good faith.

The sample elevations included herein as Exhibit C also reflect additional commitment to improving upon earlier designs so that the heavily brick aesthetic of the surrounding area is appropriately reflected in the anticipated buildings. These elevations satisfy the requirements associated with approval of the 2022 Proposal for building exteriors that are at least 35% masonry and do not have vinyl siding on exterior vertical fascia.

Finally, the Walden Family intends to bring the Parcels under unified ownership should this Application meet with the approval of the Planning Commission and City Council. They have engaged Reimagine Ventures LLC, led by Rory Dowling and Mark Hermann, to assist with project management, including the construction phase, and intend to have the completed project managed by an experienced local vendor once operational.

Additional Compatibility Considerations

The updated development outlined in this Application remains in harmony with the City of Danville's 2030 Comprehensive Plan, (1) constituting sustainable, in-fill housing that can meet the current and growing demand demonstrated by the Housing Study and, in doing so, (2) supporting the continued economic development of the region.

The aims of the Application are also in harmony with the current intent and purpose of this zoning district, as it represents the return of residential development to this corridor and takes advantage of a rare opportunity to realize density in an established portion of the City.

Finally, the updated development remains consistent with the residential character of adjacent properties, surrounding neighborhoods, and existing and proposed development, and – as described below – it is intended to enhance the value and enjoyment of adjacent properties. Moreover, the Application reflects two material changes – an increase in parking and the addition of a second access point – that demonstrate a genuine desire to incorporate feedback from fellow residents.

Residents of the proposed development will have ready access to W. Main **and** Watson Streets, both for vehicular and pedestrian uses. Fire and other first responders will also enjoy easy ingress and egress from each direction. The Parcels presently have connections to public water and sewer facilities, which will be maintained, if not enhanced, by the proposed development. Furthermore, the drainage concerns that have historically existed along the southwest side of the subject area will be significantly mitigated by the underground stormwater infrastructure that will be created.

Application Requirements for Special Use Permit

Our intention has been to address above each of the requirements identified as a requirement for consideration of this Application. To the extent that any item has been overlooked, we will gladly and promptly supplement this letter.

* * *

Thank you in advance for your consideration of this Application. Should you or your staff have any questions, do not hesitate to let me know. We look forward to discussing updates to the proposed development with the Planning Commission in July.

Sincerely,



Steven P. Gould

Enclosures

- c: CWC Holdings LLC (w/encls.) [via electronic mail]
- Elizabeth and Keith Walden (w/encls.) [via electronic mail]
- Stewart Street Holdings LLC (w/encls.) [via electronic mail]
- Big Time Rentals LLC (w/encls.) [via electronic mail]



CITY PLANNING COMMISSION

SPECIAL USE PERMIT APPLICATION

Article 6. Section D. Application Requirements for Special Use Permit.

1. An application for a special use permit shall be made by the owner, contract purchaser with the owner's written consent, or the owner's agent, of the property on which the proposed use is to be located. The application shall be submitted to the Director of Planning/Zoning Administrator, and shall be accompanied by the filing fee of \$360.
2. If the request for a special use permit has been denied by City Council, a request in substantially the same form shall not be resubmitted within one (1) year of the date of denial.
3. The application shall include the following information:
 - a. A preliminary site plan in accordance with the Site Plan Regulations.
 - b. A description of the proposed use and, where applicable, the hours of operation and the proposed number of employees/patrons.
 - c. A written statement of proposed project compatibility with the following:
 - (1.) The Comprehensive Plan.
 - (2.) The applicable zoning district.
 - (3.) The surrounding properties.
 - (4.) Current and future neighborhood conditions.
 - (5.) Pedestrian and vehicular traffic patterns, on-site and off-site.
 - (6.) Adequate public facilities.
 - d. When requested by the Director of Planning/Zoning Administrator, the Planning Commission, or the City Council, the following information shall be provided by the applicant:
 - (1.) The architectural elevations and floor plans of proposed building(s).
 - (2.) Traffic impact analysis.
 - (3.) Fiscal impact analysis.
 - (4.) Parking and site circulation analysis.
 - (5.) Photographs of property and surrounding area.
 - (6.) Environmental impact statement.

PLANNING DIVISION PROVIDED INFORMATION

Application #: _____ PC Meeting Date: _____

Date Received: _____ Received By: _____

Parcel ID: _____ Address: _____

Existing Zoning _____ Future Land Use: _____

EXHIBIT

A

APPLICANT PROVIDED INFORMATION

20596, 20597, 25672, 22841, 24958, 25085, 25226, 22099, 25069,
25070, 25074, 20420, 20421, 20422, 25542, 25073, 23886, 23561,
22924, 24974, 21173, 20425, 20651, 21700, 22332, 24715, 22331,
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22513, 24649, 24358, 24359, 21117, 25088, 20424, 25087, 20418,
25086, 25090, and 25089

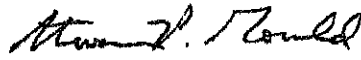
Property Location (address/ID#):
Applicant: CWC Holdings LLC, Big Time Rentals LLC, Stewart Street Holdings LLC, and Elizabeth and Keith Walden

Applicant's Address: 733 River Park Drive, Danville, VA 24540

Applicant's Phone Number: 434.792.2017

Applicant's E-mail: keith@riversideroofttruss.net

Describe Proposed Request: Please see accompanying correspondence.

 06/12/2023
Applicant Signature date
Counsel for Applicants

Property Owner Signature date
(if not applicant)

APPLICANT PROVIDED INFORMATION

20596, 20597, 25672, 22841, 24958, 25085, 25226, 22099, 25069,
25070, 25074, 20420, 20421, 20422, 25542, 25073, 23886, 23561,
22924, 24974, 21173, 20425, 20651, 21700, 22332, 24715, 22331,
24714, 25213, 25072, 24045, 23985, 24984, 25098, 22104, 22103,
22513, 24649, 24358, 24359, 21117, 25088, 20424, 25087, 20418,

Property Location (address/ID#): 25086, 25090, and 25089

Applicant: CWC Holdings LLC, Big Time Rentals LLC, Stewart Street Holdings LLC, and Elizabeth
and Keith Walden

Applicant's Address: 733 River Park Drive, Danville, VA 24540

Applicant's Phone Number: 434.792.2017

Applicant's E-mail: ~~keith~~@riversideroofttruss.net Keith.Walden@riversideroofttruss.net

Describe Proposed Request: Please see accompanying correspondence.

CKW

Applicant Signature

6/15/23

date

Wendy McFall Noble 6/14/2023

Property Owner Signature
(if not applicant)

date

195 UNITS x 1 SPACE / UNIT = 195
SPACES REQUIRED
PARKING PROPOSED = 293 SPACES
PARKING RATIO = 293 SPACES / 195
UNITS = 1.5 SPACES / UNIT

OPEN SPACE REQUIREMENT = 25%
TOTAL SPACE PROPOSED: 9.02 ACRES
OPEN SPACE PROPOSED: 3.10 ACRES
BUILT UPON SPACE PROPOSED: 5.92 ACRES
OPEN SPACE RATIO PROPOSED: 3.10 / 9.02 = 34%

LEGEND:

- [illegible]

RIVER RUN EXECUTIVE OFFICES
SUITE-B
110 EXCHANGE STREET
DANVILLE, VA 24541
N.C. LICENSE # C-2577
VA. LICENSE # 0404-001401

PHONE NO. (434) 792-3680
FAX NO. (434) 792-3685
www.landeng.com

STEWART STREET DEVELOPMENT
KEITH WALDEN
STEWART STREET DANVILLE, VA

MASTER PLAN



GRAPHIC SCALE

(IN FEET)
1 inch = 60 ft.

EXHIBIT

B

[illegible]

PLANT LIST

KEY	QTY	BOTANICAL NAME	COMMON NAME	ROOT	CAL.	SIZE	HT.	SPACING
TREES								
TO	89	THUJA OCCIDENTALIS	ARBORVITAE/NORTHERN WHITE-CEDAR	B & B		8'-10'	HT. MIN.	
AR	39	ACER RUBRUM	RED MAPLE	B & B		8'-10'	HT. MIN.	
QP	43	QUERCUS PHELLOS	WILLOW OAK	B & B		8'-10'	HT. MIN.	

SHRUBS

CA	56	CLETHRA AINIFOLIA	SWEET PEPPERBUSH	3 GAL.	2"-2 1/2"	8" MIN.	4' O.C.
IC	41	ILEX CORNUTA 'CARISSA'	CARISSA HOLLY	3 GAL.		18" MIN.	4' O.C.
PF	60	PIERIS FLORIBUNDA	MOUNTAIN PIERIS	3 GAL.		18" MIN.	4' O.C.

LEGEND:

- QEP-EXISTING IRON
- QEP-NEW IRON PIN/PA NAIL
- QEP-COMPUTED POINT
- QEP-EX CONC MONUMENT
- QEP-BOOTH OF WAY
- QEP-OVERHEAD ELECTRIC
- QEP-TAX PARCEL ID. NO.
- QEP-SIDE
- QEP-BOLLARD
- QEP-MAIL BOX
- QEP-TELEPHONE PEDESTAL
- QEP-ELECTRIC TRANSFORMER
- QEP-CABLE TELEVISION
- QEP-ELECTRIC METER
- QEP-LIGHT POLE
- QEP-WITNESS POST
- QEP-UTILITY POLE
- QEP-GUY POLE
- QEP-WATER VALVE
- QEP-GAS STORAGE VALVE
- QEP-WATER METER
- QEP-FIRE HYDRANT
- QEP-FIBER OPTICS
- QEP-ORNAMENTAL TREE OR SHRUB
- QEP-SANITARY SEWER CLEAN-OUT
- QEP-SANITARY SEWER MANHOLE
- QEP-STORM DRAIN INLET STRUCTURE (YAG)
- QEP-STORM DRAIN MANHOLE
- QEP-AIR CONDITIONER UNIT
- QEP-TELEPHONE LINE
- QEP-WATER LINE
- QEP-GAS LINE
- QEP-MOVING WIRE FENCE LINE
- QEP-OVERHEAD UTILITY LINES
- QEP-SAN-SANITARY SEWER LINE
- QEP-WOOD FENCE
- QEP-M.B.L.-MINIMUM BUILDING LINE
- QEP-INST-#-INSTRUMENT NUMBER



110 EXCHANGE STREET
DANVILLE, VA 24541
PHONE NO. (434) 792-3680
FAX NO. (434) 792-3685
www.landeng.com

STEWART STREET DEVELOPMENT
KEITH WALDEN
STEWART STREET DANVILLE, VA
LANDSCAPING PLAN

REVISIONS	NO.	DATE	DESCRIPTION	BY

Sheet No. **1** of **1**
Date: 6/5/2023
Scale: 1"=50'
Project No. NLD-21-440-P-000-UNBID-0 (PENDING)



FRONT ELEVATION



SIDE ELEVATION



PERSPECTIVE VIEW

BUILDING A ELEVATIONS
05/04/2023

STEWART STREET DEVELOPMENT NEW APARTMENT COMPLEX

DANVILLE, VA

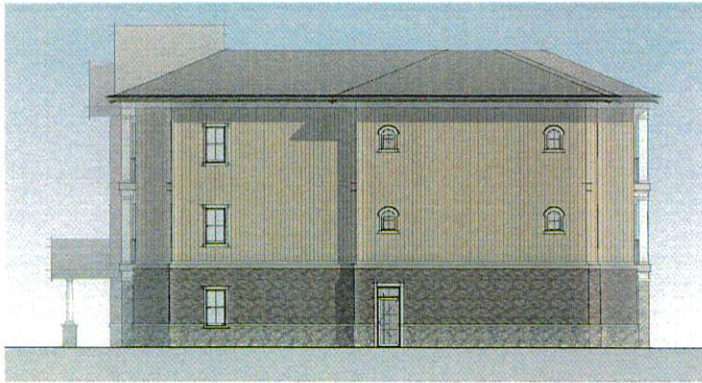


EXHIBIT

C



FRONT ELEVATION



SIDE ELEVATION



PERSPECTIVE VIEW

BUILDING B ELEVATIONS
05/04/2023

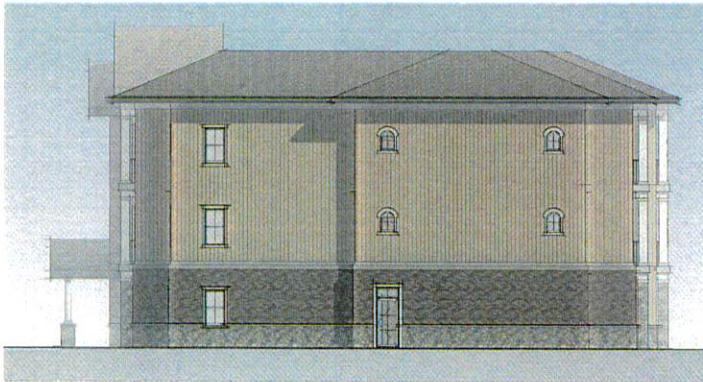
STEWART STREET DEVELOPMENT NEW APARTMENT COMPLEX

DANVILLE, VA





FRONT ELEVATION



SIDE ELEVATION



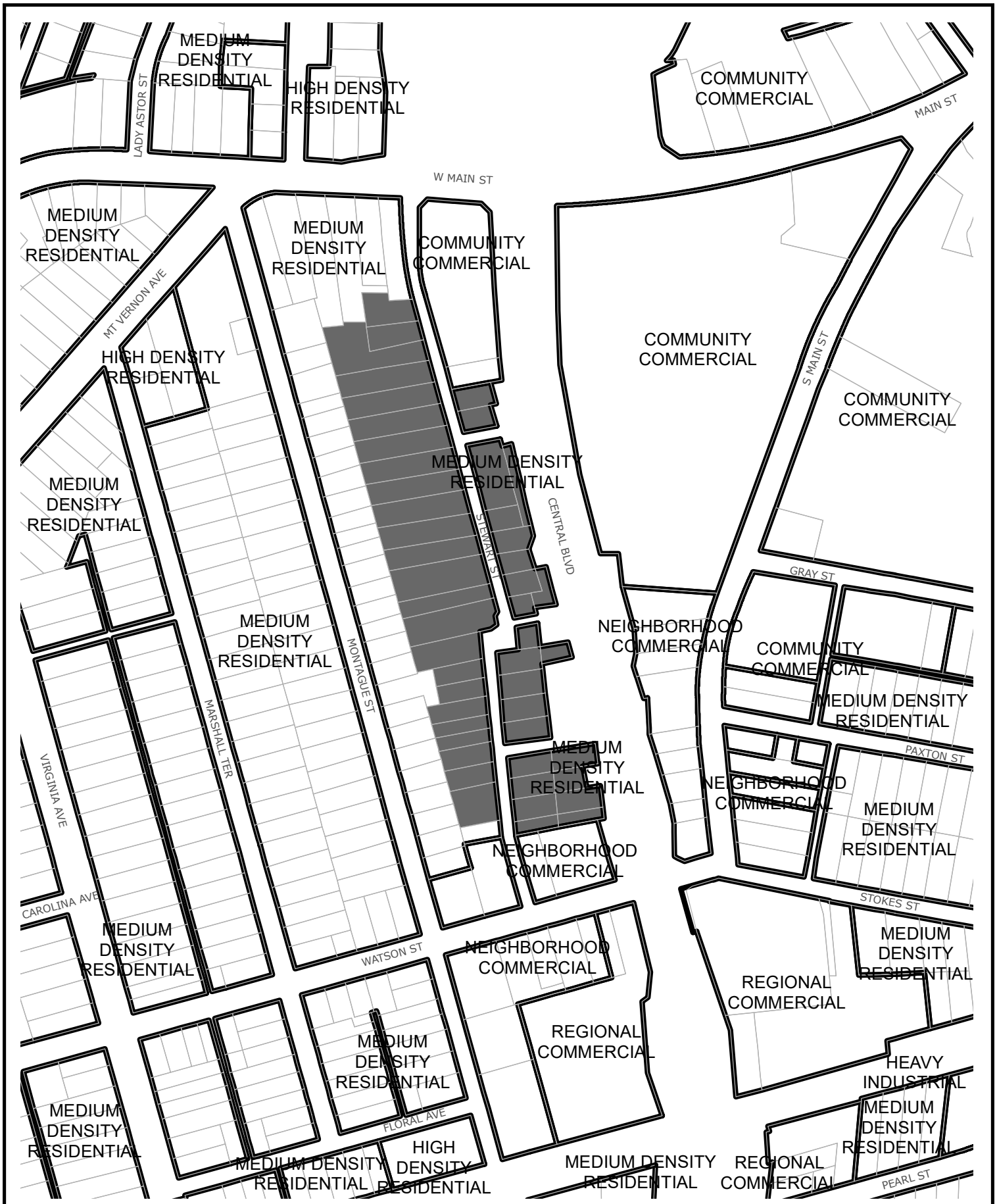
PERSPECTIVE VIEW

BUILDING C ELEVATIONS
05/04/2023

STEWART STREET DEVELOPMENT NEW APARTMENT COMPLEX

DANVILLE, VA





YEAR 2030 LAND USE PLAN FOR AREA SURROUNDING SUBJECT PROPERTY

Prepared by:
Planning Division
6/13/2023

Disclaimer: Information contained on this map is to be used for reference purposes only. The City of Danville is not responsible for any inaccuracies herein contained. The City of Danville makes no representation of warranty as to this map's accuracy, and in particular, its accuracy in labeling, dimensions, contours, property boundaries, or placement or location of any map features thereon. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, use or misuse of the information herein provided.



SURROUNDING PROPERTY OWNERS AND ZONING WITHIN 300 FEET OF SUBJECT PROPERTY



Prepared by:
Planning Division
6/13/2023

Disclaimer: Information contained on this map is to be used for reference purposes only. The City of Danville is not responsible for any inaccuracies herein contained. The City of Danville makes no representation of warranty as to this map's accuracy, and in particular, its accuracy in labeling, dimensions, contours, property boundaries, or placement or location of any map features thereon. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, use or misuse of the information herein provided.



City of Danville
427 Patton Street, Suite 208
Danville VA, 24541
Phone: (434) 799-5260

City Planning Commission

MEMORANDUM

DATE: JULY 10, 2023
TO: CITY COUNCIL
FROM: CITY PLANNING COMMISSION
RE: SPECIAL USE PERMIT APPLICATION PZ23-00202

REQUEST

Special Use Permit Application PZ23-00202 filed by Southern Virginia Legal, PLLC on behalf of CWC Holdings LLC, Stewart Street Holdings, LLC, Big Time Rentals, LLC, and Elizabeth and Keith Walden, requests a Special Use Permit for a Planned Unit Development on Stewart and Aiken Streets in accordance with Article 17 of the Danville Zoning Ordinance to include Parcel ID#s 20596, 20597, 25672, 22841, 24958, 25085, 25226, 22099, 25069, 25070, 25074, 20420, 20421, 20422, 25542, 25073, 23886, 23561, 22924, 24974, 21173, 20425, 20651, 21700, 22332, 24715, 22331, 24714, 25213, 25072, 24045, 23985, 24984, 25098, 22104, 22103, 22513, 24649, 24358, 24359, 21117, 25088, 20424, 25087, 20418, 25086, 25090, and 25089.

RECOMMENDATION

The Planning Commission, at their July 10, 2023, meeting, voted 5 - 0 to recommend approval of Special Use Permit Request PZ23-00202 as submitted.

Mr. Steve Petrick, Chair

Council Letter

City of Danville, Virginia



CL - 685

NEW BUSINESS I.

City Council REGULAR MEETING

Meeting Date: August 1, 2023

Subject: Consideration of a Moral Obligation from the City of Danville, Virginia to American National Bank.

From: Kelvin Perry, Assistant Director of Economic Development and Tourism

COUNCIL ACTION

A Resolution Authorizing and Approving the Execution of a Moral Obligation Agreement By and Between the City of Danville, Virginia and American National Bank, a Virginia Banking Corporation.

SUMMARY

Staff is requesting approval to execute a Moral Obligation for the renewal of an existing loan between the Danville Industrial Development Authority and American National Bank.

BACKGROUND

The Danville Industrial Development Authority has a current outstanding loan with American National Bank in the amount of \$982,432.00. The loan is currently secured on property located at 1000 Lockett Drive, Danville, Virginia and cross collateralized with the property located at 527 Bridge Street, Danville, Virginia. The loan is scheduled to mature in August and the bank has agreed to renew the loan for five years with a fixed interest rate of 7.25%, with monthly payments of principal and interest based on the renewed balance, with the remaining amortization period of ten (10) years. The bank is requesting the City of Danville, Virginia renew the Moral Obligation associated with this loan.

RECOMMENDATION

Staff recommends approval of a Resolution to renew the Moral Obligation as requested by the bank.

Attachments

1. Resolution
 2. Term Sheet - Danville IDA Renewal 1000 Lockett Drive
-

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2023 _____._____

A RESOLUTION AUTHORIZING AND APPROVING THE EXECUTION OF A MORAL OBLIGATION AGREEMENT BY AND BETWEEN THE CITY OF DANVILLE, VIRGINIA AND AMERICAN NATIONAL BANK, A VIRGINIA BANKING CORPORATION.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Danville, Virginia, that a Moral Obligation Agreement, substantially in the form attached hereto and made a part hereof, between the City of Danville and American National Bank, a Virginia banking corporation company be, and the same hereby is, approved; and

BE IT FURTHER RESOLVED that the City Manager, or his designee, be, and he is hereby, authorized and directed to execute such Moral Obligation Agreement on behalf of the City.

Approved:

Mayor

Attest:

Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney

Summary of Proposed Terms and Conditions

IDA of Danville, VA

June 23, 2023

Be advised that this document is **not** a commitment to lend, but rather an indication of the terms and conditions upon which American National Bank and Trust Company ("Bank") would consider providing the IDA of Danville, VA (and/or assigns) the loan described below. The transaction being contemplated herein would be subject to Bank's standard commercial lending terms and conditions which would be more fully described in a commitment letter to the Borrower. Additionally, credit approval would be subject to receipt and satisfactory review of additional requested financial information, appraisals, surveys, and other necessary information. Terms as listed herein are subject to change based upon any final credit approval.

Borrower: The Industrial Development Authority of Danville, VA

Amount: Up to nine hundred eighty-two thousand four hundred thirty-two Dollars (\$982,432.00) plus closing costs, not to exceed the 75% of the appraised value of the collateral property

Purpose: Provide financing for the renewal of the existing loan on the property located at 1000 Lockett Drive, Danville, VA.

Rate and Terms: For the life of the loan (5 years), the loan will have a fixed interest rate of 7.25%. The loan will have a term of 60 months; with monthly payments of principal and interest based on the renewed balance with the remaining amortization period of ten (10) years.

Collateral: First priority perfected security interest in the real estate being financed.

An assignment rents and leases on the subject property.

Cross collateralized with the property located at 527 Bridge Street, Danville VA

Guarantors: The loan will have a Moral Obligation of the City of Danville

Closing Costs: The Borrower shall pay all costs (which may be financed) and expenses incurred by the Bank in connection with the proposed transaction.

Fees: An origination fee of .50% of the loan amount shall be due at loan closing

Financial Information: Borrower's financials to be up to date and current at time of closing. The Bank will require annual collection of complete financial statements.

Deposits: The Borrowers will maintain its deposit relationship with the Bank.

Prepayment: None

Other Conditions: The loan closing will be contingent on the completion of the customary documentation associated with any and all real estate closings of this size.

The information contained herein is confidential, for the sole benefit of the proposed borrower and should not be shared with unrelated third parties without the consent of Bank. The proposed terms outlined above, in particular the interest rate and fees, will expire 30 business days from the date of this term sheet.

Thank you for including American National Bank and Trust Company in your search for financing on this project. We look forward to working with you on this and future projects.

Sincerely,



Ted R. Laws
Senior Vice President



Council Letter

City of Danville, Virginia



CL - 689

NEW BUSINESS J.

City Council REGULAR MEETING

Meeting Date: August 1, 2023

Subject: Moral Obligation from the City of Danville, Virginia to American National Bank

From: Kelvin Perry, Assistant Director of Economic Development and Tourism

COUNCIL ACTION

A Resolution Authorizing and Approving the Execution of a Moral Obligation Agreement By and Between the City of Danville, Virginia and American National Bank, a Virginia Banking Corporation.

SUMMARY

Staff is recommending a Moral Obligation from the City of Danville, Virginia to American National Bank for an existing outstanding loan with the Danville Industrial Development Authority.

BACKGROUND

The Danville Industrial Development Authority has a current outstanding loan with American National Bank in the amount of \$569,072.00. The loan is currently secured on property located at 527 Bridge Street, Danville, Virginia and cross collateralized with the property located at 1000 Lockett Drive, Danville, Virginia. The loan is scheduled to mature in August and the bank has agreed to renew the loan for five years with a fixed interest rate of 7.25%, with monthly payments of principal and interest based on the renewed balance with the remaining amortization period of ten (10) years. The bank is requesting the City of Danville, Virginia renew the Moral Obligation associated with this loan.

RECOMMENDATION

Staff recommends approval of a Resolution to renew the Moral Obligation as requested by the bank.

Attachments

1. Resolution
 2. Term Sheet - Danville IDA Renewal 527 Bridge Street
-

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2023 _____._____

A RESOLUTION AUTHORIZING AND APPROVING THE EXECUTION OF A MORAL OBLIGATION AGREEMENT BY AND BETWEEN THE CITY OF DANVILLE, VIRGINIA AND AMERICAN NATIONAL BANK, A VIRGINIA BANKING CORPORATION.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Danville, Virginia, that a Moral Obligation Agreement, substantially in the form attached hereto and made a part hereof, between the City of Danville and American National Bank, a Virginia banking corporation company be, and the same hereby is, approved; and

BE IT FURTHER RESOLVED that the City Manager, or his designee, be, and he is hereby, authorized and directed to execute such Moral Obligation Agreement on behalf of the City.

Approved:

Mayor

Attest:

Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney

Summary of Proposed Terms and Conditions

IDA of Danville, VA

June 23, 2023

Be advised that this document is **not** a commitment to lend, but rather an indication of the terms and conditions upon which American National Bank and Trust Company ("Bank") would consider providing the IDA of Danville, VA (and/or assigns) the loan described below. The transaction being contemplated herein would be subject to Bank's standard commercial lending terms and conditions which would be more fully described in a commitment letter to the Borrower. Additionally, credit approval would be subject to receipt and satisfactory review of additional requested financial information, appraisals, surveys, and other necessary information. Terms as listed herein are subject to change based upon any final credit approval.

Borrower: The Industrial Development Authority of Danville, VA

Amount: Up to Five hundred sixty-nine thousand seventy-two Dollars (\$569,072.00) plus closing costs, not to exceed the 75% of the appraised value of the collateral property

Purpose: Provide financing for the renewal of the existing loan on the property located at 527 Bridge Street, Danville, VA.

Rate and Terms: For the life of the loan (5 years), the loan will have a fixed interest rate of 7.25%. The loan will have a term of 60 months; with monthly payments of principal and interest based on the renewed balance with the remaining amortization period of ten (10) years.

Collateral: First priority perfected security interest in the real estate being financed.

An assignment rents and leases on the subject property.

Cross-collateralize with ANB loan on 1000 Lockett Drive, Danville VA

Guarantors: The loan will have a Moral Obligation of the City of Danville

Closing Costs: The Borrower shall pay all costs (which may be financed) and expenses incurred by the Bank in connection with the proposed transaction.

Fees: An origination fee of .50% of the loan amount shall be due at loan closing

Financial Information: Borrower's financials to be up to date and current at time of closing. The Bank will require annual collection of complete financial statements.

Deposits: The Borrowers will maintain its deposit relationship with the Bank.

Prepayment: None

Other Conditions: The loan closing will be contingent on the completion of the customary documentation associated with any and all real estate closings of this size.

The information contained herein is confidential, for the sole benefit of the proposed borrower and should not be shared with unrelated third parties without the consent of Bank. The proposed terms outlined above, in particular the interest rate and fees, will expire 30 business days from the date of this term sheet.

Thank you for including American National Bank and Trust Company in your search for financing on this project. We look forward to working with you on this and future projects.

Sincerely,



Ted R. Laws
Senior Vice President



Council Letter

City of Danville, Virginia



CL - 668

NEW BUSINESS K.

City Council REGULAR MEETING

Meeting Date: August 1, 2023

Subject: Consideration of Approving the Updated Emergency Operations Plan.

From: David Coffey, Fire Chief

COUNCIL ACTION

A Resolution Approving an Updated Emergency Operations Plan for the City of Danville, Virginia.

SUMMARY

The Emergency Operations Plan for the City of Danville, which includes reference documents and the Hazardous Materials Emergency Response Plan, has been updated as required to comply with the Federal Emergency Management Agency and the Virginia Department of Emergency Management.

BACKGROUND

The Emergency Operations Plan provides for response to emergencies and disasters in order to save lives, protect public health, safety, and property, restore essential services, and assist with economic recovery.

Localities are required to have an emergency operations plan to receive federal and state funding, which is essential for emergency operations during an emergency or disaster. The plans must be reviewed and tested by the emergency departments annually, and are to be adopted by local governing bodies every four years.

The accompanying resolution indicates City Council's approval, and provides the City Manager with the authority to make additional modifications as needed throughout the year. This plan is updated through August 1, 2024.

RECOMMENDATION

It is recommended that Council adopt the attached Resolution approving the updated Emergency Operations Plan as mandated by State and Federal requirements.

Attachments

1. Resolution
 2. Emergency Operations Plan
-

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2023-____.____

A RESOLUTION APPROVING AN UPDATED EMERGENCY OPERATIONS
PLAN FOR THE CITY OF DANVILLE, VIRGINIA.

WHEREAS, the City is required by the Federal Emergency Management
Agency and the Virginia Department of Emergency Management to have an updated
emergency operations plan approved by both Federal and State governments.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Danville,
Virginia, that the revised "Emergency Operations Plan, City of Danville, Virginia", as updated
through August 1, 2024, substantially in the form attached hereto, be, and is hereby, adopted
as the official Emergency Operations Plan for the City of Danville; and

BE IT FURTHER RESOLVED, that the City Manager is authorized to modify
this plan as needed to meet operational requirements, subject to annual approval of said
modifications by formal action of the City Council.

Approved:

Mayor

Attest:

Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney

CITY OF DANVILLE

EMERGENCY

OPERATIONS

PLAN

PREPARED:

January, 2019

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DANVILLE

EMERGENCY

OPERATIONS

PLAN

Resolution

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2014-_____.

A RESOLUTION APPROVING AN UPDATED EMERGENCY OPERATIONS PLAN FOR THE CITY OF DANVILLE AS REQUIRED FOR FEDERAL AND STATE FUNDING WHICH IS ESSENTIAL FOR EMERGENCY OPERATIONS DURING AN EMERGENCY OR DISASTER IN THE CITY OF DANVILLE.

WHEREAS, the City is required by the Federal Emergency Management Agency and the Virginia Department of Emergency Management to have an updated emergency plan approved by both Federal and State governments; and

WHEREAS, the updated Emergency Operations Plan will be reviewed and tested by all emergency departments annually; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Danville, Virginia, that the revised "Emergency Operations Plan, City of Danville, Virginia," is updated through July 31, 2018, and adopted as the official Emergency Operations Plan for the City of Danville; and

BE IT FURTHER RESOLVED that the City Manager is authorized to modify this plan as needed to meet operational requirements, subject to annual approval of said modifications made during the year by formal action of the City Council.

APPROVED:

MAYOR

ATTEST:

CLERK

APPROVED AS TO
FORM AND LEGAL SUFFICIENCY:

CITY ATTORNEY

Promulgation of the City of Danville Emergency Operations Plan

By virtue of the authority vested in me by Section 44-146.19 of the Code of Virginia as the Emergency Management Director, I hereby promulgate and issue the Emergency Operations Plan ("the Plan"), dated _____, which provides for a City response to emergencies and disasters wherein assistance is needed by affected citizens in order to save lives; to protect public health, safety, and property; to restore essential services; and to effect an economic recovery.

As necessary, the Emergency Management Coordinator, on behalf of the Director, is hereby authorized to activate the City's Emergency Operations Center (EOC) in order to direct and control City emergency operations. Activation of the City's EOC shall constitute implementation of the Plan.

As directed by the Plan, the Director of Emergency Management is responsible for command and control, and direction of recovery efforts following any disaster that confronts the City. In the absence of the Director, the Deputy Director assumes the responsibility. In the absence of both the Director, and Deputy Director, this responsibility is assumed by the Coordinator.

In accordance with the duties and responsibilities assigned in the Plan, each designated city department or agency shall:

1. become familiar with and maintain the part(s) of the Plan for which it is responsible;
2. conduct an on-going training program and participate in exercises as needed in order to maintain an appropriate emergency response capability;
3. in time of emergency, implement emergency response actions as specified in the Plan, in coordination with the City's EOC; and
4. assist with post-disaster restoration and recovery operations as required.

The Plan is consistent with the Virginia Emergency Services and Disaster Laws of 2000, as amended (Chapter 3.2, Title 44 of the Code of Virginia) and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) and its implementing regulations.

This Executive Order shall be effective upon its signing and shall remain in full force and effect until amended or rescinded by further executive order.

Given under my hand and under the seal of the City of Danville this _____ day of _____, 20____.

City Manager

Record of Changes

CHANGE NUMBER	CHANGE DATE	DATE ENTERED	CHANGE POSTED BY (SIGNATURE)

Emergency Contacts

[See Reference Documents]

BASIC PLAN

I. Introduction

The City is vulnerable to a variety of hazards such as hazardous materials incidents; transportation accidents, both highway and rail; wind storms; tornadoes; gas pipeline accidents; power failures; resource shortages; environmental contamination; high density population in shopping areas; and some flooding. To respond effectively to any emergency of a size or complexity beyond routine response systems, it is critical that all public officials, departments and agencies, non-governmental emergency organizations and the public understand their roles and responsibilities. These non-routine responsibilities begin as the incident is recognized and response ensues, and become particularly important as command organizes beyond the initial reactive phase of first responders.

A planned-for and coordinated response on the part of state and local officials in support of in-the-field emergency responders can save lives, protect property, and more quickly restore essential services. The foundation for this coordinated response is established through the Emergency Operations Plan. The “Commonwealth of Virginia Emergency Services and Disaster Laws of 2000” (Code of Virginia, 44-146.13 to 44-146.29:2 requires that state and local governments develop and maintain current Emergency Operations Plans (EOP) in order to be prepared for such events. The Emergency Operations Plan (EOP) consists of a Basic Plan followed by:

- Emergency Support Functions based on the National Response Framework with basic functions of each entity and the primary and secondary organizations responsible.
- Support Annexes giving additional details and functions of each ESF and support needed.
- Incident Annexes for specific types of incidents with special information and direction for responses. These discuss the priorities and concept of operations to give guidance and direction for carrying out responsibilities and needed actions.

Purpose

The purpose of the Basic Plan is to establish the legal and organizational basis for operations in the city to effectively respond to and recover from all-hazards disasters and/or emergency situations. It assigns broad responsibilities to local government agencies and support organizations for disaster prevention, preparedness, response, and recovery. These responsibilities are generally extensions of normal, day-to-day functions involving the same personnel and material resources. Supporting plans for all-hazards disasters set forth the concepts and procedures whereby the City can effectively apply available resources to insure that casualties

and property damage will be minimized and that essential services will be restored as soon as possible following an emergency or disaster situation.

Scope and Applicability

The Emergency Operations Plan identifies a range of disasters that could possibly occur in or near this locality. The EOP works to anticipate the needs that the jurisdiction might experience during an incident and provides guidance across City Departments, agencies, and response organizations by describing an overall emergency response system:

- How City departments/agencies will be organized during response to an event, including command authorities
- Critical actions and interfaces during response and recovery
- How the interaction between the jurisdiction and its private partner organizations (Hospitals, non-governmental emergency organizations and others) is managed during the emergencies
- How the interaction between the jurisdiction and regional, state and federal authorities is managed
- How to handle and manage needs with the resources available.

The plan is applicable to all local agencies that may be requested to provide support.

Incident Management Activities

This plan addresses the full spectrum of activities related to local incident management, including prevention, preparedness, response, and recovery actions. This plan focuses on those activities that are directly related to an evolving incident or potential incident.

Examples of incident management actions include:

- Increasing public awareness;
- Coordinating protective measures across jurisdictions;
- Increasing countermeasures such as inspections, security, and infrastructure protections;
- Conducting public health assessments and conducting a wide range of prevention measures to include, but not limited to immunizations;
- Providing immediate and long-term public health and medical response assets;
- Coordinating support in the aftermath of an incident;
- Providing strategies for coordination of resources;
- Enabling immediate recovery activities, as well as addressing long-term consequences in the impacted area.

Key Concepts

- A. Systematic and coordinated incident management, including protocols for:
 - Incident reporting;
 - Coordinated action;
 - Alert and Notification;
 - Mobilization of resources;
 - Operating under differing threats; and
 - Integration of crisis and consequence management functions.
- B. Proactive notification and deployment of resources in anticipation of or in response to catastrophic events in coordination and collaboration with Federal, State, private entities and other local governments when possible.
- C. Organizing interagency efforts to minimize damage, restore impacted areas to pre-incident conditions if feasible, and/or implement programs to mitigate vulnerability to future events.
- D. Coordinate incident communication, worker safety and health, private-sector involvement, and other activities that are common to the majority of incidents.
- E. Organizing Emergency Support Functions (ESFs) to facilitate the delivery of critical resources, assets, and assistance. Departments and agencies are assigned to lead or support ESFs based on authorities, resources, and capabilities.
- F. Facilitating support to departments and agencies acting under the requesting authorities.
- G. Developing detailed supplemental operations, tactical, and hazard-specific contingency plans and procedures.
- H. Providing the basis for coordination of interagency and intergovernmental planning, training, exercising, assessment, coordination, and information exchange.

II. Planning Assumptions

The City of Danville officials and agencies assigned responsibilities by this plan should be aware of the hazards that have the greatest potential for a local disaster and are most likely to occur.

- A. Incidents are typically managed at the lowest possible level of government.
- B. Incident Management activities will be initiated and conducted using the principles contained in the National Incident Management System (NIMS).
- C. The combined expertise and capabilities of government at all levels, the private sector, and nongovernmental organizations will be required to prevent, prepare for, respond to, and recover from disasters.
- D. Incidents requiring local government to coordinate operations and/or resources may:
 - Occur at any time with little or no warning;
 - Require significant information sharing across multiple jurisdictions and between the public and private sectors;
 - Involve single or multiple geographic areas;
 - Have significant impact and/or require resource coordination and/or assistance;
 - Span the spectrum of incident management to include prevention, preparedness, response, recovery and mitigation;
 - Involve multiple, highly varied hazards or threats on a local or regional scale;
 - Result in numerous casualties; fatalities; displaced persons; property loss; disruptions of normal life support systems, essential public services and basic infrastructure; and significant damage to the environment;
 - Attract a sizeable influx of independent, spontaneous volunteers and supplies;
 - Require short notice State and Federal asset coordination;
 - Require prolonged, sustained incident management operations and support activities; and,
 - Attract a sizeable influx of media personnel.
- E. The top priorities for the jurisdiction are to:
 - Save lives and protect the health and safety of the public, responders, and recovery workers;
 - Ensure security of the jurisdiction;
 - Prevent an imminent incident from occurring;
 - Protect and restore critical infrastructure and key resources;

- Ensure local government continues to function throughout the incident;
- Protect property and mitigate damages and impacts to individuals, communities, and the environment; and
- Facilitate recovery of individuals, families, businesses, government, and the environment.

This plan encourages the development of a plan that is based on the all hazards principle that most emergency response functions are similar regardless of the hazard.

- The Director of Emergency Management or his designee will mobilize resources and personnel as required by the situation;
- Incidents are managed at the local level;
- They will have mutual aid agreements with neighboring jurisdictions;
- They will use the National Incident Management System (NIMS) and the Incident Command Structure (ICS);
- Special facilities (schools, nursing homes, adult day care and child care facilities) are required to develop emergency plans; and
- Regulated facilities (Superfund Amendments and Re-authorization Act sites), power plants, etc. posing a specific hazard will develop, coordinate, and furnish emergency plans and procedures to local, city and state departments and agencies as applicable and required by codes, laws, regulations or requirements. (See City of Danville Hazardous Materials Emergency Response Plan).

Situation

The population of the City is approximately 42,000 people, as of July 2018, with the following demographics:

Males – 45.7%

Females – 54.3%

Median resident age – 41.9 years

Estimated median household income (2016) - \$34,723

Land Area – 43.1 Square Miles

The City of Danville is the primary economic center within Pittsylvania County as the largest concentration of business and population. The City currently lacks direct access to a federal interstate highway, which has contributed to slowgrowth. The City of Danville has developed industrial parks in recent years. Airside Industrial Park is located just off U.S. Route 58 in the vicinity of the Danville Regional Airport.

River View Industrial Park, which is adjacent to Airside Industrial Park, has been expanded in conjunction with the development of the Cyberpark, located near the intersection of U.S. Route 58 and 29. The City, in cooperation with Pittsylvania County, has recently completed development of a regional industrial park—the Cane Creek Centre located off U.S. Route 58 in the Ringgold area of Pittsylvania County and a 3,000 acre mega park located off Berry Hill Rd. in Pittsylvania County. Danville is home to several manufacturing companies including Goodyear Tire & Rubber Co., and Nestle Refrigerated Foods. Danville has a variety of housing options ranging from early 20th-century Victorians, Georgian Revival and Edwardian architecture to suburban Colonial-style homes to neighborhoods centered on golf courses. According to the City's Comprehensive Plan, the city's policy of underwriting infrastructure costs for residential subdivisions has encouraged "leapfrog" development.

The City of Danville's Future Land Use Plan emphasizes conserving vulnerable environmental areas while also providing areas for projected development. The plan organizes the city by twelve planning areas and ten entrance corridors. Areas such as large contiguous tracts of sensitive slope, floodplains and wetlands are excluded from the developable parts of each planning areas. Approximately 9,494 acres are available for development according to the Comprehensive Plan. The plan estimates that between 9,000 and 15,000 homes could be built in the City, given the amount of developable land that is available. Almost two million square feet of retail and services uses could be accommodated while the Future Land Use Plan allows for 20-25 million additional square feet of employment generating development. Overall, About 58% of the land would be used for residential, 5% for office or services uses, and about 35% for economic development or industrial uses. The remaining two percent are classified as government, public, or other uses.

Based on a hazard identification and risk assessment from the West Piedmont Hazard Mitigation Plan, the hazards that were determined as most likely to impact the area are:

<i>Hazard</i>	<i>Probability</i>
Winter Storms	Significant
Dam Failure	Significant
Flooding	Moderate
Wind Storm	Moderate
High Voltage Transmission (HVT) Lines	Moderate
Organic/Inorganic Spills	Limited
Pipelines	Limited
Drought Limited	Limited
Hurricane Limited	Limited
Tornado Limited	Limited
Wildfire	Limited

Agriterrorism	Limited
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III. Roles and Responsibilities

The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, stipulates that emergency services organizations and operations are structured around existing constitutional government.

A successful local emergency management program involves local government officials, local government agencies, private sector and non-profit organizations. Their roles are summarized in the following discussions:

Elected Officials:

- Protect the lives and property of citizens; and
- Adopt and promulgate the Emergency Operations Plan (EOP).

Director of Emergency Management:

- Determine the need to evacuate and endangered areas;
- Establish the local emergency management program;
- Exercise direction and control from the EOC during disaster operations; and
- Hold overall responsibility for maintaining and updating the plan.

Local Chief Executive Officer

The City Manager, serving as the jurisdiction's chief executive, is responsible for the public safety and welfare of the people of the City of Danville:

- State code declares the local manager as the Director of Emergency Management for the jurisdiction where he is responsible for coordinating local resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents involving all hazards including terrorism, natural disasters, accidents, and other contingencies;
- Dependent upon state and local laws, has extraordinary powers to suspend local laws and ordinances, such as to establish a curfew, direct evacuations, and in coordination with the local health authority to order a quarantine; and,
- Provides leadership and plays a key role in communicating to the public, and in helping people, businesses, and organizations cope with the consequences of any type of incident within the jurisdiction; and

Coordinator of Emergency Management

- City ordinance declares the Fire Chief as the local Coordinator of Emergency Management where he is responsible for maintaining the local EOC in a constant state of readiness;
- Develops and maintains the Emergency Operations Plan (EOP);
- Assume certain duties in the absence of the director and/or assistant director of emergency management; and

- Ensure that the EOP is reviewed, revised and adopted every four (4) years.

Local government agencies:

- Develop and maintain detailed plans and standard operating procedures (SOPs);
- Identify sources of emergency supplies, equipment and transportation;
- Negotiate and maintain mutual aid agreements which are identified in the plan;
- Maintain records of disaster related expenditures and appropriate documentation;
- Protect and preserve records essential for the continuity of government; and
- Establish and maintain list of succession of key emergency personnel.

Local departments and agencies participate in the Emergency Support Function (ESF) structure as coordinators, primary response agencies, and/or support agencies and/or as required to support incident management activities.

Emergency Support Functions

The Emergency Support Function is a grouping of government and certain private-sector capabilities into an organizational structure to provide support, resources, program implementation, and emergency services that are most likely to be needed during incidents.

Each ESF is composed of primary and support agencies. The jurisdiction identifies primary agencies on the basis of authorities, resources, and capabilities. Support agencies are assigned based on resources and capabilities in a given functional area. ESFs are expected to support one another in carrying out their respective roles and responsibilities. Additional discussion on roles and responsibilities of ESF coordinator, primary agencies, and support agencies can be found in the introduction to the ESF annexes. The ESFs:

- Develop and maintain detailed plans and Standard Operating Procedures (SOPs) to support their functional requirements;
- Identify sources of emergency supplies, equipment and transportation;
- Maintain accurate records of disaster-related expenditures and documentation;
- Continue to be responsible for protection and preservation of records essential for continuity of government; and
- Establish a line of successions for key emergency personnel.

Note that not all incidents result in the activation of the ESFs. It is possible an incident may be addressed without activating the ESFs.

Citizen Involvement

Strong partnerships with citizen groups and organizations provide support for incident management prevention, preparedness, response, recovery, and mitigation.

The Citizen Corps brings these groups together and focuses efforts of individuals through education, training, and volunteer services to help make communities safer, stronger, and better prepared to address all-hazards incidents. The Citizens Corps works through a national network of state and local Citizen Corp Councils, which bring together leaders from law enforcement, fire, emergency medical, and other emergency management volunteer organizations, local elected officials, the private sector, and other community stakeholders.

The Citizen Corps Council implements the Community Emergency Response Teams (CERT). Medical Reserve Corps (MRC), Neighborhood Watch, Volunteers in Police Service, and the affiliate programs and provide opportunities for special skills and interests. These programs develop targeted outreach for special needs groups and organize special projects and community events.

The City has trained thirteen (13) neighborhood and two (2) college CERT teams, and approximately 175 volunteers who may be available to assist their local community with emergency preparedness, response and recovery activities until the jurisdiction is available to provide services.

CERT teams have the responsibility to:

- Maintain a listing of trained CERT volunteers;
- Provide initial first-responder response to events as requested by Emergency Management; and
- Assist in additional emergency response activities as requested by Emergency Management.

Nongovernmental and Volunteer Organizations

Nongovernmental organizations collaborate with first responders, governments at all levels, and other agencies and organizations providing relief services to sustain life, reduce physical and emotional distress, and promote recovery of disaster victims when assistance is not available from other sources. These resources, when available, will be utilized and integrated into the ESFs to support of critical functions based on the skill set. For example, a regional American Red Cross chapter provides relief at the local level and provides staffing of ESF #6 – Mass Care. The Virginia Voluntary Organizations Active in Disaster (VVOAD) is a group of recognized local, state and national organizations that provide disaster relief. VVOAD provides significant capabilities to incident management and response efforts.

Private Sector

Primary and support agencies coordinate with the private sector to effectively share information, form courses of action, and incorporate available resources to prevent, prepare for, respond to, and recover from disasters.

The roles, responsibilities and participation of the private sector during disaster vary based on the nature of the organization and the type and impact of the disaster. The roles of the private sector organizations are summarized below.

TYPE OF ORGANIZATION	ROLE
Impacted Organization or Infrastructure	Private sector organizations may be affected by direct or indirect consequences of the incident, including privately owned critical infrastructure, key resources, and those main private sector organizations that are significant to local economic recovery. Examples of privately owned infrastructure include transportation, telecommunications, private utilities, financial institutions, and hospitals.
Response Resources	Private sector organizations provide response resources (donated or compensated) during an incident—including specialized teams, equipment, and advanced technologies—through local public-private emergency plans, mutual aid agreements, or incident specific requests from local government and private sector volunteered initiatives.
Regulated and/or Responsible Party	Owners/operators of certain regulated facilities or hazardous operations may bear responsibilities under the law for preparing for and preventing incidents from occurring, and responding to an incident once it occurs.
Local Emergency Organization Member	Private sector organizations may serve as an active partner in local emergency preparedness and response organizations and activities, such as membership on the Local Emergency Planning Committee (LEPC).

Private sector organizations support emergency management by sharing information with the local government, identifying risks, performing vulnerability assessments, developing emergency response and business continuity plans, enhancing their overall readiness, implementing appropriate prevention and protection programs, and donating government purchases to assist in response and recovery activities.

Private sector organizations are encouraged to develop and maintain capabilities to respond and to manage a complete spectrum of incidents and emergencies. The City of Danville maintains ongoing interaction with the critical infrastructure and key resources and industries to provide coordination of prevention, preparedness, response, and recovery activities. Private sector representatives should be included in planning and exercises.

IV. Concept of Operations

General

This section describes the local coordinating structures, processes, and protocols employed to manage incidents. These coordinating structure and processes are designed to enable execution of the responsibilities of local government through the appropriate departments and agencies, and to integrate State, Federal, nongovernmental organizations and private sector efforts into a comprehensive approach to incident management.

1. The Commonwealth of Virginia Emergency Services and Disaster Law of 2000 as amended, provide that Emergency Management organizations and operations will be structured around existing constitutional government. The organization for emergency operations consists of existing government departments and private emergency response organizations.
2. The City Manager is the Director of Emergency Management. The day-to-day activities of the emergency preparedness program have been delegated to the Coordinator of Emergency Management. The Director, in conjunction with the Coordinator of Emergency Management, will direct and control emergency operations in time of emergency and issue directives to other services and organizations concerning disaster preparedness.
3. The Director of Emergency Management, assisted by the Coordinator and department heads, will develop and maintain a primary Emergency Operations Center (EOC) from which to coordinate operations in time of emergency. Primarily the City will utilize a virtual EOC reporting format to coordinate resources and facilitate communication but when warranted the emergency manager the primary physical location for the EOC will be located in Danville Fire Department headquarters, 600 Lynn Street, Danville, VA 24541. The alternate EOC is located in the Danville Area Training Center located at 630 Randolph St.
4. The day-to-day activities of the emergency management program, for which the Coordinator of Emergency Management is responsible, include developing and maintaining an Emergency Operations Plan, facilitating the Virtual EOC reporting format, and maintaining the City EOC in a constant state of readiness and other responsibilities as outlined in local and state regulations.
5. The Director of Emergency Management is the constituted legal authority for approving Emergency Operations Plans and declaring a local state of emergency, with the consent of the City Council.
6. A local emergency may be declared by the Director of Emergency Management or an appropriate member of the City Council with the consent of the entire Council within 45 days. The declaration of a local emergency activates the Emergency Operations Plan and authorizes the provision of aid and assistance

there under. It should be declared when a coordinated response among several local agencies/organizations must be directed or when it becomes necessary to incur substantial financial obligations in order to protect the health and safety of persons and property or to provide assistance to the victims of a disaster.

Declaration of a Local Emergency

The Director of Emergency Management with the consent of the City Council, by resolution, should declare an emergency to exist whenever the threat or actual occurrence of a disaster is, or threatens to be, of sufficient severity and magnitude to require significant expenditures and a coordinated response in order to prevent or alleviate damage, loss, hardship, or suffering.

A declaration of a local emergency activates the response and recovery programs of all applicable local and inter-jurisdictional Emergency Operations Plans and authorizes the furnishing of aid and assistance in accordance with those plans. In the event the City Council cannot convene due to the disaster, the Director of Emergency Management or, in his/her absence, any other Emergency Management staff may declare a local emergency to exist subject to confirmation of the Council, within 45 days. The Director of Emergency Management or, in his absence, the Coordinator will advise the Virginia (VEOC) and or Virginia Department of Emergency Management (VDEM) representatives immediately following the declaration of a local emergency.

VDEM will be notified at the time of a declaration either by notifying the Regional Coordinator or the VDEM Watch Center via WebEOC.

7. The Director of Emergency Management or, in his absence, the Deputy Director assumes this responsibility. In the absence of both the Director, and Deputy Director, this responsibility is assumed by the Coordinator to determine the action needed to mitigate the emergency, including the need for evacuation of large areas and will issue necessary orders for evacuation or other protective action as needed. The Police Department will implement evacuation and provide security for the evacuated area. In the event of a hazardous materials incident, the Fire Chief or his representative on the scene should implement immediate protective action to include evacuation as appropriate.
8. The Director of Emergency Management or, in his absence, the Coordinator of Emergency Management will notify the Virginia Department of Emergency Management immediately upon the declaration of a local emergency. Daily situation reports are also required. All appropriate locally available forces and resources will be fully committed before requesting assistance from the state. All disaster-related expenditures must be documented in order to be eligible for post-disaster reimbursement should a federal disaster be declared.
9. The heads of operating agencies will maintain plans and procedures in order to be prepared to effectively accomplish their assigned responsibilities.

10. The Coordinator of Emergency Management will assure compatibility between the City's Emergency Operations Plan and the plans and procedures of key facilities and private organizations within the City as appropriate.
11. The City must be prepared to bear the initial impact of a disaster on its own. Help may not be immediately available from the state or federal government after a natural or man-made disaster. All appropriate locally available forces and resources will be fully committed before requesting assistance from the state. Requests for assistance will be made through the State EOC to the State Coordinator.
12. The Director of Emergency Management or, in his absence, the descending order established in Item 8, with support from designated local officials, will exercise direction and control from the EOC during disaster operations. The EOC may be partially or fully staffed depending on the type and scope of the disaster. The EOC will provide logistical and administrative support to response personnel deployed to the disaster site(s). Available warning time will be used to implement increased readiness measures that will insure maximum protection of the population, property, and the supplies from the effects of threatened disasters.
13. The heads of operating agencies will develop and maintain detailed plans and standing operating procedures necessary for their departments to effectively accomplish their assigned tasks. Department and agency heads will identify sources from which emergency supplies, equipment, and transportation may be obtained promptly when required. Accurate records of disaster-related expenditures will be maintained. All disaster-related expenditures will be documented to provide a basis for reimbursement should federal disaster assistance be needed. In time of emergency, the heads of City offices, departments, and agencies will continue to be responsible for the protection and preservation of records essential for the continuity of government operations. Department and agency heads will establish lists of succession of key emergency personnel.

The Coordinator of Emergency Management will assure the development and maintenance of procedures on the part of each major emergency support service. These include the levels of operation and the use of the Virtual EOC situational reporting format. Generally, each designated agency should maintain current notification rosters, designate and staff an official emergency control center, designate an EOC, establish procedures for reporting appropriate emergency information, develop mutual aid agreements with like agencies in adjacent localities, and provide ongoing training to maintain emergency response capabilities. When an emergency threatens, available time will be used to implement increased readiness measures as listed in each annex to this plan. The Coordinator of Emergency Management will assure that all actions are completed as scheduled.

Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task by the agency concerned.

14. The State Emergency Operations Plan requires the submission of the following reports by local government in time of emergency via WebEOC.
 - a. Daily Situation Report
 - b. Damage Assessment Report
 - c. After-Action Report
15. Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Copies of these agreements are available for review in a separate folder. Emergency forces may be sent from the City of Danville to assist adjoining jurisdictions. Such assistance will be in accordance with existing mutual aid agreements or, in the absence of official agreements, directed by the Director of Emergency Management or, in his absence, the Coordinator of Emergency Management when he/she determines that such assistance is necessary and feasible.
16. The Director of Emergency Management, the Coordinator of Emergency Management, and the Division of Social Services will assist disaster victims in obtaining post-disaster assistance, such as temporary housing and low-interest loans.
17. This plan is effective as a basis for training and pre-disaster preparedness upon receipt. It is effective for execution when:
 - a. Any disaster threatens or occurs in the City and a local disaster is declared under the provisions of Section 44-146.21, the Commonwealth of Virginia Emergency Management and Disaster Law of 2000, as amended.
 - b. A state of emergency is declared by the Governor.
18. The Director of Emergency Management, assisted by the Coordinator of Emergency Management, has overall responsibility for maintaining and updating this plan. It should be updated based on lessons learned, and republished following an actual or threatened emergency situation. The Coordinator will have the EOP readopted every four years. Guidance and assistance is provided by the Virginia Department of Emergency Management. Responsible individuals and officials should recommend to the Director of Emergency Management or the Coordinator of Emergency Management appropriate improvements and changes as needed based on experiences in emergencies, deficiencies identified through drills and exercises, and changes in government structure.

Concurrent Implementation of Other Plans

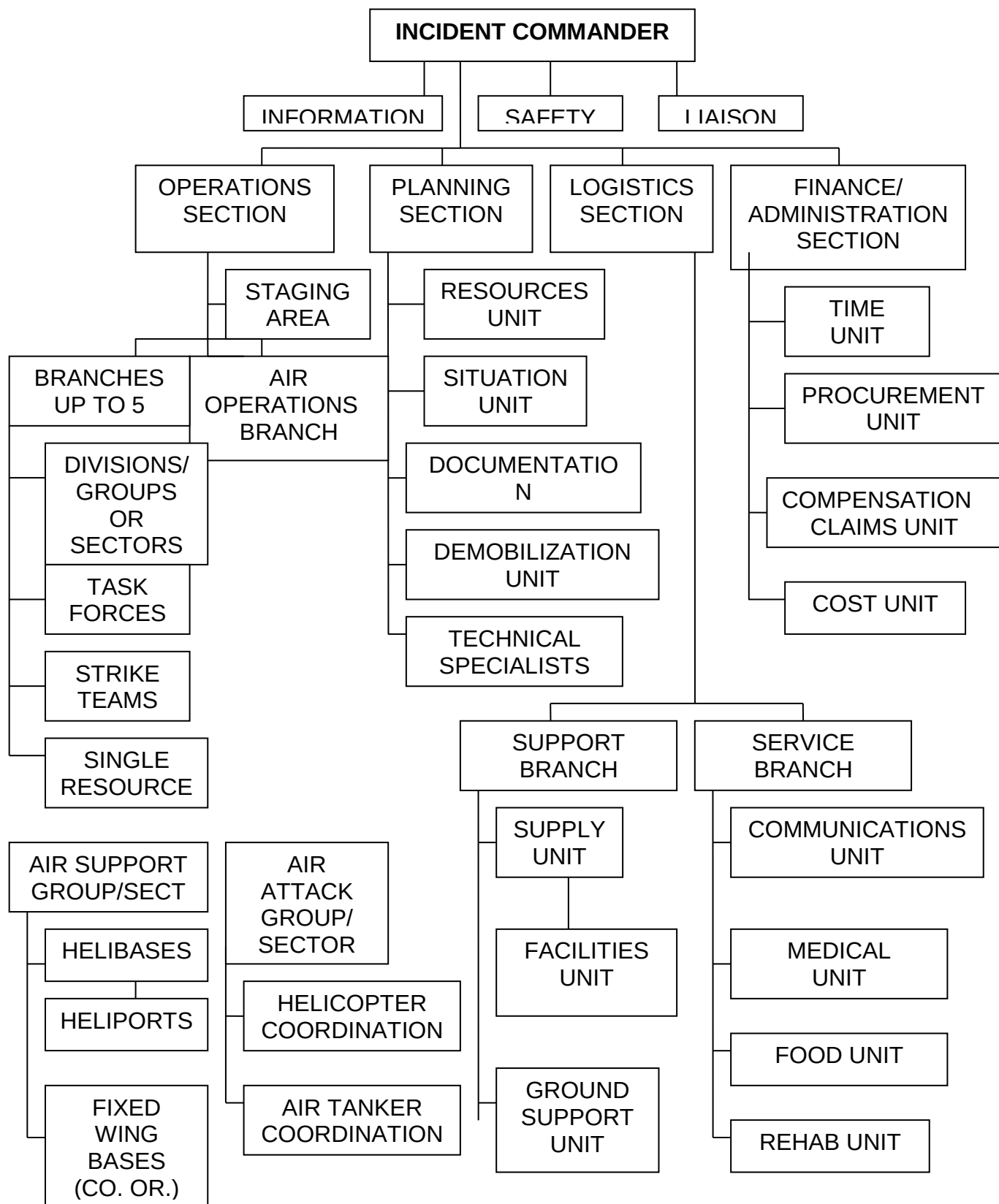
Local Emergency Operations Plan is the core plan for managing incidents and details the local coordinating structures and processes used during incidents. Other

supplemental agency and interagency plans provide details on the authorities, response protocols, and technical guidance for responding to and managing specific contingency situations (such as hazardous materials spills, wild land fires, etc.). In many cases these local agencies manage incidents under these plans using their own authorities. The supplemental agency or interagency plans may be implemented concurrently with the Emergency Operations Plan (EOP) but are subordinated to the overarching core coordinating structures, processes, and protocols detailed in the EOP.

Organizational Structure

In accordance with NIMS process, resource and policy issues are addressed at the lowest possible organizational level. If issues cannot be resolved at that level, they are forwarded up to the next level. Reflecting the NIMS construct and in alignment with the National Response Framework, the Emergency Operations Plan includes the following command and coordination structures:

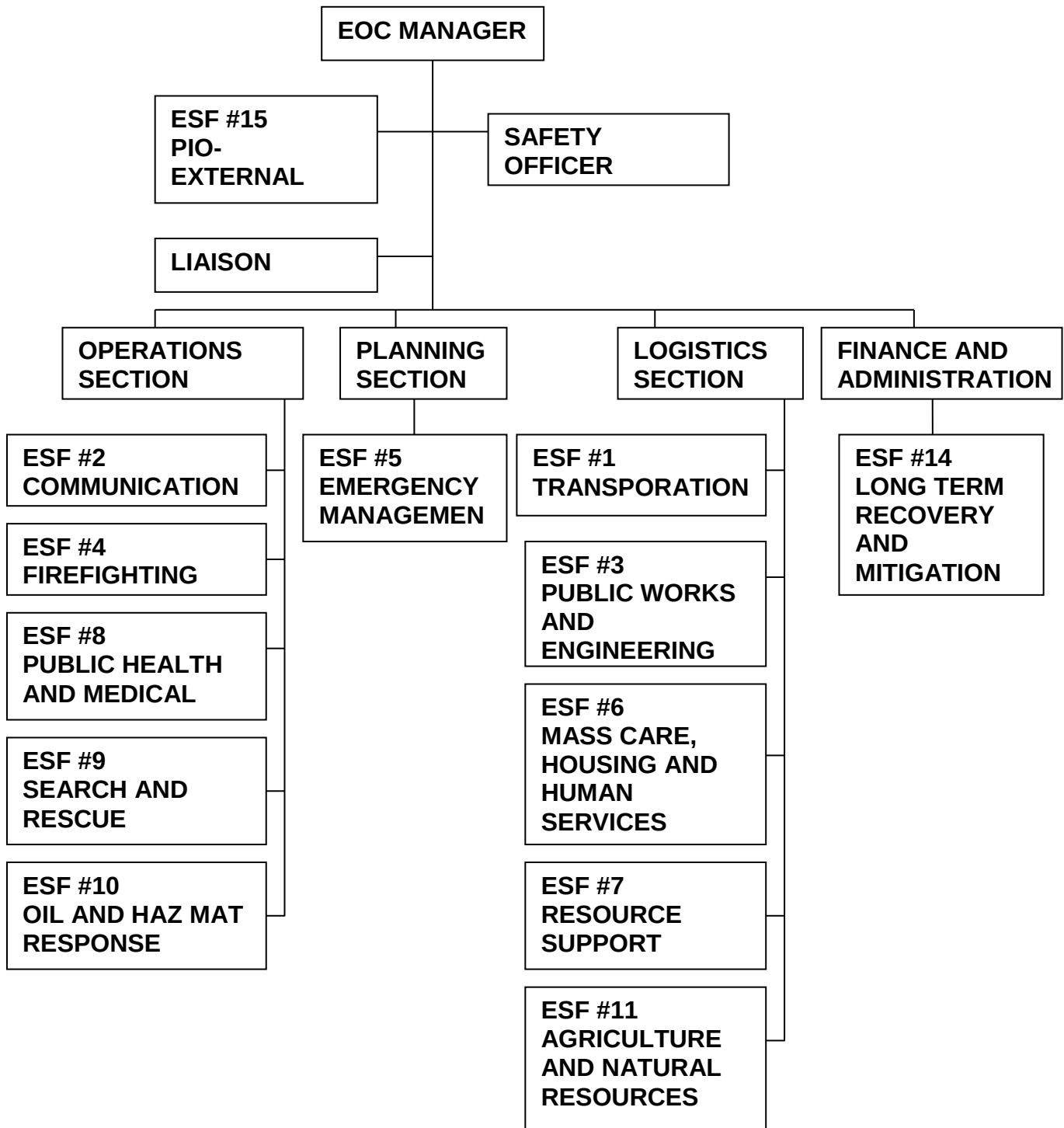
- Incident Command Posts, on scene using the Incident Command System;
- Area Command (if needed);
- Emergency Operations Centers;
- Joint Field Office, which is responsible for coordinating Federal Assistance and supporting incident management activities locally;
- Local Department of Emergency Management;
- Director of Emergency Management;
- Coordinator of Emergency Management /Deputy Coordinator; and
- Incident Command



When the local emergency operations center (EOC) is activated, there should be coordination between the Emergency Management Coordinator and the incident commander to ensure a consistent response (The proceeding chart is the generic full scale concept organization):

- EOC follows the ICS structure and
- The ESFs should be aligned with the ICS staff.

The diagram on the following page is an example of an EOC staff. More information is provided in the ESF annexes.



V. Incident Management Actions

Actions

This section describes incident management actions ranging from initial threat notification to early coordination efforts to assess and disrupt the threat, to preparatory activation of the ESF structure, to deployment of resources in support of incident response and recovery operations. These actions do not necessarily occur in sequential order; many may be undertaken concurrently in response to single or multiple threats or incidents.

Non-emergency/Normal Operations

The City should implement the following actions during non-emergency or disaster periods that will prepare the locality for potential emergency response if necessary.

- Public information and educational materials will be provided to the public via municipal newsletters, brochures, publications in telephone directories, municipal web-sites and other media;
- Develop, review and exercise emergency operations plans and standard operating procedures;
- Assure the viability and accuracy of emergency contact lists, resource lists and emergency contracts.

Notification and Assessment

The City and nongovernmental organizations report threats, incidents, and potential incidents using established communications and reporting channels typically to the Emergency Communications Center (ECC). Once a threat or incident has occurred, local government, through the Director of Emergency Management, makes an initial determination to initiate the coordination of information-sharing and incident management activities.

Reporting Requirements

The Emergency Management Coordinator is required to report a Declaration of Emergency to VDEM and encouraged to report all incidents of significance to the VEOC. In most situations, incident information is reported using existing WebEOC or other mechanisms to the Virginia Emergency Operation Center (VEOC). This information may include:

- Implementation of an incident management or emergency response plan or action to prevent, respond to, or recover from an incident; and
- Activation of local and state mutual-aid agreements in response to incidents resulting in emergency proclamation or declarations, or requiring Federal assistance,

Dissemination of Warnings and Bulletins

Watches, warnings, and other emergency bulletins are issued by various agencies based on their statutory missions and authorities. Information on dissemination of public information can be found in the Public Affairs Support Annex and ESF #15 in conjunction with the Emergency Communications Center, ESF 2. A variety of communications systems may be used at the Federal level to disseminate information, such as:

- The City of Danville participates in the Virginia Warning System as a method to receive notifications from the VEOC.
- National Emergency Alert System (National EAS): Formerly known as the Emergency Broadcast System, the National EAS is a nationwide network of readily available and reliable means to communicate emergency information to the American people; and
- State and local EAS: State and local authorities have their own EAS which may be used to broadcast information on major disasters or emergencies.
- Local alerts through CivicReady
- JIN Joint information Network

Pre-Incident Actions

The majority of initial actions in the threat or hazard area is taken by first responders and the authorities, and includes efforts to protect the public and minimize damage to property as follows:

- **Public Health and Safety:** Initial safety efforts focus on actions to detect, prevent, or reduce the impact to public health and safety. Such actions can include environmental analysis, plume modeling, evacuations, emergency sheltering, air monitoring, decontamination, emerging infectious disease tracking, emergency broadcasts, etc. These efforts may also include public health education; site and public health surveillance, testing procedures; and immunizations; prophylaxis, and isolation or quarantine for biological threats.
- **Responder Health and Safety:** The safety and health of responders is also a priority. Actions essential to limit their risks include full integration of deployed health and safety assets and expertise; risk assessments based upon timely and accurate data, and situational awareness that considers responder and recovery worker safety.
- **Property and Environment:** Responders may also take incident management actions to protect public and private property and the environment. Such actions may include sandbagging in anticipation of a flood, or booming of environmentally sensitive areas in response to a potential oil spill.

Response Actions

Once an incident occurs, the priorities shift from prevention, preparedness, and incident mitigation to immediate and short-term response activities to preserve life, property, the environment, and the social, economic, and political structure of the community.

Response actions include immediate law enforcement, fire, emergency medical services, emergency flood measures , evacuations, transportation system detours, emergency public information, actions taken to minimize additional damage, urban search and rescue, the provision of public health and medical services, food, ice, water and other emergency essentials, debris clearance, the emergency restoration of critical infrastructure, control, containment, and removal of environmental contamination, and protection of responder health and safety.

In the context of a single incident, once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations, and if applicable, hazard mitigation. The Planning Section develops a demobilization plan for the release of appropriate resources.

Recovery Actions

Recovery involves actions needed to help individuals and communities return to normal when feasible. If the event rises to the level of a Federal Declaration a Joint Field Office (JFO) will be established and will be the central coordination point among Federal, State and the City of Danville and voluntary organizations for delivering recovery assistance programs. In the event of a non-Federally declared event there will be a local entity in conjunction with the State will be established to work a local level to establish and maintain a recovery plan.

The JFO Operations Section includes the Human Services Branch, the Infrastructure Support Branch, and the Community Recovery and Mitigation Branch. The Human Services and Infrastructure Support Branches assess state and local recovery needs at the outset of an incident and develop relevant timeframes for program delivery. The Community Recovery and Mitigation Branch works with other Operation branches and state and local officials to assess the long-term impacts of an incident, define available resources, and facilitate the development of a course of action to most efficiently apply available resources to restore and revitalize the community as well as reduce the impact from future disasters.

The above branches coordinate with one another to identify appropriate agency assistance programs to meet applicant needs. Hazard Mitigation measures are identified in concert with congressionally mandated locally developed plans. Hazard Mitigation Risk Analysis; technical assistance to state and local governments, citizens and businesses; and grant assistance are included with the mitigation

framework. These branches work in tandem to track overall progress of the recovery effort, particularly noting potential program deficiencies and problem areas.

Long-term environmental recovery may include cleanup and restoration of public facilities, businesses, and residences; re-establishment of habitats and prevention of subsequent damage to natural resources; protection of cultural or archeological sites; and protection of natural, cultural, and historical resources from intentional damage during other recovery operations.

Mitigation Actions

Hazard Mitigation involves reducing or eliminating long-term risk to people and property from hazards and their side effects. The JFO, or local office if not Federal, is the central coordination point among Federal, State and the City agencies and nongovernmental organizations for beginning the process that leads to the delivery of mitigation assistance programs.

The JFO's Community Recovery and Mitigation Branch is responsible for coordinating the delivery of all mitigation programs within the affected area, including hazard mitigation for:

- Grant programs for loss reduction measures (if available);
- Delivery of loss reduction building –science expertise;
- Coordination of Federal Flood Insurance operations and integration of mitigation with other program efforts;
- Conducting flood recovery mapping to permit expedited and accurate implementation of both recovery and mitigation programs;
- Predictive modeling to protect critical assets;
- Early documentation of losses avoided due to previous hazard mitigation measures; and
- Community education and outreach necessary to foster loss reduction.

The Community Recovery and Mitigation Branch works with the infrastructure and Human Services Branches and with state and local officials to facilitate the development of a long-term recovery strategy for the impacted area.

VI. Ongoing Plan Management and Maintenance

Coordination

The City should conduct a comprehensive plan review and revision and exercise prior to formal adoption by the City Council every four years in order to maintain plan currency. It is also suggested that plans be updated and reviewed following the training exercise.

- *The Virginia Emergency Services and Disaster Law of 2000*, as amended, requires that each city and county prepare and keep current an Emergency Operations Plan.
- The Coordinator of Emergency Management will update the Emergency Operations Plan annually. The Coordinator will coordinate with each emergency resource organization and assure the development and maintenance of an appropriate emergency response capability. This should take place at or near the end of the calendar year if possible.

In the event an incident exceeds local emergency response capabilities, outside assistance is available, either through mutual support agreements with nearby jurisdictions and volunteer emergency organizations or, through the Virginia Emergency Operations Center (VEOC). A local emergency must be declared and local resources must be fully committed before state and federal assistance is requested.

APPENDICIES

Appendix #1 – Glossary of Key Terms

Amateur Radio Emergency Services

A public service organization of licensed amateur radio operators who have voluntarily registered their qualifications and equipment to provide emergency communications for public service events as needed.

American Red Cross

An organization charged by statute and agreements with the responsibility of helping meet the human needs of disaster victims.

Command Section

One of the five functional areas of the Incident Command System. The function of command is to direct, control, or order resources, including people and equipment, to the best possible advantage.

Command Post

That location at which primary Command functions are executed; usually co-located with the Incident Command Base. Also referred to as the Incident Command Post.

Comprehensive Resource Management

Maximizes the use of available resources, consolidates like resources and reduces the communications load on the Incident Command Operation.

Coordination

The process of systematically analyzing a situation, developing relevant information, and informing appropriate personnel of viable alternatives for selection of the most effective combination of available resources to meet specific objectives.

Declaration of Emergency

Whenever, in the opinion of the Governor, the safety and welfare of the people of the state require the exercise of extreme emergency measures due to a threatened or actual disaster, he may declare a state of emergency to exist.

Decontamination

The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the Hazardous Materials/HAZMAT.

Emergency

Any occurrence, or threat, whether natural or man-made, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property or natural resources and may involve governmental action beyond that

authorized or contemplated by existing law because governmental inaction for the period required to amend the law to meet the exigency would work immediate and irrevocable harm upon the citizens or the environment of the Commonwealth or clearly defined portion or portions thereof.

Emergency/Disaster/Incident

An event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is usually an event that can be controlled within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally.

Emergency Alert System

A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission (FCC) to operate in a controlled manner to warn and inform the public of needed protective actions in the event of a disaster or emergency situation.

Emergency Operations Center

A facility from which government directs and controls its emergency operations; where information about the status of the emergency situation is officially collected, assimilated, and reported on; where coordination among response agencies takes place; and from which outside assistance is officially requested.

Emergency Operations Plan

A document which provides for a preplanned and coordinated response in the event of an emergency or disaster situation.

Emergency Management

The preparation for and the carrying out of functions (other than functions for which military forces are primarily responsible) to prevent, minimize, and repair injury and damage resulting from natural or manmade disasters. These functions include firefighting, police, medical and health, rescue, warning engineering, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety, and welfare.

Emergency Support Function

A function which takes agencies to provide or to coordinate certain resources in response to emergencies or disasters.

Exercise

An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties, and demonstrate operational capability. There are three specific types of exercises: tabletop, functional, and full scale.

Evacuation

Assisting people to move from the path or threat of a disaster to an area of relative safety.

Federal Disaster Assistance

Aid to disaster victims and/or state and local governments by federal agencies under provisions of the Robert T. Stafford Relief and Emergency Assistance Act of 1988 (PL93-288).

Geographic Information System

A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information, i.e. – data identified according to their locations.

Hazardous Materials

Substances or materials which may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored or disposed of, which may include materials which are solid, liquid, or gas. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, or corrosive materials, and radioactive materials.

Hazardous Materials Emergency Response Plan

The plan was developed in response to the requirements of Section 303 (a) of the Emergency Planning and Community Right-to-Know Act (Title III) of Superfund Amendments and Reauthorization Act of 1986. It is intended to be a tool for out community's use in recognizing the risks of a hazardous materials release, in evaluating our preparedness for such an event, and in planning our response and recovery actions. This plan is separate from City of Danville Emergency Operations Plan

Incident Command System

A model for disaster response that uses common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span or control, pre-designed facilities, and comprehensive resource management. In ICS there are five functional elements: Command, Operations, Logistics, Planning and Finance/Administration.

Incident Commander

The individual responsible for the management of all incident operations

Initial Damage Assessment Report

A report that provides information regarding overall damage to public and private property, thereby providing a bases for emergency declaration and/or disaster assistance.

Integrated Communications Plan

This plan coordinates the use of available communications means and establishes frequency assignments for certain functions.

Local Emergency

The condition declared by City of Danville when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent, or alleviate loss of life, property damage, or hardship. Only the Governor, upon petition of City of Danville, may declare a local emergency arising wholly or substantially out of a resource shortage when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused thereby.

Local Emergency Planning Committee

Appointed representatives of local government, private industry, business, environmental groups, and emergency response organizations responsible for ensuring that the hazardous materials planning requirements of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) are complied with.

Mitigation

Activities that actually eliminate or reduce the chance occurrence or the effects of a disaster. Examples of mitigation measures include, but are not limited to, the development of zoning laws and land use ordinances, State building code provisions, regulations and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes and regulations

Mobile Crisis Unit

A field response vehicle staffed and operated by mental health professionals specially trained in crisis intervention. The Mobile Crisis Unit is available to provide on-scene crisis intervention to incident victims and to follow up work with victims and

formal Critical Incident Stress Debriefings for service providers after the incident has been brought under control.

Mutual Aid Agreement

A written agreement between agencies and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and equipment in an emergency situation.

National Response Framework

Establishes a process and structure for the systematic, coordinated, and effective delivery of federal assistance to address the consequences of any major disaster or emergency.

National Weather Service

The federal agency, which provides localized weather information to the population, and during a weather-related emergency, to state and local emergency management officials.

Preparedness

The development of plans to ensure the most effective, efficient response to a disaster or emergency. Preparedness activities are designed to help save lives and minimize damage by preparing people to respond appropriately when an emergency is imminent. Preparedness also includes establishing training, exercises and resources necessary to achieve readiness for all hazards, including Weapons of Mass Destruction incidents.

Presidential Declaration

A presidential declaration frees up various sources of assistance from the Federal government based on the nature of the request from the governor.

Primary Agency

While several Danville departments will be performing varied and critical tasks during a disaster, in most cases only one agency will be considered the 'primary agency.' The primary agency shall be responsible for detailed planning, testing, and evaluation of their respective emergency support function. The Coordinator of Emergency Management shall serve as the principle advisor to the City Manager (Director of Emergency Management) during the response and recovery phase. In addition, the Coordinator of Emergency Management must assure that essential operations of his/her agency will continue, unless otherwise directed by the City of Danville Council.

Situation Report

A form which, when completed at the end of each day of at the Emergency Operations Center operations, will provide the City officials with an official daily summary of the status of and emergency and of the local emergency response. A copy should be submitted to the VEOC via WebEOC, fax or submitted through the Virginia Department of Emergency Management website.

Span of Control

As defined in the Incident Command System, Span of Control is the number of subordinates one supervisor can manage effectively. Guidelines for the desirable span of control recommend three to seven persons. The optimal number of subordinates is five for one supervisor.

State of Emergency

The condition declared by the Governor when, in his judgment, a threatened or actual disaster in any part of the State is of sufficient severity and magnitude to warrant disaster assistance by the State to supplement local efforts to prevent or alleviate loss of life and property damage.

Superfund Amendments and Reauthorization Act of 1986

Established Federal regulations for the handling of hazardous materials.

Unified Command

Shared responsibility for overall incident management as a result of a multi-jurisdictional or multi-agency incident. In the event of conflicting priorities or goals, or where resources are scarce, there must be a clear line of authority for decision-making. Agencies contribute to unified command by determining overall goals and objective, jointly planning for tactical activities, conducting integrated tactical operations and maximizing the use of all assigned resources.

Weapons of Mass Destruction

Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounces, or mine or device similar to the above; poison gas; weapon involving a disease organism; or weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a as referenced in 18 USC 921).

Appendix #2 – List of Acronyms/Abbreviations

APHIS	Animal and Plant Health Inspection Service
CERT	Community Emergency Response Team
CFO	Chief Financial Officer
CR	Community Relations
DSCO	Deputy State Coordinating Officer
DHS	Department of Homeland Security
DRC	Disaster Recovery Center
DMME	Department of Mines, Minerals, and Energy
DRM	Disaster Recovery Manager
EAS	Emergency Alert System
EOC	Emergency Operations Center
ESF	Emergency Support Function
EPA	Environmental Protection Agency
ERT-A	Emergency Response Team – Advance Element
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
JIC	Joint Information Center
JFO	Joint Field Office
MACC	Multi-agency Command Center
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NCR	National Capital Region
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRP	National Response Framework
NWS	National Weather Service
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POC	Point of Contact
RACES	Radio Amateur Civil Emergency Services
SAR	Search and Rescue
SCC	State Corporation Commission
SOP	Standard Operating Procedures
USACE	U. S. Army Corps of Engineers
USCG	U. S. Coast Guard

USDA	U. S. Department of Agriculture
VOAD	Voluntary Organizations Active in Disaster
WAWAS	Washington Area Warning System
WMD	Weapons of Mass Destruction
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CBRNE	Chemical, biological, radiological, nuclear and explosive
CDRG	Catastrophic Disaster Response Center
CERT	Community Emergency Response Team
CHEMPACK	A DSNS initiative that places nerve-agent antidote in select locations In every state in the nation
CI/KR	Critical Infrastructure/Key Resources
CONPLAN	U. S. Government Interagency Domestic Terrorism Concept of Operations Plan
COV	Commonwealth of Virginia
COVRERP	Commonwealth of Virginia Radiological Emergency Response Plan
CRI	City Readiness Initiative
CSG	Counterterrorism Security Group
DCE	Defense Coordinating Element
DCO	Defense Coordinating Officer
DCLS	Division of Consolidated Laboratory Services
DEA	Drug Enforcement Administration
DEQ	Department of Environmental Quality
DFP	Department of Fire Programs
DGIF	Department of Game and Inland Fisheries
DMAT	Disaster Medical Assistance Team
DMOT	Disaster Mortuary Operations Response Team
DMA	Department of Military Affairs
DOC	Department of Commerce
DOD	Department of Defense
DOE	Department of Energy
DOF	Department of Forestry
DOI	Department of the Interior
DOJ	Department of Justice
DOL	Department of Labor (U. S.)
DOLI	Department of Labor and Industry (Virginia)
DOS	Department of State
DOT	Department of Transportation (U. S.)
DPOR	Department of Professional and Occupational Regulation
DSCA	Defense Support of Civil Authorities
DTRIM	Domestic Threat Reduction and Incident Management
EHS	Extremely Hazardous Substance

EOP	Emergency Operations Plan
EPCRA	Emergency Planning and Community Right-to-Know Act
ERD	Emergency Response Team
EPR	Emergency Preparedness and Response
ERT	Environmental Response Team
EST	Emergency Support Team
FIRST	Federal Incident Response Support Team
FOG	Field Operations Guide
FOSC	Federal On-Scene Coordinator
FRERP	Federal Radiological Emergency Response Team
FS	Feasibility Study
GAR	Governor's Authorized Representative
GIS	Geographic Information System
GSA	General Services Administration
HRSA	Health Resources and Services Administration
HSAS	Homeland Security Advisory System
HSC	Homeland Security Council
HSEEP	Homeland Security Exercise and Evaluation Program
HSOC	Homeland Security Operations Center
HSPD	Homeland Security Presidential Directive
HHS	Department of Health and Human Services
HMC	Local Hazardous Materials Coordinator
HMO	State Hazardous Materials Officer
IAIP	Information Analysis and Infrastructure Protection
IC	Incident Command
ICP	Incident Command Post
IIMG	Interagency Management Team
IMT	Incident Management Team
JIS	Joint Information System
JOC	Joint Operation Center
JTD	Joint Task Force
JTTF	Joint Terrorism Task Force
LEA	Law Enforcement Agency
LEPC	Local Emergency Planning Committee
LCO	Local Coordinating Officer
LOSC	Local On-Scene Coordinator
MAC Entity	Multiagency Coordinating Entity
MERS	Mobile Emergency Response Support
MMRS	Metropolitan Medical Response System
MRC	Virginia Marine Resources Commission
MSDS	Material Safety Data Sheet
NAHERC	National Animal Health Emergency Response Corp

NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NCS	National Communications System
NCTC	National Counterterrorism Center
NDMS	National Disaster Medical System
NICC	National Interagency Coordination Center
NIOSH	National Institute for Occupational Safety and Health
NIPP	National Infrastructure Protection Plan
NIRT	National Incident Response Team
NJTTF	National Joint Terrorism Task Force
NMRT	National Medical Response Team
NRC	Nuclear Regulatory Commission and National Response Center
NRCC	National Response Coordination Center
NRCS	National Resources Conservation Service
NRT	National Response Team
NSC	National Security Council
NSF	National Strike Force
NSP	National Search and Rescue Plan
SSE	National Special Security Event
NVOAD	National Voluntary Organizations Active in Disaster
NWCG	National Wild land Coordinating Group
ODP	Office of Domestic Preparedness (DHS)
OSHA	Occupational Safety and Health Administration
OSLGCP	Office of State and Local Government Coordination and Preparedness
O & M	Operations and Maintenance
OSC	On-scene Commander
PAAT	Public Affairs Assist Team
PDD	Presidential Decision Directive
PFO	Principal Federal Official
PIAT	Public Information Assist Team
PEL	Permissible Exposure Level
POD	Point of Dispensing
POLREP	Pollution Report
PPE	Personal Protective Equipment
RCRA	Resource Conservation and Recovery Act
RFI	Request for Information
RISC	Regional Interagency Steering Committee
RO	Regional Office
ROC	Regional Operations Center
RPM	Remedial Project Manager
RQ	Reportable Quantity
RRC	Regional Response Center
RRCC	Regional Response Coordination Center

RRT	Regional Response Team
RSS	Receiving, storing and staging
SAC	Special Agent-in-Charge
SARA	Superfund Amendments and Reauthorization Act of 1986, Title III
SATA	Site Assessment and Technical Assistance
SCO	State Coordinating Officer
SERC	State Emergency Response Council
SFLEO	Senior Federal Law Enforcement Official
SFO	Senior Federal Official
SIOC	Strategic Information and Operations Center
SNS	Strategic National Stockpile
SOC	Secretary's Operation Center (DHHS)
SOG	Standard Operating Guideline
SOSC	State On-Scene Coordinator
SSC	Scientific Support Coordinator
START	Scientific and Technical Advisory and Response Team
Title III	Emergency Planning and Community Right-To-Know Act of 1986 (SARA)
TPQ	Threshold Planning Quantity
TSA	Transportation Security Administration
TSC	Terrorism Screening Center
TSD	Onsite or Offsite Treatment, Storage, or Disposal
UC	Unified Command
USPHIS	U. S. Public Health Service
U/U	Unit of Use
USC	United States Code
USSS	U. S. Secret Service
VaNG	Virginia National Guard
VDACS	Department of Agriculture and Consumer Services
VDEM	Virginia Department of Emergency Management
VEOC	Virginia Emergency Operations Center
VERC	Virginia Emergency Response Council
VDH	Virginia Health Department
VIMS	Virginia Institute of Marine Science
VMAT	Veterinarian Medical Assistance Team
VSP	Virginia State Police
ACO	Assistant Coordinator – Operations
AG	Attorney General
AMEX	American Express
ARC	American Red Cross
BES	Benefit Eligibility System
CARS	Commonwealth Accounting and Reporting System

CERCLA	Comprehensive Environmental Response, Compensation and Liability Act
CFR	Code of Federal Regulations
CIPPS	Commonwealth Integrated Payroll Processing System
COOP	Continuity of Operations Plan
COV	Commonwealth of Virginia
CPC	Chemical Protective Clothing
CVC	Combined Virginia Campaign
DCE	Department of Correctional Enterprise
DCP	Deferred Compensation Plan
DECON	Decontamination
DEDR	Department of Employee Dispute Resolution
DFO	Disaster Field Office
DFP	Department of Fire Programs
DGS	Department of General Services
DHRM	Department of Human Resource Management
DMA	Department of Military Affairs
DMME	Department of Mines, Minerals and Energy
DO	Duty Officer
DOA	Department of Accounts
DOC	Department of Corrections
DOF	Department of Forestry
DRC	Disaster Recovery Center
DSCO	Deputy State Coordinating Officer
DSS	Department of Social Services
EMA	Emergency Management Assistance
EMI	Emergency Management Institute
EMT	Emergency Management Training
EOP	Emergency Operating Procedures
EPA	Environmental Protection Agency
ERG	Emergency Response Guide
EWP	Employee Work Profile
FS	Field Services
FEMA	Federal Emergency Management Agency
FLSA	Fair Labor Standards Act
FMLA	Family Medical Leave Act
HAZMAT	Hazardous Materials
HMO	Hazardous Materials Officer
HMRT	HAZMAT Response Team
HRO	Human Resources Office
IA	Individual Assistance
IAT	Inter-Agency Transaction

IC	Incident Commander
IFG	Individual and Family Grants
JIC	Joint Information Center
LPA	Local Planning Assistance
LPPA	Local Performance Partnership Agreement
MBP	Member Benefits Profile
MIS	Management Information Systems
MIST	Managements Information Systems Team
MOU	Memorandum of Understanding
NWS	National Weather Service
OCP	Office of Commonwealth Preparedness
OPS	Operations
OSHA	Occupational Safety and Health Administration
PA	Public Assistance
PAO	Public Affairs Office/Public Affairs Officer
PAW	Pay Action Worksheet
PC	Petty Cash
PDA	Preliminary Damage Assessment
PIC	Public Inquiry Center
PIO	Public Information Officer
PMD	Preparedness and Mitigation Division
PMIS	Personnel Management Information System
PO	Purchase Order
PSB	Payroll Service Bureau
RACES	Radio Amateur Civil Emergency Services
RASD/RAS	Recovery and Administrative Services Division
RC	Regional Coordinator
RCRA	Resource Conservation and Recovery Act
RERP	Radiological Emergency Response Team
RRT	Regional Response Team
SAR	Search and Rescue
SBA	Small Business Administration
SCBA	Self- Contained Breathing Apparatus
SCC	State Corporation Commission
SCO	State Coordinating Officer
SHMERAC	State Hazardous Materials Emergency Response Advisory Council
SITREP	Situation Report
SOP	Standard Operating Procedures
SSN	Social Security Numbers
TCF	Trade Court Facility
THD	Technological Hazards Division
TWA	Telecommuting Work Agreement

UIC/UC	Unified Incident Command
USDA	United States Department of Agriculture
VAOSHA	Virginia Occupational Safety and Health Administration
VDEM	Virginia Department of Emergency Management
VDOH	Virginia Department of Health
VDOT	Virginia Department of Transportation
VEC	Virginia Employment Commission
VEMA	Virginia Emergency Management Association
VEOC	Virginia Emergency Operations Center
VERC	Virginia Emergency Response Council
VRS	Virginia Retirement System
VSDP	Virginia Sickness and Disability Program

Appendix #3 – Authorities and References

The organizational and operational concepts set forth in the plan are promulgated under the following authorities:

1. Federal
 - a. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.
 - b. National Response Framework, FEMA January 2008
 - c. Developing and Maintaining Emergency Operations Plans, CPG 101 V.2, Federal Emergency Management Agency
2. State
 - a. Commonwealth of Virginia Emergency Management and Disaster Law of 2000, Title 44-146.28, Code of Virginia, as amended.
 - b. The Commonwealth of Virginia Emergency Operations Plan, 2015:
3. Local
 - a. The Regional Hazard Mitigation Plan

Appendix #4 – Matrix of Responsibilities

Department or Agency	Emergency Management	Sheriff	Public Utilities	Public Works	Social Services	Human Resources	City Manager	Information Technology	Financial Management	Schools/transportation services	Code Compliance	Assistant City Manager	Economic Development	Health Dept/Extens Office	Fire – Rescue - EMS	Planning	Police Department
P=PRIMARY S=Support																	
Emergency Support Function																	
ESF 1-Transportation				S						P							
ESF 2-Communications	P			P				P							S		
ESF 3-Public Works	S		P	P						S	P				S	S	S
ESF 3-Utilities	S		P												S	S	S
ESF 3-Inspections	S										P				S	S	S
ESF 4-Firefighting	S														P		S
ESF 5-Emergency Management	P	S	S	S			P	S	S		S	P			P	S	S
ESF 6-Mass Care	P				P					S					P		S
ESF 6-Housing	S				P					S					S	S	
ESF 6-Human Resources	S				P					S					S		
ESF 7-Resource Support	P			S	P	S			P							S	S
ESF 8-Public Health-Medical	S				S							S		P	P		S
ESF 9-Search and Rescue	S	S						S							P		P
ESF 10-Hazardous Materials	S													S	P		S
ESF 11-Agriculture					S									P			
ESF 12-Energy	S		P	S				S	S								
ESF 13-Public Safety (Law Enf.)	S	S		S											S		P
ESF 14- Long Term Recovery	P		S	S			S					S		S			
ESF 15- External Affairs	S				S		P	S		S		P		S	S		
ESF 16- Military Affairs	P																
ESF 17- Donations Management	P				S												

Appendix #5 – Succession of Authority

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

<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
Direction and Control	1. Director of Emergency Management' City Manager 2. Deputy Director of Emergency Management Deputy City Manager 3. Mayor or Senior Council Member
Coordination and Communication	1. Coordinator of Emergency Management Fire Chief 2. Deputy Coordinator of Emergency Management Assistant Fire Chief of Technical and Support Services
Emergency Public Information	1. Director of Emergency Management 2. Deputy Director of Emergency Management 3. PIO 4. Coordinator of Emergency Management 5. Deputy Coordinator of Emergency Management 6. Multimedia Manager
Police Department	1. Chief of Police 2. Deputy Chief of Police 3. Majors
Sheriff's Office	1. Sheriff 2. Lt Colonel

	3. Major 4. Service Division Captain
Information Technology	1. Director of IT 2. Assistant Director 3. Division Director of Technical Services
Fire Department	1. Fire Chief 2. Assistant Chief 3. Battalion Chief 4. Captain
Public Schools	1. Superintendent 2. Director of Facilities and Operations 3. Support Services Specialists 4. Supervisor of Maintenance 5. Director of Administration
Public Works/Engineering	1. Director 2. Assistant Director
Community Development/Inspections	1. Director 2. Assistant Director
Utility	1. Director 2. Division Director of Power and Light
Social Services	1. Director 2. Social Work Supervisor 3. Eligibility Supervisor
Health Department	1. District Health Director 2. Administrator 3. District Nursing Supervisor
Extension Service	1. Unit Director 2. Extension Agent 3. Senior Secretary
Danville Life Saving Crew	1. Chief and Executive Director 2. Deputy Chief and Asst. Executive Dir

Emergency Management/E 911	1. Coordinator of Emergency Management 2. Deputy Coordinator 3. 911 Manager 4. Shift Supervisor
American Red Cross	1. Executive Director 2. Disaster Coordinator
Salvation Army	1. Corp. Officer
Resource and Supply	1. Director of Emergency Management 2. Coordinator of Emergency Management
Transportation	1. Director 2. Deputy Director
Animal Related Services	1. Animal Control Officer 2. Danville Area Humane Society
Community Services Board	1. Executive Director 2. Emergency Services Supervisor
Community Development	1. Director of Community Development 2. Building Official 3. Planning Director
Danville Regional Medical Center	1. Administrator 2. ER Administrator
City Finance Department	1. Director of Finance 2. Assistant Director
City Parks and Recreation	1. Director of Parks 2. Assistant Director

Appendix #6 – Emergency Operations Plan Distribution List

City Manager/Director of Emergency Management
Deputy City Manager/Deputy Director of Emergency Management
Coordinator of Emergency Management
Deputy Coordinator of Emergency Management
Public Information Officer
Department of Emergency Management
Fire Department
Police Department
Sheriff's Office
Public Schools
Department of Human Services
Danville Life Saving Crew
American Red Cross, Danville Chapter
Health Department
Airport/Transportation Services
Community Development
Public Works
Utilities Department
Human Resources
SOVAH Hospital
Pittsylvania County
Caswell County, North Carolina
Virginia Department of Emergency Management

Appendix #7 – EOP Emergency Planning Committee

Local Government

Department of Emergency Management

Police Department

Fire Department

Utilities Department

Social Services

Danville Regional Airport

Department of Public Works

Community Development

County Government

Surrounding Counties Emergency Management Coordinators

Support Agencies

Danville Life Saving Crew

SOVAH

Virginia Region American Red Cross

Danville Salvation Army

Private Sector

LifeCare

Local industry and business safety officers

Appendix #8 – Continuity of Government

Court Records

The preservation of essential records for The City of Danville is the responsibility of the Clerk of the Circuit Court. All essential records are to be stored in the records vault located in the Office of the Clerk of the Circuit Court. These records include the following:

- Real Estate Records*
- Criminal Records
- Wills
- Civil Records
- Chancery Records
- Marriage Licenses

The evacuation of records in the event of an emergency will be accomplished only by approval of the Clerk of the Circuit Court.

The loading and transportation of these records is the responsibility of the Sheriff's Department.

*** A microfilm copy of all real estate records for the locality is stored in the Archives, State Library, Richmond, Virginia**

Records of Council are the responsibility of the Clerk of Council and records are kept in a vault adjacent to the office. Records since approximately 1993 are copied on the server with previous records on Micro-film with plans to convert these to the server data base.

Other city management records are the responsibility of the City Manager and Staff with hard copies on file in the office and some records being transferred to the server.

Agencies/Organizations

Each agency/organization within the structure of local government should establish its own records protection program. Those records deemed essential for continuing government functions should be identified and procedures should be established for their protection, such as duplicate copies in a separate location and/or the use of safe and secure storage facilities. Provisions should be made for the continued operations of automated data processing systems and records.

Appendix #9 – NIMS Resolution

On file in City Administration and Emergency Management Office and still in effect.

Appendix #10 – Incident Level Management System

In order to enhance on-scene response to natural and technological emergencies at the local level, there is a need to have an incident level management system in place that provides a standardized organizational framework that responders can quickly recognize and adapt to. The management system will provide the necessary tools to effectively manage and efficiently coordinate local and regional resources, utilizing common terminology and standard operating procedures.

The incident level management system must be designed to quickly organize and integrate multiple disciplines into one functional organization that has the flexibility to adapt to and meet the demands of any emergency/disaster situation involving one or more jurisdictions. The strength and effectiveness of such a system will be based upon written procedures that reflect department policies, and provide incident management with standardized and effective response strategies to diverse emergency situations that vary in terms of their size, scope, and nature of the hazard(s) they pose to the community. These procedures, which will be implemented routinely to address any given situation, can also be used as a training tool for department staff, as well as provide a baseline for assessments and critiques of emergency operations following an actual incident or exercise to test the plan.

The City of Danville recognizes the critical importance of having such an organizational structure in place and has adopted the Incident Management System (ICS). This command system is comprised of five functions that include the following: command, operations, planning, logistics, and finance/administration. An Incident Commander is responsible for ensuring that all functions identified above are effectively working in a coordinated manner to fulfill the established objectives and overall management strategy that were defined for the emergency situation at hand. An Operations Section Chief, if needed, who reports directly to the Incident Commander, is designated to conduct the necessary management to ensure operational control during emergency operations to address the primary mission. This system has been proven nationally to be capable of adapting to a variety of situations with relative ease, while allowing the Incident Commander to effectively maintain a continuous and reasonable span of control and operational efficiency throughout the emergency response.

Incidents that involve multiple jurisdictions will be managed under a Unified Command management structure composed of individuals designated by their jurisdictions or by departments within a single jurisdiction, who are jointly responsible for the development of objectives, strategy, and priorities to effectively address the emergency situation at hand. All agencies involved in the emergency response report to one Incident Command Post and follow one Incident Action Plan similar to

a single command structure. Also, as in a single command structure, the Operations Section Chief, if needed, who is designated by the Unified Command, will be responsible for the implementation of the plan. The designation of the Operations Section Chief is based on a variety of factors which may include, but not limited to, such things as which jurisdiction has the greatest involvement, the amount of resources involved, existing statutory authority, or mutual knowledge of the individuals qualifications.

Appendix #11A – Sample Resolution for the Declaration of a Local Emergency

AT A SPECIAL MEETING OF THE CITY COUNCIL OF DANVILLE, VIRGINIA,
HELD AT _____, ON _____, _____
20_____.

A RESOLUTION _____ - _____ DELCARING A LOCAL EMERGENCY
TO EXIST IN DANVILLE, VIRGINIA

WHEREAS, the City Council of Danville, Virginia, does hereby find as follows:

1. That due to the occurrence of _____, the City of Danville is facing a condition of extreme peril to the lives, safety and property of the residents of the City of Danville;
2. That as a result of this extreme peril, the proclamation of the existence of an emergency is necessary to permit the full powers of government to deal effectively with the condition of peril.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the City Council of Danville, Virginia, that a local emergency now exists throughout the City of Danville; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of this emergency the powers, functions and duties of the Director of Emergency Management and the Emergency Management organization and functions of the City of Danville in order to mitigate the effects of said emergency.

In order to carry out the effect of this resolution, a sum of money, not to exceed \$_____, is hereby appropriated from the City's unappropriated fund balance (from the Council's Special Account fund) to cover the reasonable operation costs of emergency Management pending further report to this Council and such additional appropriations as shall be deemed necessary to cover the expected scope of this emergency.

Dated: _____

City Council, Danville, VA

Attest: _____

Clerk, City Council
Danville, VA
Commonwealth of Virginia

Appendix #11B – Declaration of Emergency – Winter Storm

WHEREAS, the City Council of Danville, Virginia, does hereby find as follows:

That due to the occurrence of recent winter storms of snow, sleet and ice, the City of Danville is facing a significant loss of power, heat and telephone services due to ice as well as large amounts of debris from fallen trees resulting in the blocking of primary roads, secondary roads, and residential streets within the City. These conditions also threaten the lives, safety and property of the citizens of Danville.

NOW THEREFORE, I HEREBY PROCLAIM that an emergency now exists throughout said City; and

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

Effective:_____

CITY MANAGER

Appendix #11C – Declaration of Emergency – Flash Flooding

WHEREAS, the City Council of Danville, Virginia, does hereby find as follows:

Due to the occurrence of flash flooding, the City of Danville experienced several residential, primary and secondary road closures and residential evacuations due to overflowing waters from the Dan River, Sandy River, Sandy Creek, Fall Creek, and Pumpkin Creek. The City of Danville also sustained significant damage to the cities Parks and Recreations sites along the Dan River. In addition many of Danville's businesses along these waterways also suffered property damage and inventory losses from the flood.

NOW, THEREFORE, BE IT HEREBY PROCLAIM that a local emergency now exists throughout the City of Danville; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of this emergency, the powers, functions and duties of the Director of Emergency Management and the Emergency Management organization and functions of the City of Danville shall be those prescribed by the laws of the Commonwealth of Virginia and the ordinances, resolutions, and approved plans of the City of Danville in order to mitigate the effects of said emergency.

Effective: _____

City Manager

**Appendix #11D – Resolution for the End Declaration of a Local
Emergency**

RESOLUTION _____ - _____ DECLARING A LOCAL
EMERGENCY TO EXIST IN DANVILLE, VIRGINIA

WHEREAS, THE City Council of Danville, Virginia, does hereby find as follows:

That on _____, 20____ the City Manager in accordance with State
Code Section 44-146.21 declared a local emergency due to a

On _____, 20____ the City Council ratified the Declaration of Local
Emergency set on _____, 20____ by the City Manager, and the
governing body, when in its judgment all emergency actions have been taken, shall
take appropriate action to end the declaration of emergency. The City has ended its
emergency phase in the above named event and has begun its recovery phase as
defined in the City's Emergency Operation Plan.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the City Council of Danville,
Virginia, that the Declaration of Local Emergency of _____, 20____
ended through the City of Danville effective _____, 20____.

Dated: _____

City Council, Danville, VA

Attest: _____

Clerk, City Council

Danville, Commonwealth of Virginia

EMERGENCY

SUPPORT

FUNCTIONS

Emergency Support Function #1 – Transportation

Primary Agency

City Transportation Services/Mass Transit
The City of Danville Superintendent of Schools
The City of Danville Department of Public Works

Secondary/Support Agencies

Emergency Management
Law Enforcement
Public Works
Virginia Department of Transportation

INTRODUCTION

Purpose:

Emergency Support Function (ESF) #1 – Transportation assists local, federal and state government entities and voluntary organizations requiring transportation capacity to perform response missions following a disaster or emergency. Emergency Support Function #1 will also serve as a coordination point between response operations and restoration of the transportation infrastructure.

Scope:

Assistance provided by ESF #1 includes, but is not limited to:

- The City of Danville Transportation Department is responsible for coordinating transportation activities and resources during the response phase immediately following an emergency or disaster;
- The City of Danville Department of Public Works is responsible for facilitating damage assessments to establish priorities and determine needs of available transportation resources;
- The City of Danville Emergency Management is responsible for prioritization and/or allocation of all government transportation resources;
- The City of Danville Department of Transportation is responsible for processing all transportation requests from City agencies and emergency support functions. This ESF will coordinate evacuation transportation as its first priority; and
- The City of Danville Emergency Management is responsible for facilitating movement of the public in coordination with other transportation agencies.

Policies:

- The City of Danville Emergency Management is responsible for local transportation planning using the most effective means of transportation to carry out the necessary duties during an incident;

- The City of Danville Department of Public Works will recognize State and Federal policies, regulation, and priorities used to control movement of relief personnel, equipment, and supplies; and,
- To facilitate the prompt deployment of resources, priorities for various incidents are developed and maintained through an interagency process led by the local government prior to an incident. Each ESF is responsible for compiling, submitting, and updating information for inclusion in the ESF #1 prioritized shipments.

CONCEPT OF OPERATIONS

General:

The Emergency Operations Plan provides guidance for managing the use of transportation services and deployment of relief and recovery resources.

A disaster may severely damage the transportation infrastructure and interrupt transportation services. Most localized transportation activities will be hampered by lack of useable surface transportation infrastructure.

The damage to the transportation infrastructure may influence the means and accessibility level for relief services and supplies.

Disaster responses, which require usable transportation routes, will be difficult to coordinate effectively during the immediate post disaster period.

Clearing access routes will permit a sustained flow of emergency relief, although localized distribution patterns may be disrupted for a significant period.

All resources not being used for the emergency/disaster will be available for use.

All requests for transportation support will be submitted to the Emergency Operations Center for coordination, validation, and/or action in accordance with this Emergency Support Function.

Organization:

The City of Danville Department of Public Works is responsible for coordinating resources needed to restore and maintain transportation routes necessary to protect lives and property during an emergency or disaster.

The City of Danville Department of Public Works through ESF 3 will provide a liaison and provide information on road closures, alternate routes, infrastructure damage, and debris removal and specifically developed at the time of need, rail and bus

transit and restoration activities in accordance with the local Debris Removal Annex (pg. 275).

The City of Danville Department of Public Works will assess the condition of highways, bridges, signals, rail and bus transit and other components of the transportation infrastructure and where appropriate:

- Close infrastructure determined to be unsafe;
- Post signing and barricades; and
- Maintain and restore critical transportation routes, facilities, and services.

Actions

- ESF #1 will develop, maintain, and update plans and procedures for use during an emergency;
- The personnel will stay up to date with education and training that is required for a safe and efficient response to an incident;
- Alert the City of Danville Emergency Management Director of possible incident and begin preparations for mobilization of resources;
- If necessary contact state or federal agencies and alert Secondary Agencies. Assess initial damage and work to decide on the priorities for reconstruction and restoration of critical transportation facilities;
- Keep record of all expenses, and continue through the duration of the emergency;
- Prepare appropriate facilities for possible use;
- Locality will communicate and inform the State EOC of actions and intentions;
- ESF #1 staff coordinates the use of transportation resources to fulfill mission assignments and follow established practices and procedures; and
- Continue to provide support where needed.

Responsibilities

Primary Agency:

- Partners with State and Federal departments as well as local industry to assess damage and impact on transportation and infrastructure;
- Coordinates and implements, response and recovery functions under Primary agency statutory authorities;
- Assist with determining the most viable transportation networks to, from and within the emergency or disaster area and regulates the use of these transportation networks; and
- Identifies resource requirements for transportation and coordinates their allocation.

TAB A COORDINATION

The Coordinator of Emergency Management, assisted by the Superintendent of Schools and Transportation Services, will coordinate all transportation resources that will be utilized in the evacuation. The School Superintendent and the Director of Transportation Services will provide school buses and public transit vehicles for transporting those people who do not have any means of transportation. If necessary, additional transportation resources will be solicited from public and private bus companies, churches, as well as private non-profit agencies that provide transportation services for special populations in the City. Local service stations and independent towing services will provide road services as necessary. Agreements will be established at the time of need if necessary to solicit this assistance.

TAB B EMERGENCY TRANSPORTATION VEHICLES

- School Buses

- Handicapped equipped school buses

- Recreation vans

- Other City Vehicles

Inventory on file in by each department or division

The EOC staff will work closely with the functional and special needs population to provide any assistance needed to facilitate their evacuation to an EAC. Ambulance services and nursing homes will provide the specialized equipment necessary to complete the relocation of special needs individual.

Emergency Support Function #2 – Communications

Primary Agencies

Information Technology Department
Emergency Communications Center
Emergency Management
Public Affairs

Secondary/Support Agencies

Law Enforcement
Local Telephone Service Provider(s)

INTRODUCTION

Purpose:

The purpose of Emergency Support Function #2 – Communication is to support public safety and other City agencies by maintaining continuity of information and telecommunication equipment and other technical resources. ESF #2 is responsible for keeping systems operational and working with ESF 15 to keep the public and City employees informed in regards to an emergency situation, provide guidance when appropriate to help save lives and protect property, and support City agencies with the restoration and reconstruction of telecommunications equipment, computers, and other technical resources. This section describes the locality's emergency communications/notification and warning system. The locality will coordinate with the State Emergency Operations Center should outside assistance be required.

Scope:

ESF #2 works to accurately and efficiently transfer information in cooperation with ESF 15 during an incident. This ESF is also responsible for the technology associated with the representation, transfer, interpretation, and processing of data among people, places, and machines. Communication includes transmission, emission, or reception of signs, signals, writing, images, and sounds or intelligence of any natures by wire, radio, optical, or other electromagnetic systems.

Policies:

- The Emergency Communications Center (ECC) operates 24 hours a day, 7 days a week and serves as the 911 center and the locality warning point;
- The ECC is accessible to authorized personnel only;
- The ECC will initiate notification and warning of appropriate personnel.

CONCEPT OF OPERATIONS

General:

The Emergency Operations Plan provides guidance for managing emergency communications resources.

The City of Danville primary EOC is located in Danville Fire Department headquarters, 600 Lynn Street. The ECC is responsible for the receipt of all 911 calls and for the dispatch of emergency services, fire, police and rescue. This facility is operated 24 hours a day, 7 days a week, and will house the city's VCIN and NCIC teletype system, as well as the NAWAS radio system for receiving weather information from the National Weather Service. Radio maintenance and support are provided through Public Works Department who oversees all radios within the city.

The Emergency Communications Center (ECC) is accessible to authorized personnel only. The ECC is most often the first point of contact for the general public. The ECC has the capability to access the Emergency Alert System to deliver warnings to the public. Use of typically available forms of warning and notification may not provide sufficient warning to the general public and special needs population. Authorization to activate the EAS is based on the severity of the event with on duty personnel authorized for certain levels of activation and others requiring administrative authorization. The City has the Integrated Public Alert and Warning System and will leverage this in emergencies to increase the audience accessibility.

The telephone companies will ensure that communications essential to emergency services are maintained. These services are covered by Verizon for the service lines and VESTA for internal lines. During a major disaster, additional telephone lines may be installed in the Emergency Operations Center (EOC) to coordinate emergency operations. At least one phone with a special publicized number will be reserved for "rumor control" to handle citizen inquiries. The Coordinator of Emergency Management will coordinate with the telephone company to provide for these services.

Amateur radio operators may provide emergency backup radio communications between the EOC and the State EOC, should normal communications be disrupted. They may also provide communications with some in-field operations. The city will work with VDEM to obtain the services if necessary to obtain and utilize this resource.

It is important that while communicating, standard or common terminology is used so that multiple agencies are better able to interact and understand each other.

Should an evacuation become necessary, warning and evacuation instructions will be distributed via radio, TV and City Internet Site. The Public Information Officer will develop and provide public information announcements and publications regarding evacuation procedures to include recommended primary and alternate evacuation routes, designated assembly points for those without transportation, rest areas and service facilities along evacuation route, if appropriate, as well as potential health hazards associated with the risk. Other communications related to an emergency will also be coordinated through the PIO/ESF 15 as the contact point for all media releases and contact.

Organization:

The City of Danville emergency communications are heavily dependent on the commercial telephone network of Verizon and Century Link as the primary providers with AT&T for public Safety Cellular Service for mobile devices. The telephone system is vulnerable to the effects of emergencies and disasters and to possible system overload due to increased usage. Technical failure or damage loss of telecommunications equipment could hamper communications or the ability to communicate with emergency personnel and the public throughout the locality. Mutual aid repeaters in contiguous jurisdictions may not be available or may not be able to provide sufficient coverage or channel loading to compensate for technical failure or damage to telecommunications resources in the locality during an emergency.

Amateur radio operators and other nongovernmental volunteer groups used to assist with emergency radio communications support will be under the authority of the Director of Emergency Management or the Coordinator of Emergency Management. The amateur radio or other nongovernmental volunteer operators will be required to actively participate in regular training and exercises established by the DFD Division of Emergency Management.

Actions:

- ESF #2 will establish a working arrangement between the local Primary Agency, the local Emergency Operations Center, and local news media through ESF 15 acting as the PIO;
- The ECC will initiate notification and warning of appropriate personnel. Landline telephones, voice or data-2 way radio, and wireless telecommunications devices may be utilized to notify officials, EOC staff, emergency personnel and others;
- Emergency Service vehicles equipped with public address systems may be used to warn the general public;
- The Coordinator of Emergency Management or his/her designee must authorize the use of the Emergency Alert System; and

- Emergency warning may originate at the federal, state, or local level of government. Timely warning requires dissemination to the public by all available means:
 - Emergency Communications Center (Through the latest version of the public warning system)
 - Emergency Alert System/IPAWS)
 - Local radio and television stations
 - NOAA Weather Radio – National Weather Service
 - Mobile public address system
 - Telephone
 - General broadcast over all available radio frequencies
 - Newspaper
 - Amateur Radio Volunteers

Responsibilities:

- Develop and maintain primary and alternate communications system for contact with local jurisdictions, state agencies, nongovernmental and private sector agencies required for mission support; (Current capabilities include the ability to form patches between the Danville PSAP and Pittsylvania county PSAP to connect field units.)
- Ensure the ability to provide continued service as the Public Safety Answering Point (PSAP) for incoming emergency calls;
- Ensure communication lines and equipment essential to emergency services are maintained by the appropriate vendor;
- Provide additional staffing in the EOC to assist with communication functions;
- Develop and maintain an emergency communications program and plan;
- Provide telephone service providers with a restoration priority list for telephone service prior to and/or following a major disaster; and
- Maintain records of cost and expenditures and forward them to Finance Section Chief.

TAB A AMATEUR RADIO EMERGENCY SERVICE

The Amateur Radio Emergency Service (ARES) is an unincorporated association of federally licensed amateur radio operators who have voluntarily offered their qualifications and equipment for communications duty in public service when disaster strikes, pursuant to Federal Communications Rule 97.1(a).

A Memorandum of Understanding (MOU) between the Commonwealth of Virginia Department of Emergency Management and the Amateur Radio Emergency Service for the Radio Amateur Emergency Civil Service was signed on June 1, 2008, and remains in effect.

Upon notification by the EOC or other appropriate The City of Danville officials to the VEOC, The ARES Emergency Coordinator will alert his ARES members, task organize his personnel and communications resources, and report immediately, if available, to the EOC or other locations as directed. Upon reporting to the responsible City of Danville official directing activation, the ARES Emergency Coordinator shall receive tasking from that official until termination of the emergency. Should the Virginia Department of Emergency Management or higher authority activate the Radio Amateur Civil Service (RACES) as specified in the Code of Virginia, Section 44-146.16, the ARES members will then assume the authorizations and responsibilities as defined under the FCC rules and regulations.

The ARES members are prepared to provide emergency backup radio communications, sustained by their own emergency backup power, from any location within The City of Danville to other local, state, and national locations, should the emergency so warrant. Emergency backup radio communications provided by ARES members include equipment utilizing a wide variety of media and frequencies that are capable of passing telecommunications requirements of the EOC or other local officials.

It shall be the responsibility of the ARES Emergency Coordinator to ensure that personnel and communications resources assigned to his area remain fully prepared to support any of the functional operations phases. He shall keep the EOC fully advised of the state of readiness of ARES in the City of Danville.

TAB B USE OF CABLE TELEVISION DURING EMERGENCY SITUATIONS

During emergencies, it is especially important that the public be kept informed of available resources, dangerous conditions, and the response that emergency personnel are making to the situation. In addition to using other media outlets, cable television should be used to disseminate this type of information as follows:

1. Emergency Override – **The** emergency override on the cable system allows the Emergency Management Coordinator and the Public Information Officer to inform the public of immediate crisis situations. The override operates over all channels and anyone watching cable will see the message. It is to be used only where instant notification is essential.
2. Government Access Bulletin Board – The government access bulletin board is available to transmit written messages through the cable system. Through use of a character generator, messages can be typed onto the screen and broadcast through the cable company personnel and the Public Information Officer.

All of the above resources are to be used in conjunction with cable company personnel and the Public Information Officer.

TAB C MESSAGE LOG

EOC Message Form
EOC Sign in/Sign out Log
EOC STAFF SCHEDULE
EOC STATUS BOARD
CURRENT ICS FORMS WILL BE USED

TAB D

EMERGENCY PUBLIC INFORMATION RESOURCES

Daily Newspapers

Danville Register and Bee – 434-793-2311
Star Tribune (Weekly) – 434-432-2791

Radio Stations

WAKG – 434-797-4290
WBTM – 434-793-4411
WDVA – 434-797-1266
WKBY – 434-432-8108

Television

City TV20 - 434-773-8106
WSET TV 13 – 434-797-9713 (Danville Office) 434-528-1313 (Lynchburg Office)
WDBJ TV 7 – 540-344-7000
WSLS TV 10 – 540-981-9126

Additional Contacts kept with the City PIO

TAB E EMERGENCY NOTIFICATION PROCEDURES

Until the EOC is activated, the ECC dispatcher will notify the following officials upon receipt of a severe weather watch or warning, or when directed by an on-scene incident commander:

See emergency contacts, page 10, for phone numbers.

Director of Emergency Management
Coordinator of Emergency Management
Police Department
Sheriff's Office
Fire Protection
Superintendent of Schools
Director, Social Services
Health Department

Once operational, the ECC will receive messages directly from the State EOC News release or WebEOC. Additional methods would be via email or phone call. It is then the responsibility of the Communications Center of the Pittsylvania County/Danville EOC to monitor Teletype message traffic and ensure that messages reach the Director of Emergency Management or his designee.

TAB F COMMUNICATIONS CENTER RESOURCES

Management Staff

Director
Technology Coordinator

Supervisory

Communications Supervisors

Communications Staff ☐

Communications (Full-time)

Support Staff

Fire Program Support Coordinator
Emergency Support Function #3 – Public Utilities/ Planning Department/Building Inspector

Emergency Support Function #3 – Public Works and Engineering

Primary Agency

Department of Public Utility/Planning Department/Building Inspector

Secondary/Support Agencies

Emergency Management

Public Schools

Water Authorities

Fire Department

Law Enforcement

Department of Transportation

City Attorney

Virginia Department of Transportation

Virginia Department of Environmental Quality

INTRODUCTION

Purpose:

Emergency Support Function (ESF) #3 –Building Inspectors will assess the overall damage to public and private property. ESF #3 will also conduct necessary inspections to ensure the integrity of a building, assist with debris removal and ensure that any rebuilding complies with existing zoning and land-use regulations.

Scope:

ESF #3 is structured to provide public works and engineering-related support for the changing requirements of incident management to include preparedness, prevention, response, recovery, and mitigation actions. Activities within the scope of this function include:

- Conducting pre- and post-incident assessments of public works and infrastructure;
- Executing emergency contract support for life-saving and life-sustaining services;
- Provide technical assistance to include engineering expertise, construction management, and contracting and real estate services: and
- Providing emergency repair of damaged infrastructure and critical facilities.

The Director of Public Works will be responsible for resource coordination of the physical recovery and debris removal. The Department will be assisted by, and work in conjunction with a variety of local departments and state agencies, private utility companies, contractors, heavy equipment operators, and waste management firms to fulfill their mission.

Policies:

- Personnel will stay up to date with procedures through training and education;
- The Primary Agency will develop work priorities in conjunction with other agencies when necessary; and
- Local authorities will obtain required waivers and clearances related to ESF #3 support.

CONCEPT OF OPERATIONS**General:**

In a disaster, buildings and structures may be destroyed or severely damaged. Homes, public buildings, bridges, and other facilities may need to be reinforced or demolished to ensure safety. Public utilities may be damaged and be partially or fully inoperable. Access to the disaster areas may be dependent upon debris clearance and roadway repairs. Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response times.

Prompt assessment of the disaster area is required to determine critical response times and potential workloads. Early damage assessment must be made rapidly and be general in nature. Following an incident, a multitude of independent damage assessment activities will be conducted by a variety of organizations including the Locality Damage Assessment Teams, Insurance Companies, Virginia Department of Emergency Management, Utility Companies and Federal Agencies.

Organization:

The Emergency Management Coordinator will be responsible for deploying damage assessment teams, consolidating damage data and compiling reports. At the Incident Commander's request, the Damage Assessment Teams' first priority will be to assess the structural damage.

Local Damage Assessment Teams will assess damage to the extent of their resources and their expertise. The Health Department may assist the Department of Public Utilities with damage assessments related to health hazards that may be caused by the disrupted disposal of sanitary wastes.

An Initial Damage Assessment Report will be completed by the Coordinator of Emergency Management and submitted to the Virginia Department of Emergency Management within 72 hours of the event, outlining the severity of the problems and the determination of need for further assistance. Federal/State supported damage assessment precedes delivery of a Presidential Disaster Declaration and defines the specific needs for a long-term recovery.

To minimize threats to public health, the Department of Public Works will serve as liaison with the Virginia Department of Environmental Quality (DEQ) and the City Attorney to secure the necessary emergency environmental waivers and legal clearances that would be needed to dispose of emergency debris and materials from demolition activities. The Department of Public Works will coordinate with DEQ to monitor disposal of debris materials.

The Inspection Department will inspect all buildings for structural, electrical, gas, plumbing and mechanical damage following a disaster situation. They will ensure that any repairs or rebuilding that occurs following the incident will comply with the City of Danville building codes, zoning and land-use regulations and comprehensive plan.

The Inspection Department is responsible for determining the state of a building and placing notification on the facility. The building owner retains responsibility for deciding whether to demolish or restore the structure. During the recovery phase the Building Inspector is responsible for the facilitation of the building permit issuance process and for the review and approval of the site-related and construction plans submitted for the rebuilding/restoration of residential and commercial buildings.

Actions:

- Alert personnel to report to the EOC;
- Review plans;
- Begin keeping record of expenses and continue for the duration of the emergency;
- Prepare to make an initial damage assessment;
- Activate the necessary equipment and resources to address the emergency; and
- Coordinate response with local, state, federal departments and agencies.

Responsibilities:

- Assist in conducting initial damage assessment;
- Submit initial damage assessment to VEOC;
- Assist in coordinating response and recovery;
- Prioritize debris removal;
- Inspect building for structural damage; and
- Ensure all repairs comply with the City of Danville building codes, zoning, land-use regulations and comprehensive plan.

MISSION

To coordinate with public service authorities and other resource providers; conduct hazard mitigation activities prior to and following an emergency situation; assist in debris removal; conduct emergency repair and/or restoration of City facilities and structures; assist with damage assessment; and assist in implementing emergency response actions to protect life and property.

ORGANIZATION

The City Department of Public Works/Utilities is responsible for the above activities and for the required coordination with public utilities and other resource providers. Assistance will be provided by a Building Inspector.

The following provide utilities to the City of Danville:

Electric: City of Danville Utilities

Telephone: Verizon, Embarq, AT & T and LUMOS for VoIP services

Natural Gas: City of Danville Utilities

CONCEPT OF OPERATIONS

The Department of Public Works/Utilities will coordinate their public works responsibilities under the direction of the Director/Coordinator of Emergency Management. A representative from the Department of Public Works/ Utilities will report to the City EOC to assist in this effort. Contingency plans to provide emergency lighting, water, debris removal, and sewage disposal will be developed. They will also assist other City departments in developing and implementing mitigation strategies, response actions, and recovery activities to protect life and property, as well as bring about a prompt recovery.

The Department of Public Works/Utilities will be responsible for securing and providing the necessary resource material and expertise in their respective areas, through public as well as private means, to efficiently and effectively perform their duties in the event of an emergency. Resource lists will be developed and maintained that detail the type, location, contact arrangements, and acquisition procedures of the resources identified as being critical by the divisions as needed or contracted.

Potential sites for local and regional resources distribution centers will be identified, if necessary, and strategically located to facilitate recovery efforts.

Priorities will be set regarding the allocation and use of available resources. Training will be provided, as required, in the use of the specialized equipment.

EMERGENCY MANAGEMENT ACTIONS – PUBLIC WORKS/UTILITIES

1. Normal Operations

- a. Develop plans and strategies to prevent and/or mitigate damage resulting from potential emergency events that have occurred locally in the past or that have a high probability of occurring in the future (i.e., spill cleanup).
 - b. Develop contingency plans to provide emergency lighting, procure and distribute emergency water and provide sewage disposal, if necessary.
 - c. Procure and store appropriate resource material to effectively deal with common emergency response incidents (i.e., snow, ice, spills).
 - d. Identify and maintain liaison with business, industries and local contractors, as well as federal and state agencies, which could provide additional expertise, equipment/resources and personnel if necessary.
 - e. Make task assignments and delineate emergency roles of staff.
2. Increased Readiness
- A natural or man-made disaster is threatening the local area.
- a. Alert personnel; place off-duty personnel on standby.
 - b. Review existing plans and procedures.
 - c. Ensure that the necessary equipment and resources are available and ready to be activated.
 - d. Contact and maintain liaison with state and federal agencies, as well as private industry, to ensure that backup resources are available and can be quickly dispatched, if necessary.
 - e. Notify public of proper policies and procedures to follow to ensure their safety.
3. Response
- Conditions continue to worsen requiring full-scale mitigation and preparedness activities.
- a. Representatives from the City Attorney's Office, Finance and Personnel Department and IT mentioned previously should report to the EOC.
 - b. Call into service off-duty personnel.
 - c. Activate the necessary equipment and resources to address the emergency.
 - d. Begin to implement record keeping of all expenses and continue to do so throughout the duration of the event.
 - e. Coordinate response with fire and police department as well as other service departments.
 - f. Follow established procedures and implement appropriate strategies to address the emergency at hand.
 - g. Continue to coordinate response with other service agencies.
 - h. Contract with federal and state agencies, as well as private industry for additional resources, equipment, and personnel, if necessary.
4. Recovery
- a. Clear streets and remove debris. Inspect, designate, and demolish hazardous structures as needed. Drain flooded areas.

- b. Assist in assessing the damage.
- c. Repair and restore public facilities and services promptly and properly, coordinating the resumption of gas, electric, utility companies and code enforcement departments.
- d. Compile and submit records of disaster-related expenses incurred by the various departments that fulfill the public works role and responsibilities to the Coordinator of Emergency Management.

TAB A WATER CONTAMINATION

Water supply contamination would have a quick negative impact on the health and economic well-being of any community. In any water supply contamination situation, whether localized or involving a general area, the public would have to be notified immediately to mitigate the impact of the situation.

In the event of water supply contamination, the staff of the Public Utilities Department would make an initial assessment of the extent of the problem, and the potential impact on the public. The impacted public would be notified promptly and given the proper guidance until the problem is corrected. Coordination with and assistance from other local, state, and federal agencies as well as private concerns would be necessary to address the problem promptly and effectively and ensure the continuation of essential services during the process. Liaison with private organizations, nursing homes, major industrial users, hospitals, dialysis clinics, etc., must be maintained to ensure their cooperation and allow them to implement their own contingency plan.

TAB B BUILDING POSTING GUIDE

1. All buildings within the area, regardless of damage are to be **POSTED** by the Building Inspectors at the site.
2. One of the following three posters is to be used
 - a. "SAFE FOR OCCUPANCY" GREEN POSTER
 - No damage to structural elements.
 - No damage to utilities.
 - There is only minor damage to walls or roof affecting weather resistance.
 - Generally 10% or less damage
 - b. "INHABITABLE" YELLOW POSTER
 - There is structural damage to a portion of the building.
 - The building needs utility or weather resistance repairs.
 - The building may be occupied safely.
 - Generally greater than 10% and less than 50% damage.
 - c. "THIS BUILDING IS NOT SAFE" RED POSTER

There is major structural damage.
No occupancy is allowed
May or may not need to be demolished.
Generally more than 50% damage.

3. If there is immediate danger to life from failure or collapse, the Building Inspector should inspect and, as appropriate sign or have Building Official sign demolition order or call the appropriate entities to shore-up structure.

Emergency Support Function #4 – Firefighting

Primary Agency

Fire Department

Secondary/Support Agencies

Mutual Aid Resources

INTRODUCTION

Purpose:

Emergency Support Function (ESF) #4 – Firefighting directs and controls operations regarding fire prevention, fire detection, fire suppression, rescue, and hazardous materials incidents; as well as to assist with warning and alerting, communications, evacuation, and other operations as required during the emergency.

Scope:

ESF #4 manages and coordinates firefighting activities including the detection and suppression of fires, and provides personnel, equipment, and supplies to support the agencies involved in the firefighting process.

Policies:

- Priority is given to public and firefighter safety and protecting property (in that order).
- More efficient and effective fire suppression mutual aid may be required from various local fire departments. This may require the use of the Incident Command System together with compatible equipment and communications.
- Personnel will stay up to date with procedures through education and training.

CONCEPT OF OPERATIONS

General:

The City of Danville Fire Department is prepared to assume primary operational control in fire prevention strategies, fire suppression, and hazardous material incidents. (See the Hazardous Material Emergency Response Plan – under separate cover) Fire Department personnel who are not otherwise engaged in emergency response operations will assist other local agencies in warning and alerting the public, evacuation, and communications as is necessary and appropriate during an emergency situation.

When the Emergency Support Function is activated all requests for firefighting support will, in most cases, be submitted to the 9-1-1 Center for coordination, validation, and/or action.

The Director of Emergency Management or his/her designee will determine the need to evacuate large areas and will issue orders for evacuation or other protective action as needed. However, the incident commander may order an immediate evacuation prior to requesting or obtaining approval, if in his/her judgment this action is necessary in order to safeguard lives and property. Should an evacuation become necessary the warning and instructions will be communicated through the appropriate means. In addition, the Police Department will use mobile loudspeakers or bullhorns, or go door to door to ensure that all affected residents have received the warning.

During an evacuation in which a large number of citizens are sheltered, the City of Danville Fire Department may coordinate the positioning of an onsite EMS basic life support unit to support the shelter operation. This component will be coordinated with ESF 6 Mass Care and ESF 8 Public Health and Medical.

Organization:

A fire representative will be assigned to the EOC in order to coordinate the fire service response. The fire representative will be a part of the EOC staff and will assist with the overall direction and control of emergency operations.

The Fire Department will implement evacuations and the Police Department will assist and provide security for the evacuated area, along with the Sheriff's Department. In the event of a hazardous materials incident, the Incident Commander should implement immediate protective actions to include evacuation as appropriate.

Actions:

- Develop and maintain plans and procedures to provide fire and rescue services in time of emergency;
- Document expenses and continue for the duration of the emergency;
- Check firefighting and communications equipment;
- Fire Service representatives should report to the City of Danville EOC to assist with operations;
- Follow established procedures in responding to fires and hazardous materials incidents and in providing rescue services; and
- Request mutual aid from neighboring jurisdictions.

Responsibilities:

- Fire prevention and suppression;
- Emergency medical treatment Non-transport BLS services are provided by the Fire Department;
- Hazardous materials incident response and training;
- Radiological monitoring and decontamination;
- Assist with evacuation;
- Search and rescue (Technical);
- Temporary shelter for evacuees at each fire station until adequate facilities can be opened and staffed;
- Assist in initial warning and alerting;
- Provide qualified representative to assist in the EOC;
- Request assistance from supporting agencies when needed;
- Arrange direct liaison with fire chiefs in the area;
- Implement Mutual Aid according to the existing Mutual Aid agreement with Pittsylvania County.

MISSION

To direct and control operations regarding fire prevention, fire suppression, rescue and hazardous material incidents; as well as to assist with warning and alerting, evacuation, communications and other operations as required in time of emergency.

ORGANIZATION

The fire department representative will coordinate the response of the fire department and will be a part of the EOC staff, which will assist with the overall direction and control of emergency operations.

CONCEPT OF OPERATIONS

The City of Danville Fire Department is prepared to assume primary operational control in fire prevention strategies, fire suppression, and hazardous material incidents.

Mutual aid agreements will be implemented should an emergency demand greater resources than are available within the City or in the event other jurisdictions need assistance to effectively respond to an emergency. These agreements include an agreement with the neighboring jurisdiction for mutual support and would be the first source of resources for emergency response if the local resources are overwhelmed or compromised in any way. The American red Cross will provide sheltering support and the statewide mutual aid would be used to address any issues not available from the neighboring jurisdiction or if they had been impacted by the event as well.

Fire department personnel who are not otherwise engaged in emergency response operations will assist other City agencies in warning and alerting the public, evacuation, and communications as is necessary and appropriate during an emergency situation.

EMERGENCY MANAGEMENT ACTIONS – FIRE SERVICE

1. Normal Operations
 - a. Develop and maintain plans and procedures to provide fire and EMS Services in time of emergency.
2. Increased Readiness
 - a. A natural or man-made disaster is threatening the local area.
 - b. Alert on-duty personnel.
 - c. Review and update plans and procedures.
 - d. Alert personnel to stand-by status.
 - e. Begin to implement record keeping of all incurred expenses and continue for the duration of the emergency.
 - f. Check firefighting, EMS, and communications equipment.
3. Response
 - a. The representative should report to the EOC and assist with emergency operations.
 - b. As the situation worsens, assign duties to all personnel. Fire Department personnel may be requested to assist with warning and alerting, evacuation, communications, and emergency medical transport.
 - c. Follow established procedures in responding to fires and hazardous materials incidents and in providing rescue services.
 - d. For other disasters: Continue to assist with warning and alerting, evacuation, communications, ground search and rescue, and emergency medical transport as well as any other emergency response operations, as required, in time of emergency.
 - e. Record disaster-related expenses.
4. Recovery
 - a. Continue to provide essential services as required.
 - b. Continue search and certain rescue operations, if required.
 - c. Assist with cleanup operations.
 - d. Assist with the inspection of damaged facilities, if applicable.
 - e. Compile and submit records of disaster-related expenses incurred by the fire service to the Coordinator of Emergency Management.

TAB A FIRE DEPARTMENT RESOURCES

Danville Fire Department

1. Paid Personnel
 - a. Fire Chief
 - b. 2 Assistant Chiefs
 - c. 1 Administrative Assistant
 - d. 1 Senior Secretary
 - e. 1 Fire Marshal
 - f. 1 Assistant Fire Marshal
 - g. 1 Inspector
 - h. 1 EMS, Training, and Safety Officer
 - i. 3 Battalion Chiefs
 - j. 21 Captains
 - k. 6 Lieutenants
 - l. 24 Firefighter Engineers
 - m. 60 Firefighters
 - n. 1 Fire Program Support Analyst
2. Facilities
 - a. Station 1 – Headquarters Station – 600 Lynn Street
1 Engine - 1 Ladder – BC – HazMat Utility – 1 Utility– 1 Tower- Bus
 - b. Station 2 – 250 Piney Forest Road
1 Engine – 1 Ladder
 - c. Station 3 – 1315 Industrial Avenue
1 Engine – 1 Reserve Engine
 - d. Station 4 – 2152 West Main Street
1 Engine – 1 Tender – 1 Reserve
 - e. Station 5 – 114 Third Avenue
1 Engine — 2 Tactical Rescue Trailers – 1 Utility
 - f. Station 6 – 3165 Westover Drive
1 Engine –1 Brush Truck
 - g. Station 7 – 423 Airport Drive
1 Engine — 2 HazMat Response Team Trailers

All stations have Stationary Generators

Engine 1, 2, 3, 4, 5, 6, Ladder 1, Tower 1, HazMat 1, HazMat 2 have mounted generators.

Emergency Support Function #5 – Emergency Management

Primary Agency

Emergency Management/Fire Dept.
City Manager's Office

Secondary/Support Agencies

Police Department
Sheriff's Office
Department of Information and Technology
Department of Planning and Zoning
Department of Public Works
Utilities
Red Cross
City Attorney
Finance

INTRODUCTION

Purpose:

Emergency Support Function (ESF) #5 – Emergency Management coordinates, supports emergency operations from the City of Danville's Emergency Operations Center utilizing an incident command system. ESF #5 must ensure the implementation of actions as called for in this plan, coordinate emergency information to the public through ESFs 2 & 15, and communicate/coordinate with the Virginia State Emergency Operation Center/VDEM Regional Representative.

Scope:

ESF #5 serves as the support for all City of Danville departments and agencies across the spectrum of incident management from prevention to response and recovery. ESF #5 facilitates information flow in the pre-incident prevention phase in order to place assets on alert or to pre-position assets for quick response. During the post-incident response phase, ESF #5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination. This includes alert and notification, deployment and staffing of emergency response teams, incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required.

Policies:

- Emergency Support Function #5 provides an overall City of Danville multi-agency command system implemented to manage operations during a disaster.
- The Incident Command System can and will be used in any size or type of disaster to control response personnel, facilities, and equipment.
- The Incident Command Systems principles include use of common terminology, modular organization, integrated communications, unified command structure, coordinated action planning, and manageable span of control, pre-designated facilities, and comprehensive resource management.
- ESF #5 staff supports the implementation of mutual aid agreements to ensure seamless resource response.
- For activations of the virtual EOC operations all departments will receive links to perform regular reporting based on the level of the event.
- For full activation the EOC staff will consist of the Director, Deputy Director, Coordinator, and Deputy Coordinator of Emergency Management, and key department heads or their designated representatives. Support personnel to assist with communications, designated logistics, and administration will also be designated. The Director of Emergency Management will be available for decision-making as required; and
- Departments and agencies participate in the incident action planning process, which is coordinated by ESF #5.

CONCEPT OF OPERATIONS**General:**

The Coordinator of Emergency Management will assure the development and maintenance of SOPs on the part of each major emergency support service. Generally, each service should maintain current notification rosters, designate and staff an official Emergency Operations Center or establish and report through a virtual EOC. Each ESF should establish procedures for reporting appropriate emergency information, develop mutual aid agreements with like services in adjacent localities, and provide ongoing training to maintain emergency response capabilities.

When an emergency threatens, available time will be used to implement increased readiness measures. The Coordinators of Emergency Management will assure that all actions are completed as scheduled.

The Planning Sections will produce situation reports, which will be distribute via a virtual EOC or to appropriate representatives at a staffed EOC. The staff of the EOC will support short term and long term planning activities. Plans will be short and

concise. The EOC staff will record the activities planned and track their progress. The response priorities for the next operational period will be addressed in the daily planning document for operations known as the Incident Action Plan (IAP).

Organization:

Emergency operations will be coordinated and supported from the City of Danville EOC or through a virtual EOC with appropriate planning period briefings. The EOC or operational briefing meetings will consist of the Director, Deputy Director, Coordinator, and Deputy Coordinator of Emergency Management, and key agency/department leads or their designated representative. This list should include information on both selected and designated positions; other positions may be outlined in local or state statutes. EOC support personnel to assist with communications, internal logistics, finance, external affairs and administration will also be designated. The Director of Emergency Management is also responsible for coordinating the development and implementation of hazard mitigation plans in accordance with the Regional Hazard Mitigation Plan. The chiefs of regulatory agencies or designees are responsible for enforcing compliance with rules, codes, regulations, and ordinances.

The Incident Commander will utilize the Incident Command System. Depending on the nature and scope of the incident it may be handled solely by the Incident Commander, or it may require coordination with the EOC. In major disasters there may be more than one incident command posts. The Incident Commander will generally be a representative from the Primary Agency.

The regulatory agencies and governing bodies play an important role as they must pass and implement the rules, regulations, codes, and ordinances, which would reduce the impact of a disaster. The City of Danville agencies and volunteer emergency response organizations assigned disaster response duties are responsible for maintaining plans and procedures. These agencies are also responsible for ensuring that they are capable of performing these duties in the time of an emergency. In addition, these agencies are responsible for bringing any areas where new/revised codes, regulations, and ordinances may mitigate a particular hazard to the attention of the City of Danville Manager and the City Council, in coordination with the Coordinator for Emergency Management.

The Coordinator of Emergency Management will assure that all actions are completed as scheduled. The City Manager may close facilities, programs, and activities in order that employees who are not designated “emergency service personnel” are not unnecessarily placed in harm’s way.

The Coordinator of Emergency Management will coordinate training for this emergency support function and conduct exercises involving the EOC.

Actions:

1. Develop and maintain a capability for emergency operations and reflect it in the Emergency Operations Plan.
 - a. Make individual assignments of duties and responsibilities to staff the EOC and implement emergency operations;
 - b. Establish a system and procedure for notifying EOC personnel;
 - c. Identify adequate facilities and resources to conduct emergency operations at the EOC;
 - d. Coordinate Emergency Management mutual aid agreements dealing with adjunct jurisdictions and relief organizations such as the American Red Cross;
 - e. Develop plans and procedures for providing timely information and guidance to the public in time of emergency through ESF #15;
 - f. Test and exercise plans and procedures; and
 - g. Conduct community outreach/mitigation programs.
2. Ensure compatibility between this plan and the emergency plans and procedures of key facilities and private organizations within the City of Danville;
3. Develop accounting and record keeping procedures for expenses incurred during an emergency;
4. Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects;
5. Provide periodic staff briefings as required;
6. Prepare to provide emergency information to the public in coordination with ESF #15;
7. Provide logistical support to on scene emergency response personnel;
8. Maintain essential emergency communications through the established communications network;
9. Provide reports, requests for assistance and initial damage assessment report and send to the Virginia EOC; via WebEOC.
10. Coordinate requests for non-mutual aid assistance.

Responsibilities:

- Activates and convenes local emergency assets and capabilities;
- Coordinates with the City Departments and emergency management organizations;
- Coordinates short and long term planning activities;
- Maintains continuity of government;
- Directs and controls emergency operations;
- Submits state required reports and records;

- Conducts initial warning and alerting; and
- Provides emergency public information.

MISSION

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

In time of emergency, the mission is to direct and control emergency operations, assure the implementation of actions as called for in this plan, disseminate emergency information to the public, and coordinate with the State EOC should outside assistance be required.

ORGANIZATION

Emergency operations will be coordinated and supported from the City Emergency Operations Center located at Danville Fire Department headquarters, 600 Lynn Street. The EOC staff will consist of the City Manager/Director of Emergency Management, Assistant City Manager/Deputy Director of Emergency Management, Coordinator of Emergency Management, Deputy Coordinator of Emergency Management and key service chiefs/department heads or their designated representatives.

CONCEPT OF OPERATIONS

The Coordinator of Emergency Management will assume the development and maintenance of SOPs on the part of each major emergency support service. Generally, each service should maintain current notification rosters, designate and staff an official emergency control center, designate an EOC representative, establish procedures for reporting appropriate emergency information, develop mutual aid agreements with like services in adjacent localities, and provide ongoing training to maintain emergency response capabilities. More specific SOP requirements may be listed in each respective ESF as needed.

When an emergency threatens, available time will be used to implement increased readiness measures. The City Manager/Director of Emergency or, in his absence, the Coordinator of Emergency Management will assure that all actions are completed as scheduled.

The EOC support staff will include a recorder, message clerk, and other support personnel as required in order to relieve the decision-making group of handling messages, maintaining logs, placing maps, etc. Procedures for these support operations should be established and maintained. Suggested forms are included. An EOC wall map should be prepared and readily accessible. A separate Reports

Section should also be established as an adjunct to the EOC staff. For the duration of local EOC operations a daily situation report will be prepared as the official record of emergency operations. A copy should be submitted to the State EOC via WebEOC.

EMERGENCY MANAGEMENT ACTIONS – COORDINATION AND SUPPORT

1. Normal Operations

- a. Develop and maintain a capability for emergency operations and reflect the same in an Emergency Operations Plan. Establish an Emergency Planning Committee.
 - Make individual assignments of duties and responsibilities to staff the EOC and implement emergency operations. Maintain a notification roster of these key personnel and their alternates.
 - Assure that adequate facilities and resources are identified to conduct emergency operations at the EOC and at the designated shelter center.
 - Develop mutual support agreements with adjacent jurisdictions and with relief organizations, such as the American Red Cross and Salvation Army.
 - Identify and maintain a list of essential services and facilities, which must continue to operate and may need to be protected during an emergency.
 - Test and exercise plans and procedures with periodic exercises and drills. Revise plans and provide training as indicated by test or exercise results.
 - Identify an alternate EOC facility.
- b. Assure compatibility between this plan and the emergency plans and procedures of key facilities and private organizations within the city.
- c. Develop accounting and record-keeping procedures for expenses incurred during an emergency. Become familiar with federal disaster assistance procedures (Virginia Emergency Services and Disaster Law of 2000, as amended.)
- d. Establish an awareness program as needed to keep the public informed about potential disasters and what protective actions they should be prepared to take.
- e. Define and encourage hazard mitigation activities in order to reduce the probability of the occurrence of a disaster and/or reduce its effects.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Review emergency operations plans and procedures and update if necessary. Ensure the operational capability of the EOC facility and alert on-duty personnel.

- b. Alert appropriate service chiefs of the situation and assure that appropriate mitigation and preparedness measures are being taken. See the functional annexes in this plan. Begin to provide periodic staff briefings as required.
 - c. Implement record keeping of all incurred expenses, if applicable.
 - d. Prepare to provide emergency information to the public.
 - e. Preparation to activate the alternate EOC and review procedures for staffing, transfer of control and operations if needed to the Danville Area Training Facility located at the corner of Christopher and Randolph.
- 3. Emergency Operations Mobilization Phase
Conditions continue to worsen requiring full-scale mitigation and preparedness activities.
 - a. Coordinate and support emergency operations. Complete all checklist items. Staff the EOC as required. Provide logistical support to on-site emergency response personnel.
 - b. Brief the City Council as appropriate.
 - c. Call a meeting of service chiefs. Review actions already taken and expedite those necessary to conduct in-the-field mitigation and preparedness activities. Assure the completion of checklist items in each functional annex.
 - d. Disseminate emergency information and protective action guidance to the public. Advise individuals to evacuate from danger areas, if appropriate.
 - e. Establish and maintain liaison with the Virginia EOC and adjacent jurisdictions. Provide daily situation reports via fax machine to the Virginia EOC.
 - f. Continue to maintain records for all expenses incurred. Coordinate daily with service chiefs.
- 4. Response
Disaster strikes. An emergency response is required to protect lives and property.
 - a. Coordinate and support emergency operations. Ensure that previous checklist items have been completed or initiated.
 - b. Provide emergency information and protective action guidance to the public.
 - c. Declare a local emergency if the situation warrants.
 - d. Provide periodic situation reports and requests for assistance to the Virginia EOC, as the situation requires.
 - e. Ensure that an accurate record of expenses is maintained.
 - f. Make an Initial Damage Assessment and forward to the Virginia EOC.
- 5. Recovery

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

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

EMERGENCY OPERATIONS CENTER (E. O. C.)

For the layout of the EOC, see the supplemental documents.

EOC PROCEDURES

The Emergency Communications Center (ECC) is a 24-hour operation that handles incoming calls for emergency services to include law enforcement, fire, and EMS. All message traffic is tape recorded and logged. Dispatchers notify the Coordinator of Emergency Management and other officials in the event of flooding, a hazardous materials incident, or other threatening emergency situation.

The primary EOC should be operational within one hour of official notification or alert (normally received by the Emergency Communications Center). The EOC will be established by the Emergency Management Staff and Fire Department Personnel. Skeletal staffing is listed at Tab A. The Coordinator of Emergency Management or his/her designee will ensure the operational capability of the EOC by providing adequate working space and materials for each member of the EOC staff. Wall maps and a status board with damage assessment information will also be provided. The Message Clerk will begin an official log and begin to process and monitor all emergency message traffic. A photocopier is available in the EOC.

Also, when the EOC becomes operational, dispatchers will be assigned to assure adequate communications. Arrangements must be made to install adequate phone service, either for a skeletal or for a full-staffing operation, depending on the situation. The phone system must be geared up to handle a large number of incoming calls. Each department head needs a separate phone, preferably within the EOC. This is accomplished by staff personnel plugging in phones to provided connection points within the EOC. Back-up radio communications should be established from the local EOC to the State EOC, to in-the-field emergency services, and to adjacent jurisdictions. A licensed RACES operator, if provided by the state, will be designated to man a radio in the EOC.

An operations log should be maintained. Periodic briefings should be provided to the EOC staff. A status board with damage assessment information should be displayed.

The Director of Emergency Management, assisted by the Coordinator of Emergency Management, will coordinate and support all emergency operations. The succession of authority for all key positions is listed in Appendix 5. Back-up personnel should be dispatched to the alternate EOC as appropriate.

An EOC Planning Section with a Situation Unit Leader should be established to monitor the emergency situation, provide special reports and briefings as required, and to process and officially record damage assessment information.

The Emergency Management Coordinator/PIO will be responsible for public information and rumor control. This operation will be established in a separate location. Adequate phone lines, personnel, security, and a news media briefing room must be provided. All releases will be reviewed by the Emergency Management Director or Coordinator.

MISSION

To provide centralized coordination of any or all of the following functions: coordination and support of all emergency operations; communications and warning, consolidation, analysis and dissemination of damage assessment data; collection and analysis of radiological monitoring readings; forwarding consolidated reports to state government; and, issuing emergency information and instructions.

ORGANIZATION

See Organization Chart in the Roles and Responsibilities Section.

The EOC support staff will include a recorder, message clerk, and other support personnel as required relieving the decision-making group of handling messages, maintaining logs, placing maps, etc. An EOC wall map is prepared and be readily accessible. A separate Reports Section should also be established as an adjunct to the EOC staff.

CONCEPT OF OPERATIONS

The EOC will be activated and operated as follows:

1. The activation of the EOC will be ordered by the Director or Coordinator of Emergency Management based upon the best available information. Depending on the situation, a partial or full activation will be ordered.
2. Partial activation will be ordered when the emergency requires relatively few personnel to accomplish the necessary tasks. Such situations might vary from

- weather warnings or operations resulting from minor storm damage, fire, and vehicular accidents with multiple casualties, etc.
3. Full activation will be ordered when widespread destruction has occurred or there is an imminent threat of such destruction. An incident of such magnitude would require commitment of a large number of personnel and equipment resources to properly respond to and recover from an incident.
 4. Initial situation briefings will be provided by the Director of Emergency Management.
 5. Direction and control of City personnel and resources employed in support of disaster operations is exercised by the department or agency furnishing support.
 6. When the State EOC is operational, all requests for State or Federal resources are made via the Virginia Department of Emergency Management via WebEOC or by calling (804) 674-2400 or 1-800-468-8892.
 7. Depending upon the severity and magnitude of the incident, the EOC may have to operate for an extended period of time. Therefore, each department or agency assigning personnel to the EOC should allow for additional relief personnel on a shift basis.
 8. The City of Danville primary EOC is located at Danville Fire Department headquarters, 600 Lynn Street. Telephone lines will be trunked into the room for use when the EOC is activated. Telephones not used in an emergency will be brought to the EOC.

EMERGENCY MANAGEMENT ACTIONS – EMERGENCY OPERATIONS CENTER

Emergency Operations Center functions during all three operational phases (Mobilization, Response and Recovery) include, but are not limited to:

1. EXECUTIVE GROUP
 - a. Provide direction for overall emergency operations.
 - b. Initiate activation of EOC.
 - c. Determine operational courses of action.
 - d. Make decisions as to adoption of course of action.
 - e. Adjudicate conflicting claims and/or requests for available personnel, equipment and other resources.
2. OPERATIONS GROUP
 - a. Develop and maintain an accurate status of the emergency situation.
 - b. Record and maintain current status of resources.
 - c. Develop course(s) of action based on the emergency and available resources.
 - d. Implement course of action approved by the Executive Group.
 - e. Coordinate the procurement and utilization of all support services and resources made available from throughout the city.
3. COMMUNICATIONS ESF 2 and 15

- a. Establish and maintain the City of Danville emergency communications to include communications with adjacent cities and counties.
 - b. Establish and maintain communications with the following agencies:
 - City of Danville Fire Department
 - City of Danville Police Department
 - City of Danville School System
 - City of Danville Public Works
 - City Transportation Department
 - Sheriff's Office
 - Virginia Emergency Operations Center
 - All surrounding governmental agencies maintaining mutual aid/assistance agreements with the City of Danville.
 - c. Insure continuous telephone communications.
 - d. Monitor NAEAS and EAS stations.
 - e. Establish and operate the EOC Message Center.
4. DAMAGE ASSESSMENT AND ANALYSIS ESFs 3 & 14
 - a. Maintain current damage status to include estimated dollar amounts.
 - b. Display damage status in EOC.
 - c. Recommend to Operations Groups priorities for debris removal.
5. INFORMATION ESF 2 & 15
 - a. Act under the guidance of the City of Danville Public Information Office.
 - b. Establish and operate an emergency information clearing point.
 - c. Prepare and present official press releases to media based on current and factual information. (All press releases are to be approved by the Director or Coordinator of Emergency Management.)
6. SUPPORT GROUP
 - a. A group of specialty trained individuals will constitute an EOC Response Team.
 - b. The team would be trained in the City Emergency Operations Plan and how to establish and operate an EOC.
 - c. This group will maintain support and logistical coordination for all other groups in the EOC.
7. FOOD AND LODGING
 - a. City staff will coordinate the operation of the cafeteria facilities necessary to feed the EOC staff.
 - b. Cots and bedding will be furnished by Emergency Management and the American Red Cross along with additional assisting organizations as needed.
8. FIRST AID MEDICAL
 - a. The Health Department will establish and operate an emergency medical services treatment area for the EOC staff.
9. GOODS AND SERVICES

- a. Requests for supplies and services will be made to the Budget and Accounting representatives assigned to the EOC, who will authorize all expenditures.
- b. All purchases of goods and services will be approved and purchased using a City purchase requisition.
- c. Agencies/departments will furnish supplies required for their particular activity.
- d. Personnel will provide their own personal use items.
- e. Every effort will be made by on-duty law enforcement and Fire personnel to establish the safety of the families of on-duty City personnel involved in the emergency. This is to insure the well being of families of essential employees.

10. TRANSPORTATION

- a. Transportation to and from the EOC will be the responsibility of the individual.
- b. Emergency requests for transportation to and from the EOC will be made to the Coordinator of Emergency Management on an individual basis for requirements generated due to breakdowns or inclement weather.

EMERGENCY MANAGEMENT ACTIONS-BUDGET AND FINANCIAL MANAGEMENT

1. Normal Operations

- a. Develop, maintain, and disseminate budget and management procedures to ensure the prompt and efficient disbursement and accounting of funds to conduct emergency operations, as well as support and maximize claims of financial assistance from state and federal governments.
- b. Provide training to familiarize staff with federal and state disaster assistance requirements and forms.
- c. Instruct all departments to maintain a continuous inventory of supplies on hand.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Review emergency budget and management procedures and update if necessary.
- b. Review federal disaster assistance procedures, the Disaster Preparedness and Assistance Handbook, and the State Emergency Services and Disaster Law of 2000.
- c. Review resource inventories and prepare to make emergency purchases of goods and services.

- d. Inform departments of the procedures to be followed in documenting and reporting disaster related expenditures.
 - e. Pre-identify one or more code numbers to the potential emergency/disaster incident to facilitate disaster cost accounting, and notify departments of code assignment.
3. Response
- a. Implement emergency budget and financial management procedures to expedite the necessary purchases of goods and services to effectively address the situation at hand.
 - b. Begin tracking and compiling accurate cost records from data submitted by departments.
 - c. Assist in damage assessment survey.
4. Recovery
- a. Prepare and submit disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.
 - b. Assist in finalizing damage assessment.
 - c. Review and revise real estate assessments based upon damages sustained to local infrastructure.
 - d. Assist in the preparation and submission of government insurance claims.

FINANCIAL/LEGAL SUPPORT

Coordinating Agency

City of Danville Finance Department

Cooperating Agency

City of Danville Treasurer

Purpose:

To ensure that the necessary management controls, budget authorities, and accounting procedures are in place to provide the necessary funding in a timely manner to conduct emergency operations, document expenditures, and maximize state and federal assistance following the disaster.

ORGANIZATION

The Emergency Operations Plan states that a local emergency may be declared by the Director of Emergency Management with the consent of the City Council (Section 44-146.21 of the Virginia Emergency Management and Disaster Law). The City Manager serves as the Director of Emergency Management with an appointed Coordinator of Emergency Management. The Director of Emergency Management

must notify the Director of Finance that a local emergency or disaster has been declared.

CONCEPT OF OPERATIONS:

In an emergency situation as defined by the Emergency Operations Plan, the Director of Finance will be responsible for expediting the process of purchasing necessary capital items. Verbal approval will replace the usual written budget change request process; however the budget change requests must be documented at a later time.

1. The Finance Office would permit over spending in particular line items (e.g., overtime, materials, and supplies) under emergency circumstances as defined in the Emergency Operations Plan. A year-end adjustment can be made if required. The Finance Office will work with all City departments to facilitate needed purchases.
2. The Director of Emergency Management or the Coordinator of Emergency Management must define disaster related expenditures for the Finance Director and the appropriate length of time these disaster-related expenditures will be incurred. The Emergency Operations Plan states that all disaster related expenditures must be documented in order to be eligible for post-disaster reimbursement should a Federal disaster be declared, hence, the Finance Department will implement record keeping of all incurred expenses throughout the emergency/disaster period. This office will also assist in compilation of information for the "Report of Disaster-Related Expenditures" if required.

EMERGENCY MANAGEMENT ACTIONS-BUDGET AND FINANCIAL MANAGEMENT

1. Normal Operations
 - a. Develop, maintain, and disseminate budget and management procedures to ensure the prompt and efficient disbursement and accounting of funds to conduct emergency operations, as well as support and maximize claims of financial assistance from state and federal governments.
 - b. Provide training to familiarize staff with federal and state disaster assistance requirements and forms.
 - c. Instruct all departments to maintain a continuous inventory of supplies on hand.
2. Increased Readiness

A natural or man-made disaster is threatening the local area.

 - a. Review emergency budget and management procedures and update if necessary.

- b. Review federal disaster assistance procedures, the Disaster preparedness and Assistance Handbook, and the State Emergency Services and Disaster Law of 2000.
 - c. Review resource inventories and prepare to make emergency purchases of goods and services.
 - d. Inform departments of the procedures to be followed in documenting and reporting disaster related expenditures.
 - e. Pre-identify one or more code numbers to the potential emergency/disaster incident to facilitate disaster cost accounting, and notify departments of code assignment.
- 3. Response
 - a. Implement emergency budget and financial management procedures to expedite the necessary purchases of goods and services to effectively address the situation at hand.
 - b. Begin tracking and compiling accurate cost records from data submitted by departments.
- 4. Recovery
 - a. Prepare and submit disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.
 - b. Assist in finalizing damage assessment.
 - c. Review and revise real estate assessments based upon damages sustained to local infrastructure.
 - d. Assist in the preparation and submission of government insurance claims.

Legal Assistance

MISSION

To provide proper and timely legal guidance to government officials in an emergency or disaster situation.

ORGANIZATION

The City (and/or Commonwealth) Attorney will assist City government officials and departments in ensuring that actions taken during an emergency/disaster situation will comply with the appropriate Federal, State, and local laws, regulations, and policies.

CONCEPT OF OPERATIONS

In the event of an emergency, the Director and Coordinator of Emergency Management will be taking, as well as authorizing, a variety of actions under their emergency authority to respond to and recover from the emergency/disaster. Laws,

Regulations, and policies that government follows and complies with everyday may have to be temporarily suspended in order to effectively address the situation at hand. Government's exposure to potential liability issues is greatly enhanced in this situation. In order to avoid or mitigate against potential liability issues, government officials must be clear on the parameters of their emergency authorities to them under the law.

During an emergency or disaster situation, the City Attorney will be stationed in the EOC to provide the necessary legal assistance to city officials and staff in identifying, defining, as well as resolving any legal issue that may surface during any phase of emergency operations.

All government staff will consult with the City Attorney regarding any legal issue that may arise in the course of executing their responsibilities under the plan. Legal assistance may include but not be limited to, such actions as defining emergency authorities, identifying and resolving potential liability issues, interpreting laws, regulations, and policies, preparing new ordinances and regulations, and developing and reviewing contracts.

EMERGENCY MANAGEMENT ACTIONS – LEGAL ASSISTANCE

1. Normal Operations

- a. Review local, state, and federal emergency laws, regulations, and policies and identify potential issues that may surface during emergency operations.
- b. Advise government officials and staff of potential legal issues that may arise during emergency operations and provide guidance as to how these issues may be addressed.
- c. Develop and disseminate procedures to city staff as to how legal issues should be addressed and processed through the City Attorney's Office during a disaster.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Review local, state, and federal disaster laws.
- b. Inform departments of the procedures to follow in requesting legal assistance.

3. Response

- a. Implement and advise government officials of their emergency authorities under the law.
- b. Provide legal assistance and guidance to government officials and staff as necessary.
- c. Consult with state and federal authorities as required.

4. Recovery

- a. Continue to provide legal assistance to government officials and staff.
- b. Continue to consult with state and federal authorities as required

TAB A PRIMARY EOC STAFFING

Skeletal Staffing

Director of Emergency Management
Deputy Director of Emergency Management
Coordinator of Emergency Management
Deputy Coordinator of Emergency Management
Public Information Officer/Multi-media design manager
Police Official
Fire Official
Public Works
Utilities

Full Staffing

Director of Emergency Management
Deputy Director of Emergency Management
Coordinator of Emergency Management
Deputy Coordinator of Emergency Management
Public Information Officer/multi-media design manager
Police Official
Fire Official
IT Representative
Sheriff's Representative
Public Works Officials
Public Utilities Officials
Park and Recreation Officials
Director of Social Services
Transportation Director
Electric Commission Official
Red Cross

Public Information/Rumor Control

Public Information Officer
Multi-media design manager
Phone Operators
Message Clerk

Emergency Support Function #6 – Mass Care, Housing, And Human Services

Primary Agency

Department of Social Services

Secondary/Support Agencies

Red Cross

Salvation Army

Public Schools

Emergency Management

Virginia Voluntary Organizations Active in Disaster (VVOAD)

Local Recovery Task Force

Virginia Department of Health – Local Health Department

Virginia Department of Behavioral Health and Developmental Services

INTRODUCTION

Purpose:

Emergency Support Function (ESF) #6 receives and cares for persons who have been evacuated, either from a high-risk area in anticipation of an emergency or in response to an actual emergency.

Scope:

ESF #6 promotes the delivery of services and the implementation of programs to assist individuals, households, and families impacted by an incident. This includes economic assistance and other services for individuals. ESF #6 includes three primary functions: Mass Care, Housing, and Human Services.

- **Mass Care** involves the coordination of non-medical mass care services to include sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on victims to family members, and coordinating bulk distribution of emergency relief items.
- **Housing** involves the provision of assistance for short- and long-term housing needs of victims.
- **Human Services** include providing victim related recovery efforts such as counseling, identifying support for persons with special needs, expediting processing of new benefits claims, assisting in collecting crime victim compensation for acts of terrorism, and expediting mail services in affected areas.

Policies:

Potential hazards may require an evacuation. The actual situation will determine the scope of the evacuation and the number of evacuees who will utilize a shelter. The Coordinator for Emergency Management will determine if a shelter is to be opened and will also select the shelter site(s) in coordination with the Division of Social Services and the City of Danville School system, American Red Cross and the Salvation Army. Additional resources would include the Danville Police Department for security. The Danville Fire Department through Emergency Management would provide additional assistance such as cots or basic medical screening as necessary. Security would be the responsibility of the Danville Police Department and health and medical needs the responsibility of local EMS providers in conjunction with the Health Department.

All government/volunteer/private sector resources will be utilized as necessary.

As needed, sheltering, feeding and emergency first aid activities will begin immediately after the incident. Staging of facilities may occur before the incident when the incident is anticipated.

Information about persons identified on shelter lists, casualty lists, hospital admission, etc, will be made available to family members to the extent allowable under confidentiality regulations through the proper channels of the Department of Social Services and/or the Red Cross.

Efforts will be made to coordinate among agencies providing information to minimize the number of inquiry points for families.

Per amendments in the Code of Virginia 23-0.2:9 and 44-146.18 state institutions of higher education and local governments must include a provision in the EOP that "In the event of an emergency when there are crime victims involved as defined by §19.2-11.01 of the Code of Virginia the City of Danville will contact the Virginia Department of Virginia Criminal Justice Services(DCJS) and the Virginia Criminal Injuries Contact Fund(VCICF) to deploy. Both entities will serve as the lead for coordinating services and assistance to the victims."

Criminal Injury Compensation Fund

Mary Vail Ware, Director, CICF
Criminal Injuries Compensation Fund (CICF) Department
Virginia Workers' Compensation Commission
1000 DMV Drive
Richmond, VA 23220
CICF Toll Free: 1-800-552-4007

Phone: (804) 367-1018
Email: maryvail.ware@vwc.state.va.gov
804-399-8966 (after hours)

Shannon Freeman (alternate).
800-552-4007 (normal business hours)
804-614-5567 (after hours)

Virginia Department of Criminal Justices Services

Melissa Roberson
Training and Critical Incident Response Coordinator
1100 Bank Street
Richmond, VA 23219
Phone: (804) 840-4276
Fax: (804) 786-3414
Link: <http://www.dcjs.virginia.gov/research/reportemergency/>

“The plan shall include, but not be limited to, responsibilities of all local agencies and shall establish a chain of command, and a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in § 19.2-11.01. The Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be the lead coordinating agencies for those individuals determined to be victims, and the plan shall also contain current contact information for both agencies.”

CONCEPT OF OPERATIONS

General:

In the event of a small-scale evacuation (less than 50 persons), shelter and care may be provided at the nearest public safety facility, which could include public schools, Fire stations. Local motels and local churches may also be used to shelter evacuees. In the event of a large-scale evacuation/displacement of residents (greater than 50 persons), or when the Coordinator along with the Incident Commander decides that a larger facility is required, he/she will advise the Director of Transportation and the Department of Social Services. The Director of Transportation and Superintendent of Schools will then activate one or more of the schools in the City as shelter center(s) and will designate a manager to be responsible for operations at the facility. The manager will be trained or credentialed through the Department of Social Services who will also be responsible for

registration and record keeping. The American Red Cross will assist with operations at each facility.

Evacuees will be advised to bring the following items with them if time and circumstances permit: one change of clothing, special medicines, baby food and supplies if needed, and sleeping bags or blankets pillow, special food needs, and entertainment (games, books, etc.). in conjunction with the Memorandum of Understanding with the Red Cross regional office. When notified of the need for evacuation, evacuees will be advised of the instructions through ESF 15 and agencies assisting in the notifications. If evacuees do not have the needed items then shelter management in conjunction with ESF 5 will work with other assisting entities to obtain the needed items as available.

Upon arrival, registration forms will be completed for each family. Records will be maintained to the extent possible on the whereabouts of all evacuees throughout emergency operations. A shelter census will be taken each evening no later than midnight of the number, age categories and special needs of those residing in the shelter for the night and reported to the Local Emergency Management. The American Red Cross and the Salvation Army may provide food and clothing, and assist in shelter operations in accordance with Statement of Understanding with the Commonwealth of Virginia.

The Department of Social Services will assure that access and functional needs, and other special needs populations are provided for in the time of an emergency. A current roster and a resources list should be maintained. Public information materials should be modified for these populations so that they will be aware of the primary hazards and of mitigation and response actions to be taken.

Should crisis-counseling services be required, trained mental health professionals will be provided by Southern Virginia Mental Health Institute; in conjunction with the Department of Behavioral Health and Developmental Services (DBHDS)

Daily situation reports should be provided to the City of Danville EOC about the status of evacuees and of operations at the shelter center(s). The EOC will then relay information to the VEOC. Adequate records must be maintained for all costs incurred in order to be eligible for post-disaster assistance.

Organization:

The Superintendent of Schools, assisted by the Division of Social Services and the American Red Cross, is responsible for the reception and care of evacuees. City of Danville school employees may be assigned support task. The Danville Police

Department will provide security. Danville Health Department along with EMS providers will provide first aid and limited medical care service at the shelter center.

Actions:

- Identify shelter facilities and implement MOA and other agreements;
- Develop plans and procedures to transport, receive, and care for the number of evacuees based on the census block data;
- Determine the maximum capacities for each potential facility;
- Designate managers and other key staff personnel;
- Develop plans and procedures to receive and care for persons with functional needs evacuated from residential homes and treatment facilities that operate 24 hours a day, 7 days a week;
- Develop plans and procedures to receive and care for the animals of the evacuees;
- Provide mass transportation as requires;
- Provide mass feeding as required; and
- Document expenses.

Responsibilities:

- Activates support agencies.
- Coordinates logistical and fiscal activities for ESF #6
- Plans and supports meetings with secondary agencies, and ensures all agencies are informed and involved.
- Coordinates and integrates overall efforts.
- Provides registration and record keeping.
- Provides crisis-counseling services as required.
- Provides emergency welfare for displaced persons.
- Coordinates release of information for notification of relatives.
- Provides assistance for special needs population.
- Assists in provisional medical supplies and services.
- Provides available resources such as cots and ready to eat meals.

Shelter Operations

MISSION

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

CONCEPT OF OPERATIONS

Potential hazards, such as flash flooding, hazardous materials incidents and other weather related incidents may require the evacuation of selected areas. The actual emergency situation will, of course, determine the scope of the evacuation and the number of evacuees.

Upon arrival, registration forms will be completed for each family. Records will be maintained on the whereabouts of all evacuees throughout emergency operations. A sign-in/sign-out log should be maintained. The American Red Cross and The Salvation Army may provide food, clothing, and shelter operations in accordance with Statements of Understanding with the Commonwealth of Virginia.

The Department of Social Services will assure that Access and Functional Needs Populations. A current roster and a resources list should be maintained. Public information materials should be modified for these populations so that they will be aware of the primary hazards and of mitigation and response actions to be taken.

Should crisis-counseling services be required, trained mental health professionals will be provided by the Community Services Board.

Daily situation reports should be provided to the EOC about the status of evacuees and of operations at the shelter center(s). Adequate records must be maintained for all costs incurred in order to be eligible for post-disaster assistance.

EMERGENCY MANAGEMENT ACTIONS – SHELTER OPERATIONS

1. Normal Operations

- a. Develop plans and procedures to receive and care for an indeterminate number of evacuees.
- b. Designate shelter center(s). Determine maximum capacities for each
- c. Designate manager (s) and other key personnel
- d. Negotiate agreements with local motels/hotels or other facilities for lodging small numbers of displaced persons.
- e. Provide specialized protective action guidance to handicapped, hearing impaired, and other special-needs persons.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

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

3. Response

- a. Conditions continue to worsen requiring full-scale mitigation and preparedness activities.
 - b. When advised that an evacuation order has been issued, activate the shelter center or activate agreements for other lodging, as required.
 - c. Provide mass transportation, as required.
 - d. Receive and care for evacuees/displaced persons. Register and maintain accurate records on their status. Provide mass feeding, as required.
 - e. Provide periodic reports to the EOC.
 - f. Continue to receive and care for displaced persons. Provide mass feeding, as required.
4. Recovery
- a. Continue to provide for the lodging and care of displaced persons, as required.
 - b. Consolidate and report disaster-related expenses.

STATEMENT OF UNDERSTANDING BETWEEN THE AMERICAN RED CROSS AND THE CITY OF DANVILLE

On File in Emergency Management

TAB A SHELTER REGISTRATION FORM

A registration form will be provided by the Representative of the DSS or Red Cross at the designated evacuation center.

This "Disaster Shelter Registration" form (#5972) is the standard form used in all American Red Cross Shelter Centers. It is a four-part carbon form with the back copy made of card stock. Copies are distributed within the Shelter Center for various functions such as family assistance and outside inquiry. This form should be kept on hand locally in ready-to-go Shelter Manager Kits. It is available from the American Red Cross National Office through local chapters. They recommend keeping 150 forms for every 100 expected shelterees.

TAB B ACCESS OF FUNCTIONAL NEEDS POPULATIONS REQUIRING SPECIAL CARE IN TIME OF AN EMERGENCY

Shelter considerations will take into account the special care requirements and will be designated based on the access and functional needs.

TAB C RESOURCES FOR PROVIDING SPECIAL CARE TO THE ACCESS OR FUNCTIONAL NEEDS POPULATIONS.

The EOC staff will work closely with the special needs population to provide any assistance needed to facilitate their evacuation to an EAC. Ambulance services and nursing homes will provide the specialized equipment necessary to complete the relocation of special needs individual.

TAB D SHELTER SERVICES RESOURCES

PRIMARY SHELTERS

Bonner Middle School – no generator

300 Apollo Av.

Langston Focus School

228 Cleveland St.

SECONDARY SHELTERS

Schoolfield Elementary School – generator

1400 West Main St.

Gibson Middle School – no generator

1215 Industrial Av.

George Washington High School – generator

701 Broad St.

Westwood Middle School – generator

500 Apollo Av.

TAB E CITY OF DANVILLE SHELTER FLOOR PLAN

Dependent upon facility(ies) used

Emergency Support Function #7 – Resource Support

Primary Agency

Finance Department

Emergency Management

Secondary/Support Agencies

Red Cross

Salvation Army

Department of Public Works

Division of Social Services

Virginia Department of Emergency Management

INTRODUCTION

Purpose:

Emergency Support Function #7 will identify, procure, inventory, and distribute critical resources, in coordination with other local and state governments, the federal government, private industry, and volunteer organizations, to effectively respond to and recover from the effects of a disaster. ESF #7 functions with the Logistics Support Annex.

Scope:

ESF #7 provides support for requirements not specifically identified in other ESFs. Resource support may continue until the disposition of excess and surplus property is completed.

The Coordinator of Emergency Management, and City Manager/Director of Emergency Management, in conjunction with the City Attorney, Finance Director, and Human Resources Director, will assist City departments in the procurement of the necessary resources, to include the contracting of specialized services and the hiring of additional personnel, to effectively respond to and recover from the emergency at hand. Records of all expenditures relating to the emergency/disaster will be maintained.

Policies:

- The initial emergency response will be dependent upon local public and private resources;
- Adequate local resources do not exist to cope with a catastrophic incident;
- Identified public and private sector resources will be available when needed for emergency response;

- Necessary personnel and supplies will be available to support emergency resource response;
- If local resources are depleted, assistance may be requested through the Virginia Emergency Operations Center (VEOC).
- The City of Danville departments and agencies will use their own resources and equipment during incidents and will have control over the management of the resources as needed to respond to the situation.
- The Coordinator of Emergency Management will initiate the commitment of the resources from outside government with operational control being exercised by the on-site commander of the service requiring that resource; and
- All resource expenditures will be reported.

CONCEPT OF OPERATIONS

General:

The Director/Deputy Director of Emergency Management will identify sites, and facilities that will be used to receive process and distribute equipment, supplies and other properties that will be sent to the disaster area. The necessary equipment, staff, communications, and security support to these facilities and sites will be provided by local, state, federal governments, volunteer organizations, and the City of Danville Police Department. This process must be closely coordinated with state and federal emergency management officials, the City of Danville and adjacent localities, and the media.

The Director/Deputy Director of Emergency Management will be responsible for securing and providing the necessary resource material and expertise in their respective areas, through public as well as private means, to efficiently and effectively perform their duties in the event of an emergency. Resource lists will be developed and maintained that detail the type, location, contact arrangements, and acquisition procedures of the resources identified as being critical. Mutual aid agreements will be developed and maintained with adjacent jurisdictions, private industry, quasi-public groups, and volunteer groups, as appropriate, to facilitate the acquisition of emergency resources and assistance. Any lists that are on file or developed will be maintained in the Emergency Management office and electronically on the Emergency File on the City Server.

The City Manager/Director of Emergency Management and the Coordinator of Emergency Management, in coordination with the City Attorney, Finance Director, and Personnel Director, will assist City departments in the procurement of the necessary resources, to include the contracting of specialized services and the hiring of additional personnel, to effectively respond to and recover from the

emergency at hand. Records of all expenditures relating to the emergency/disaster will be maintained.

Potential sites for local and regional resource distribution centers will be identified, if necessary, and strategically located to facilitate recovery efforts. Priorities will be set regarding the allocation and use of available resources and logistically efficient locations as close to the community needs will be arranged.

Organization:

All departments will be responsible for identifying essential resources in their functional area to successfully carry out their mission of mitigating against, responding to, and recovering from the devastating effects of disasters that could occur within their jurisdiction. All departments will coordinate their resource needs with the local finance director and procurement official.

The Director of Social Services, assisted by public relief organizations, will be in charge of coordinating the relief effort to meet the immediate needs of the stricken population in terms of food, water, housing, medical, and clothing. (See ESF #6 and #11).

Actions:

- Identify essential resources to carry out mission in each functional area and to support operation of critical facilities during the disaster;
- Designate local department(s) responsible for resource management;
- Develop contingency plans to provide emergency lighting, procure and distribute emergency water and provide sewage disposal, if necessary;
- Identify personnel requirements and training needs to effectively carry out mission;
- Develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources in accordance with NIMS resource typing standards;
- Prepare mutual aid agreements with surrounding jurisdictions to augment local resources;
- Review compatibility of equipment of local departments and surrounding jurisdictions and identify specialized training or knowledge required to operate equipment;
- Develop SOPS to manage the processing, use, inspection, and return of resources coming into the area;
- Identify actual or potential facilities and ensure they are ready and available to receive, store, and distribute resources (government, private, donated).
- Develop training/exercises to test plan, and to ensure maximum use of available resources;

- Coordinate and develop prescript announcements with Public Information Office regarding potential resource issues and instructions (e.g., types of resources required, status of critical resource reserves, recommended contingency actions, etc.);
- Contract with federal and state agencies, as well as private industry for additional resources, equipment, and personnel, if necessary.

Responsibilities:

- Locates, procures, and issues resources to other agencies to support the emergency response or to promote public safety.
- Locates and coordinates the use of available space for incident management activities.
- Coordinates and determines the availability and provision of consumable supplies.

MISSION

To identify, procure, inventory, and distribute critical resources, in coordination with other local and state governments, the federal government, private industry and volunteer organizations, to effectively respond to and recover from the effects of a disaster.

SITUATION

Critical resources will be in short supply or unavailable in the disaster stricken area. In order to fulfill the immediate needs of the stricken population, as well as to fulfill local and regional recovery priorities, resources will have to be brought in from outside the disaster area.

Resource needs will be met through a variety of sources and means to include local, state and federal governments, private industry/contractors, mutual aid agreements, and donated goods.

ORGANIZATION

All departments will be responsible for identifying essential resources in their functional area to successfully carry out their mission of mitigating against, responding to, and recovering from the devastating effects of disasters that could occur within their jurisdictions. All departments will coordinate their resource needs with the Assistant City Manager/Deputy Director of Emergency Management.

The Director of the Social Services Department, assisted by public relief organizations, will be in charge of coordinating the relief effort to meet the immediate

needs of the stricken population in terms of food, water, housing, medical, and clothing.

CONCEPT OF OPERATIONS

Resource lists will be developed and maintained by each department that detail the type, location, contact arrangements, and acquisition procedures of the resources identified as being critical. Resources can be categorized alphabetically, by hazard, or by response action. However, the process should be standard throughout all local departments to facilitate the development of a master resource listing.

Redundancy will be built into the provider lists to ensure the availability of the resource when it is needed. The necessary Memorandum of Understanding, Mutual Aid Agreements and sample contracts will be developed prior to the disaster to facilitate access and delivery of critical resources.

Potential sites for local and regional resource collection, storage, and distribution centers must be identified and strategically located to facilitate recovery efforts. Standing operating procedures will be developed to manage the processing, use, inspection and return of resources coming into the area. Priorities will have to be set regarding the allocation and use of the available resources and training will be provided, as required, in the use of specialized equipment.

EMERGENCY MANAGEMENT ACTIONS – RESOURCE SUPPORT

1. Normal Operations

- a. Identify essential resources to carry out mission(s) in each functional area and to support operation of critical facilities during the disaster.
- b. Designate local department(s) responsible for resource management.
- c. Identify personnel requirements and training needs to effectively carry out mission.
- d. Develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources.
- e. Prepare mutual aid agreements with surrounding jurisdictions to augment local resources.
- f. Review compatibility of equipment of local departments and surrounding jurisdictions and identify specialized training or knowledge required to operate equipment.
- g. Develop SOPs to manage the processing, use, inspection, and return of resources coming into area.
- h. Identify actual or potential facilities to receive, store, and distribute resources (government, private, donated)
- i. Develop training/exercises to test plan, and to ensure maximum use of available resources.

- j. Coordinate and develop pre-scripted announcements with the Public Information Office regarding potential resource issues and instructions (e.g. types of resources required, status of critical resource reserves, recommended contingency actions, etc.).
- 2. Increased Readiness

A natural or man-made disaster is threatening the local area.

 - a. Review and update plans, standard operating procedures, and checklists detailing the disposition of resources in an emergency.
 - b. Ensure personnel, facilities, and equipment are ready and available for emergency use.
- 3. Response
 - a. Activate resource management plan, coordinate with needs assessment team.
 - b. Begin documenting cost.
 - c. Coordinate and track resources.
 - d. Establish priorities regarding allocation and use of available resources
 - e. Identify sites to receive, store, stage, and disperse resource.
 - f. Activate mutual aid agreements, as necessary
 - g. Request state assistance as required
- 4. Recovery
 - a. Continue to coordinate and track resources (government, private, donated)
 - b. Continue to document costs
 - c. Continue to coordinate with PIO

EMERGENCY MANAGEMENT ACTIONS – RESOURCE SHORTAGE

- 1. Normal Operations
 - a. Monitor the status of all essential resources to anticipate shortages. Maintain liaison with fuel distributors and local utility representatives.
 - b. Identify, quantify, and prioritize the supply of fuel and other resources needed to maintain essential services. Coordinate with the electric power company, fuel oil distributors, etc.
- 2. Increased Readiness

A resource shortage disaster is threatening the local area.

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

3. Emergency Operations Mobilization Phase
 - a. Conditions continue to worsen requiring full-scale mitigation and preparedness activities.
 - b. Implement local conservation measures and emergency management programs as directed by the State Commodity Manager or the State EOC.
 - c. Keep the public fully informed. Supplement state-level broadcasts with local ones as required. Direct or request voluntary conservation as appropriate.
 - d. Implement procedures for determining need and for distribution of aid, whether in money or the commodity in short supply. Begin to provide emergency assistance to individuals as required.
 - e. Begin to maintain a record of all expenditures and continue throughout emergency operations.
 - f. Review procedures for providing lodging and care for displaced persons.
 - g. Maintain contact and exchange information with major suppliers. Keep the State Commodity Manager advised of the local situation
4. Response Phase
 - a. Major shortage is affecting the local area causing severe hardship and economic disruption.
 - b. Make the public aware of the extent of the shortage, the need to conserve the resource in short supply, and the location and availability of emergency assistance.
 - c. Allocate available resources to assure the maintenance of essential services.
 - d. Consider opening an individual Emergency Assistance Center to provide help for those who are unable to otherwise obtain essential services.
 - e. Assist citizens having difficulty in obtaining scarce essential resources by referring them to local agencies that may have available supplies.
 - f. Notify the appropriate State Resource Commodity manager of the extent of the shortage and request assistance in obtaining additional supplies or relief.
 - g. Enforce state and local government conservation programs.
 - h. Consider declaring a local emergency. Petition the Governor to declare an emergency to exist when the shortage is of such severity that local government cannot provide an adequate response.
5. Recovery
 - a. Assist as required.

TAB A STATE-LEVEL COMMODITY MANAGERS

<u>Commodity</u>	<u>Manager</u>	<u>Telephone</u>
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Natural Gas	State Corporation Commission Division of Energy Regulation	(804)371-9611
Electric Power	State Corporation Commission Division of Energy Regulation	(804)371-9611
Petroleum Products	Department of Emergency Management	(804)674-2400
Solid Fuels	Department of Emergency Management	(804)674-2400
Potable Water	Department of Health	(804)786-4063
Transportation	Department of Transportation	(804)786-5350
Health and Medical	Department of Health	(804)786-6970
Food	Department of Agriculture and Consumer Services	(804)786-3523

After business hours, call the Virginia Emergency Operations Center for all
Commodity Managers. Phone: 800/468-8892 or 804/674-2400.

Emergency Support Function #8 – Public Health and Medical Services

Primary Agencies

Health Department
Danville Life Saving Crew
SOVAH Health

Secondary/Support Agencies

LifeCare
Division of Social Services
Department of Environmental Services
Danville Public Utilities
Community Services Board
Fire Department
Police Department
Red Cross
Virginia Department of Environmental Quality
Virginia Department of Health
Virginia Department of Agriculture and Consumer Services

INTRODUCTION:

Purpose:

Emergency Support Function (ESF) #8 – Health and Medical provides for coordinated medical, public health, mental health, and emergency medical services to save lives in the time of an emergency. These health and medical needs are to include veterinary and/or animal health issues when appropriate.

Scope:

ESF #8 meets public health and medical needs of victims affected by an incident. This support is categorized in the following way:

- Assessment of public health/medical needs;
- Public Health surveillance;
- Medical care personnel and medical equipment and supplies; and
- Detect mental health issues and prevent harmful stress levels in the general public.

Policies:

- The Health Department coordinates all ESF #8 response actions using its own internal policies and procedures; The Director or designee of the Danville

Health Department will coordinate emergency public health services using its own internal policies and procedures.

- Each ESF #8 organization is responsible for managing its respective response assets after receiving coordinating instructions;
- The Joint Information Center (JIC) when established will be coordinated with the City's PIO and the Local Health Department Representative and is authorized to release general medical and public health response information to the public after consultation with the Health Department;
- The Health Department determines the appropriateness of all requests for public health and medical information; and
- The Health Department is responsible for consulting with and organizing public health and subject matter experts as needed.

CONCEPT OF OPERATIONS

General:

During a threatened or actual emergency, the Director of Health or his/her designated representative will direct coordinated health, medical, and EMS services from the Emergency Operations Center (EOP). Coordination will be effected with adjacent jurisdictions as required.

Should a disaster substantially overwhelm the City of Danville medical and EMS resources, support and assistance will be requested from medical institutions and emergency medical service (EMS) providers in neighboring jurisdictions in accordance with the Mutual Aid Agreement with Pittsylvania County. The crisis augmentation of trained health and medical volunteers may also be appropriate. Essential public health services, such as food and water inspections, will be provided by the Health Department as augmented by state-level resources and manpower. Public health advisories will be issued only after coordination with the EOC.

During an evacuation in which a large number of evacuees are sheltered, local rescue squads with possible assistance from American Red Cross, the Medical Reserve Corps and others will set up and staff an emergency medical aid station in the shelter center, The Police Department will provide security and the Health Department will monitor food safety and shelter sanitation and provide disease surveillance and 'contact' investigations if warranted. The Planning District #19 Community Services Board will provide mental health services. based on the number and needs of those that will be utilizing the shelter facilities for an extended period of time.

The OCME must identify the deceased before they are released to funeral homes. A large building may need to be designated to serve as a temporary morgue.

Organization:

An emergency medical service representative will be assigned to the EOC in order to coordinate the EMS response. The EMS representative will be a part of the EOC staff and will assist with the overall direction and control of emergency operations. All of the emergency medical service vehicles are dispatched through their station or through the 9-1-1 Center.

The City of Danville Fire Department and Danville Life Saving Crew will provide emergency medical transportation, assist with the evacuation of endangered areas, and assist in land search and rescue operations. The Health Department will support the Chief Medical Examiner's Office and the City of Danville funeral homes in disasters involving mass casualties.

Actions:

- Designate an individual to coordinate medical, health, and EMS services;
- Develop and maintain procedures for providing a coordinated response;
- Maintain a roster of key officials in each medical support area by the Health Department representative;
- Establish a working relationship and review emergency roles with the local hospitals and emergency medical services providers;
- Implement mutual aid agreements as necessary;
- The Danville Health Department representative will report to the EOC;
- Coordinate medical, public health, and mental health services;
- Provide laboratory service to support emergency public health protection measures;
- Obtain crisis augmentation of health/medical personnel (e.g., physicians, nurse practitioners, laboratory technicians, pharmacists, and other trained volunteers) and supplies as needed;
- Maintain records and monitor the status of persons injured during the emergency;
- Assist the Office of Chief Medical Examiner's in the identification and disposition of the deceased; Pursuant to § 32.1-283 of the Code of Virginia, all of the following deaths are investigated by the OCME:
 - Accidental deaths during or following natural events as well as nuclear, biological, chemical or other fatality events.
 - Homicidal, suicidal, accidental or undetermined causes related to a mass casualty event. (Bio-terrorism deaths are homicides.)
 - Suspected infectious diseases that may represent a bio-terrorism event or the initial presentation of an emerging infection that may result in an epidemic.

- Consolidate and submit a record of disaster-related expenses incurred by Health Department personnel or any others working in or with ESF 8;
- Assist with damage assessment of water and sewage facilities, as required.

Responsibilities:

- Provide personnel, equipment, supplies and other resources necessary to coordinate plans and programs for public health activities during an incident;
- Inspect and advise on general food handling and sanitation matters;
- Establish communications with ESF #5 to report and receive assessments and status information;
- Coordinate through the Public Information Officer, ESF 15, dissemination of disaster related public health information to the public;
- Provide preventive health services;
- Coordinate with hospitals and other health providers on response to health needs;
- Provide investigation, surveillance, and take measures for containments of harmful health effects;
- Provide coordination of laboratory services;
- Coordinate with hospital medical control patient care issues and operations;
- Coordinate transportation of the sick and injured with area hospitals or receiving facilities and other EMS agencies;
- Coordinate behavioral health activities among response agencies;
- Assess behavioral health needs following an incident, considering both the immediate and cumulative stress resulting from the incident;
- Coordinate through the Public Information Officer, ESF 15, the dissemination of public education on critical incident stress and stress management techniques;
- Provide outreach to serve identified behavioral health needs between local ESF 15 and the Health Department's Regional PIO;
- Coordinate with ESF #6 to identify shelter occupants that may require assistance;
- Provide water control assistance;
- Local/Regional hospitals will provide medical care for those injured or ill;
- Assist in expanding medical and mortuary services to other facilities, if required; and
- Identify deceased with assistance from the Police Department and Virginia State Police.

MISSION

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

ORGANIZATION

Emergency public health services will be coordinated by the Director or designee of the Danville Health Department. Local and regional hospitals provide emergency medical care to all area residents. The local EMS System will provide emergency medical transportation, assist with the evacuation of endangered areas, and assist in land search and rescue operations. Local funeral homes will assist the Health Department and the Medical Examiner's Office in disaster involving mass casualties.

The following officials and organizations are responsible for providing emergency health services in City of Danville:

- Danville Health Department
- City of Danville Fire Department
- Danville Life Saving Crew
- City of Danville Health Clinic

The following will be recruited or obtained through local and/or state affiliations to fill needed roles:

- Local Physicians
- Local Nurses
- Pharmacists
- Morticians
- Dentists
- Private volunteer relief organizations

CONCEPT OF OPERATIONS

During a threatened or actual emergency, coordinated health, medical, and rescue services will be coordinated from the EOC by the Director of Health or his/her designated representative. Coordination will be effected with adjacent jurisdictions as required.

The Danville Life Saving Crew provides emergency care and transport as does LifeCare. The City also participates in mutual aid Fire agreements with the neighboring jurisdictions of Pittsylvania County and those with direct contact with the borders in North Carolina.

Should a disaster substantially overwhelm local medical and rescue resources, support and assistance will be requested from medical institutions and EMS Departments/Rescue Squads in neighboring jurisdictions. The crisis augmentation of trained health and medical volunteers may also be appropriate.

Essential public health services, such as food and water inspections, will be coordinated through the Health Department as augmented by state-level resources and manpower. Public health advisories will be issued only after coordination with the City of Danville Emergency Management Coordinator/Public Information Officer at the EOC.

Due to potential surges in medical patients at the local hospital it may become necessary to set up a temporary medical aid station at the designated shelter center to supplement the hospital. Also, local affiliated clinics and immediate care facilities can be utilized through the local medical center. Initially, staffing would be based on the number of potential patients and a reasonable ratio of nurses, EMTs and Aids and be expanded later as needed. This would be in conjunction with the surge capacity and staffing recommendations of the Department of Health and the Hospital.

In disasters involving a large number of casualties, assistance will be requested from the Virginia EOC and local funeral directors. The deceased must be identified before being released to funeral homes. A large building may need to be designated to serve as a temporary morgue. The Virginia Funeral Directors Association may provide equipment, supplies, and manpower as needed for such a localized disaster. During periods of threatening or actual emergency situations, the Health Department is responsible for:

1. Issuing Health Advisories

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

2. Epidemic Control Measures

- a. Maintain records of diseases reported and remain aware of conditions that could lead to disease outbreak.
- b. Establish liaison with the State Department of Health and establish procedures for immunization teams and a pooling of drugs and medications.
- c. Establish procedures for and coordinate the development of medical supplies and pharmaceuticals contained in the federal Strategic National Stockpile (SNS). These procedures will include but not be limited to the following:
 - Identification of Reception Storage and Staging sites
 - Identification and training of staff necessary for timely storage, distribution, security and dispensing of SNS materials and pharmaceuticals.

- Identification, certification and training of volunteer staff necessary to augment Health Department personnel in executing the SNS mission.
- 3. d. Establish procedures for response to a pandemic outbreak
 - Sanitary Engineering of Sewage and Waste Disposal
 - a. Provide information, assistance, and standards for emergency wastewater treatment problems
 - b. Provide information, assistance, and standards for emergency disposal of materials affecting air quality (burning)
- 4. Inspection of Food, Milk, and Water Supplies
 - a. a. During and after emergencies, the Office of Drinking Water (ODW) will test water supplies for potability, including municipal systems and wells, with assistance from the Health Department.
 - b. b. The Office of Drinking Water (ODW) will assess damage to water treatment facilities, with assistance from the Health Department
 - Issue guidelines on the maintenance of a safe water supply and request, through the Director of Emergency Management, the acquisition of portable distribution and disinfecting equipment, if required.
 - c. Determine the safety and wholesomeness of available food and milk supplies.
 - d. Embargo damaged and contaminated food supplies and coordinate with the Virginia Department of Agriculture and Consumer Services concerning destruction or disposal.
 - e. Request assistance through the Department of Emergency Management for laboratory analysis by the Virginia Division of Consolidated Laboratory Services to determine any chemical or microbiological contamination.
- 5. Identification of the Dead and Mortuary Operations
 - a. Provide overall direction of the identification of the dead, by the Local medical examiners, unless under the requirements listed above then the Virginia Medical Examiner's Office, if required.
 - b. Arrange with local funeral homes, through the Virginia Funeral Directors Association, for the emergency use of their services and facilities for mortuary operations.
 - c. Obtain a suitable facility for use as a temporary morgue, if required.

EMERGENCY MANAGEMENT ACTIONS – MEDICAL AND HEALTH

1. Normal Operations
 - a. Designate an individual to coordinate medical, health, and rescue services.

- b. Develop and maintain procedures for providing a coordinated response. Maintain a roster of key officials in each medical support area.
 - c. Establish a working relationship and review emergency roles with the local hospital and Fire Department.
- 2. Increased Readiness

A natural or man-made disaster is threatening the local area.

 - a. No action required.
- 3. Response
 - a. Conditions continue to worsen requiring full-scale mitigation and preparedness activities.
 - b. Review and update plans and procedures.
 - c. Alert personnel.
 - d. Implement mutual aid agreements and incorporate Rescue Squad or EMS resources from adjacent jurisdictions as appropriate.
 - e. The Director of the Health Department or his/her representative should report to the EOC.
 - f. Coordinate medical, health, and emergency medical transportation services.
 - g. Provide health services, such as testing food and water supplies and controlling communicable diseases, as required.
 - h. Obtain crisis augmentation of health/medical personnel (e.g., nurse's aides, paramedics, ARC personnel, and other trained volunteers) and supplies as needed through request to the VEOC and local Health Department Representative.
 - i. Maintain a record of disaster-related expense
- 4. Recovery
 - a. Continue to provide health services and to coordinate medical services. Maintain records and monitor the status of persons injured during the emergency. Assist the Virginia Medical Examiner's Office in the identification and disposition of the deceased.
 - b. Assist with damage assessment. Consolidate and submit a record of disaster-related expenses incurred by Health Department personnel. Also, assist with the damage assessment of water and sewage facilities, as required.

EMERGENCY MANAGEMENT ACTIONS – RESCUE/EMERGENCY MEDICAL SERVICES

- 1. Normal Operations
 - a. Develop and maintain plans and procedures to implement search and rescue operations in time of emergency.

- b. Provide emergency medical treatment and pre-hospital care to the injured and to assist with the warning, evacuation and relocation of citizens during a disaster.
- 2. Increased Readiness

A natural or man-made disaster is threatening the local area.

 - a. Alert on-duty personnel.
- 3. Response
 - a. Conditions continue to worsen requiring full-scale mitigation and preparedness activities.
 - b. Review and update plans and procedures.
 - c. Alert personnel to stand-by status.
 - d. Begin to implement record keeping of all incurred expenses and continue for the duration of the emergency.
 - e. Check rescue and communications equipment.
 - f. The designated Fire representative should report to the EOC and assist with emergency operations.
 - g. As the situation worsens, assign duties to all personnel. EMS department personnel may be requested to assist with warning and alerting, evacuation and communications.
 - h. Follow established procedures in providing rescue services, emergency medical treatment and pre-hospital care to the injured.
 - i. For other disasters: Continue to assist with warning and alerting, evacuation, communications and emergency medical transport as well as any other emergency response operation, as required, in time of emergency.
 - j. Record disaster-related expenses.
- 4. Recovery
 - a. Continue to provide essential services as required.
 - b. Continue search and certain rescue operations, if required.
 - c. Assist with cleanup operations.
 - d. Assist with the inspection of damaged facilities, if applicable.
 - e. Compile and submit records of disaster-related expenses incurred by the Fire Department to the Coordinator of Emergency Management.

EMERGENCY MANAGEMENT ACTIONS—REGIONAL HEALTH EMERGENCY

- 1. Normal Operations
 - a. Emergency Coordinators in the Health District will meet with Health Department officials on a quarterly basis to develop and maintain procedures for providing a coordinated response.

- b. Regional Emergency Management PIOs will develop and maintain procedures for providing consistent information to the public and local press.
 - c. Establish a working relationship and review emergency roles with local hospitals and emergency medical service agencies.
 - d. Develop a working relationship with the local funeral directors to establish their role in mass casualty incidents.
- 2. Increased Readiness

A potential regional health emergency is threatening the Health District.

 - a. Review and update plans and procedures.
 - b. Notify members of the JIC to form a working group.
 - c. Provide consistent information to the public and local media as approved by the Health District Director and local Emergency Coordinator.
 - d. Plan and deliver a public information program to prepare citizens for a possible regional health emergency as approved by the Health District Director and local Emergency Coordinators.
 - e. Continue meetings with Health District Emergency Coordinators and Health Department representatives and adjust frequency as necessary.
 - f. Coordinate with and inform the local funeral homes on the situation.
- 3. Response

The Health District is experiencing a regional health emergency.

 - a. Activate area EOC.
 - b. Activate JIC and provide consistent information to the public and local press.
 - c. Take preventative and mitigating actions based on the health advisory issued by the Health District Director.
 - d. Assist the Health District in the implementation of their plans for mass prophylaxis and vaccination as necessary.
 - e. Assure core emergency services in the Health District through mutual aid and unified command.
 - f. Provide overall direction of the identification of the dead, through the Virginia Medical Examiner's Office, if required.
 - g. Arrange with local funeral homes, through the Virginia Funeral Directors Association, for the emergency use of their facilities for mortuary operations.
 - h. Obtain a suitable facility for use as a temporary morgue, if required.
 - i. Record health emergency related expenses.
- 4. Recovery
 - a. Continue to provide essential emergency services as required.
 - b. Continue to provide health services and to coordinate medical services.
 - c. Maintain records and monitor the status of persons affected by the health emergency.

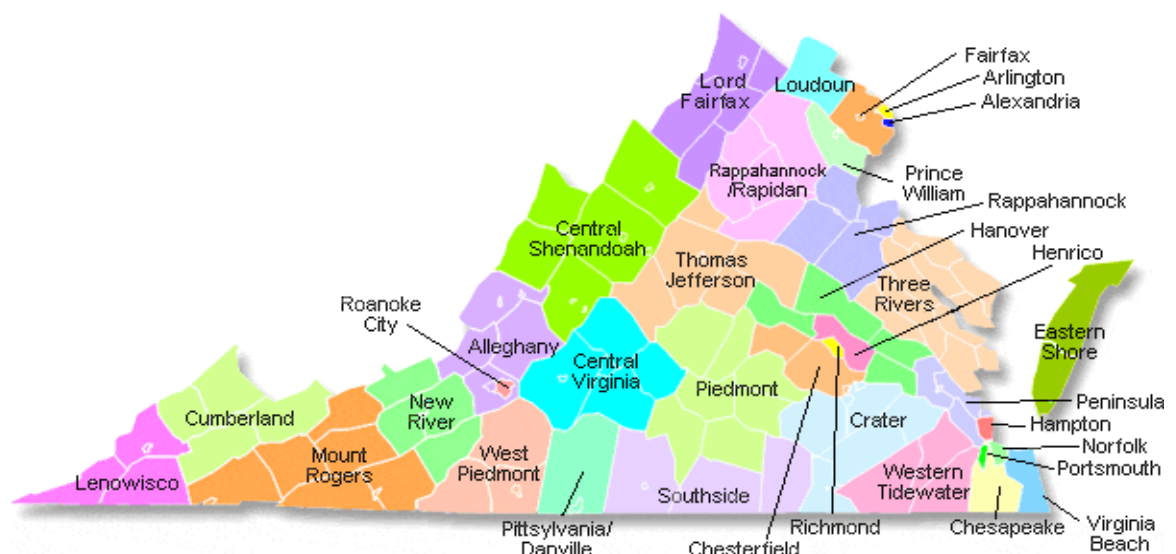
- d. Assist the Virginia Medical Examiner's Office in the identification and disposition of the deceased.
- e. Compile and submit records of health emergency related expenses to appropriate authority.

TAB A HEALTH DEPARTMENT RESOURCES

Virginia Department of Health
 326 Taylor Drive
 434-799-5190
 434-251-6913 (Director Chris Mitchell)
 434-251-6950 or 434-797-2569 Dave Emerson

SOVAH Health
 142 South Main St
 434-799-2100

TAB B VIRGINIA HEALTH DEPARTMENT DISTRICTS



TAB C SAMPLE HEALTH ADVISORY FOR SHELTER CENTERS

DATE: _____

TO: _____

FROM: City of Danville Health Department

SUBJECT: Health Risks Resulting from _____
(Event, site, & date)

The _____ at _____ in
(event) (location)

the City of Danville on _____ released chemical
(DATE)

particles into the environment in concentrations sufficient to cause health problems in some persons.

Individuals suffering from chronic respiratory conditions, the elderly, infants and young children, and other individuals highly sensitive to air pollutants are at increased risk.

Although residents were evacuated, it is possible that some evacuees may experience symptoms, which are characteristic of over exposure to these chemicals.

Shelter residents should be monitored for symptoms, which are characteristic of exposure to the chemicals, which necessitated the evacuation. These symptoms are:

(enter symptoms from SDS or other sources)

In addition to specific information on patient's medical condition and treatment, Record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from

(site of incident)

and estimated time of onset of symptoms. Report incidents to the Department of Health. For additional information contact Danville Health Department at 434-799-5190.

TAB D SAMPLE PUBLIC ANNOUNCEMENT HEALTH ADVISORY

The Danville Health Department has issued a Public Health Advisory concerning possible chemical contamination_____

At the _____ (event)
_____ (location) in City of Danville.

The chemical release occurred at _____. (date & time)

Substances released into the environment during this incident can present health risks to susceptible persons. Persons who have been exposed to these chemicals may experience one or more of the following symptoms:

_____ (list symptoms on the
SDS)

Any person who was in the vicinity of _____ (site of event) between _____ on _____ should be alert to (hours) (day) symptoms indicating exposure to the chemicals released. Persons experiencing symptoms of contamination are advised to consult their physician or go to the nearest hospital emergency department for evaluation.

For additional information contact Danville Health Department at 434-799-5190.

TAB E SAMPLE HEALTH ADVISORY FOR PHYSICIANS

DATE: _____

TO: All Primary Care Physicians in _____ (area, site & date)

FROM: Danville Health Department

SUBJECT: Health Risks Resulting from _____ (event, site and date)

The _____ at _____
(event) (site)

in the City of Danville released chemical particles into the environment in concentrations sufficient to cause health problems in some persons. Individuals suffering from chronic respiratory conditions, the elderly, infants and young children, and other individuals highly sensitive to air pollutants are at increased risk. Although

precautions were taken, it is possible that some residents in the area may experience symptoms, which are characteristic of over exposure to these chemicals.

Exposure to _____
(list name(s) of chemicals involved)
with patients experiencing _____.

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from

_____,
(site of incident)

and estimated time of onset of symptoms. Report incidents to Danville Health Department.

For additional information contact Danville Health Department at 434-799-5190.

TAB F SAMPLE HEALTH ADVISORY FOR PRIMARY HEALTH CARE FACILITIES

DATE: _____

TO: All Primary Care Facilities in

(area, City)

FROM: Danville Health Department

SUBJECT: Health Risks Resulting
from _____
(event, site & date)

The _____ at _____
(event) (site)

in the City of Danville released chemical particles into the environment in concentrations sufficient to cause health problems in some persons. Individuals suffering from chronic respiratory conditions, the elderly, infants and young children,

and other individuals highly sensitive to air pollutants are at increased risk. Although precautions were taken, it is possible that some residents in the area may experience symptoms, which are characteristic of over exposure to these chemicals. Exposure to

(list name(s) of chemicals involved)
with patients experiencing:

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from

(site of incident)

and an estimated time of onset of symptoms. Report incidents to the Danville Health Department.

For additional information contact Danville Health Department at 434-799-5190.

TAB G MEDICAL AND HEALTH RESOURCES

SOVAH Hospitals – 434-799-2100

Associated Clinics

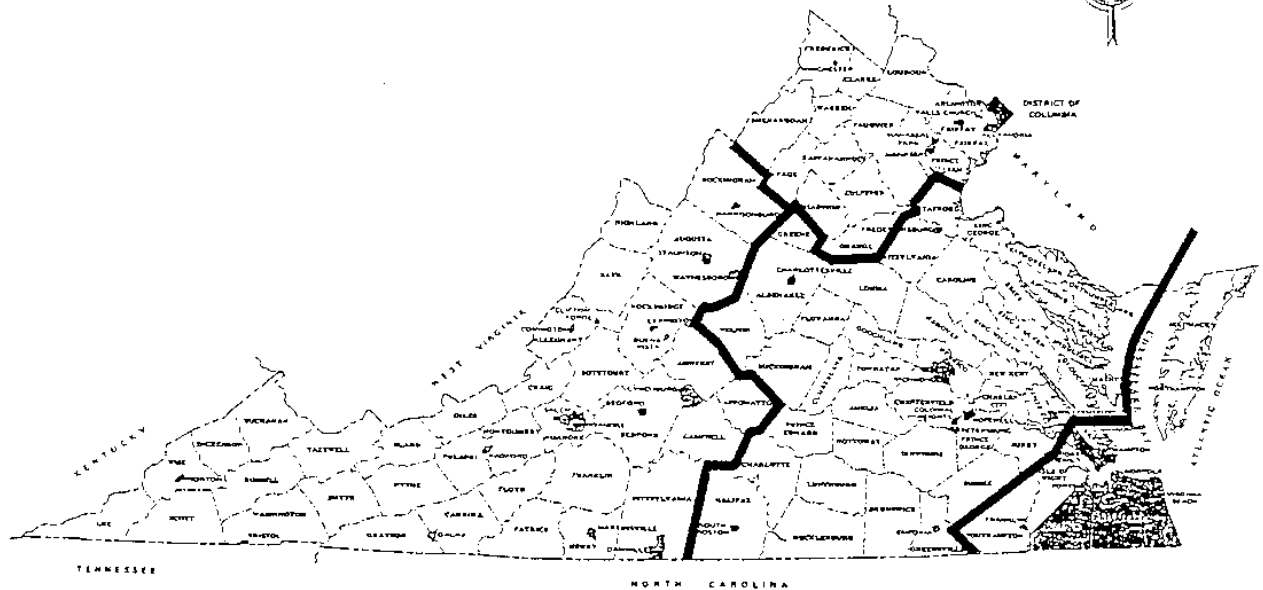
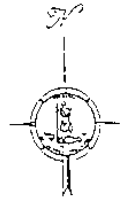
Danville Life Saving Crew – 434-792-2739

LifeCare 540-286-6991

TAB H VIRGINIA MEDICAL EXAMINER DISTRICTS

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HEALTH
OFFICE OF THE CHIEF MEDICAL EXAMINER
9 North 14th Street
Richmond, VA 23219
(804) 786-3174

Office of the Medical Examiner
9797 Braddock Road
Suite 100
Fairfax, VA 22032
(703) 764-4640



Western District (Roanoke)
Carlton Terrace Building
920 South Jefferson Street
Room 301
Roanoke, VA 24006
(703) 857-7290

Central District (Richmond)
9 North 14th Street
Richmond, VA 23219
(804) 786-3174

Tidwater District (Norfolk)
401-A Colley Street
Norfolk, VA 23507
(804) 683-836

TAB I EMERGENCY TRANSPORTATION SERVICES

Ambulatory Patients

- Local Mass Transit
- Local taxi companies
- Adjoining transportation companies
- Adjoining school boards
- Private Vehicles

Non-ambulatory Patients

- Danville Life Saving Crew
- LifeCare
- Transportation Department
- Adjoining rescue squads
- Funeral homes

Emergency Support Function #9 – Urban Search and Rescue

Primary Agencies

City of Danville Police Department
City of Danville Fire Department
Danville Life Saving Crew
Sheriff's Office

Secondary/Support Agencies

Emergency Management
Civil Air Patrol
Volunteer Search and Rescue Groups
Virginia Department of Emergency Management

INTRODUCTION

Purpose:

Emergency Support Function (ESF) #9 – Urban Search and Rescue provides for the coordination and effective use of available resources for urban search and rescue activities to assist people in potential or actual distress.

Scope:

The locality is susceptible to many different natural and technical hazards that may result in the damage or collapse of structures within the City of Danville. Search and Rescue must be prepared to respond to emergency events and provide special life saving assistance. Their operational activities include locating, extricating, and providing on site medical treatment to victims trapped in collapsed structures. In addition to this, people may be lost, missing, disoriented, traumatized, or injured in which case the search and rescue agency must be prepared to respond to these incidents and implement search and rescue tactics to assist those who are, or believed to be, in distress or imminent danger. Predominately, these search operations occur in “open field” situations, such as parks, neighborhoods, or other open terrain.

Policies:

- The EOP provides the guidance for managing the acquisition of Search and Rescue resources;
- All requests for Search and Rescue will be submitted to the EOC for coordination, validation, and/or action in accordance with this ESF;
- Communications will be established and maintained with ESF #5 – Emergency Management to report and receive assessments and status information;

- Will coordinate with Virginia and Federal agencies when necessary;
- Personnel will stay up to date with procedures through training and education; and
- Search and rescue task forces are considered Federal assets under the Robert T. Stafford Act only when requested for a search and rescue for a collapsed structure.

CONCEPT OF OPERATIONS

General:

The City of Danville Fire Department and the Police Department will be responsible for rescue and search operations during a disaster. The Danville Life Saving Crew will also assist with other functions of search and rescue as set forth in the Virginia Association of Volunteer Rescue Squad's Operations Plan.

Organization:

The City of Danville Fire Department will be the primary agency in any urban search and rescue operation of a technical nature. The Police Department will be the primary agency in any ground searches and or missing persons. The City of Danville Fire Department, the Community Development Department, and the Department of Public Works will assist when required for structural evaluation of buildings and structures (ESF #3). The local chapter of the American Red Cross and the Salvation Army will assist with support efforts during searches such as mass care feeding; sheltering; bulk distribution; logistics; and health and mental health services for rescue workers, support personnel and the victims in accordance with the MOUs on file. The Danville Health Department will advise search and rescue medical teams on industrial hygiene issues as they become apparent. The City of Danville Public Works Department will assist with any equipment, maps, staff, and vehicles. In a secondary role the Police Department will assist with perimeter security, communications, and assistance as required. The City of Danville Fire Department, as a secondary role, will provide medical resources, equipment and expertise.

Communications will be established and maintained with ESF #5 – Emergency Management to report and receive assessments and status information.

Actions:

- Develop and maintain plans and procedures to implement search and rescue operations in time of emergency;
- Provide emergency medical treatment and pre-hospital care to the injured;
- Assist with the warning, evacuation and relocation of citizens during a disaster;

- The designated representatives should report to the Emergency Operations Center (EOC). When necessary assign duties to all personnel;
- Follow established procedures in responding to urban search and rescue incidents; and
- Record disaster related expenses.

Responsibilities

- Manages search and rescue task force deployment to, employment in, and redeployment from the affected area;
- Coordinates logistical support for search and rescue during field operations;
- Develops policies and procedures for effective use and coordination of search and rescue;
- Provides status reports on search and rescue operations throughout the affected area; and
- Request further assistance from the Virginia Department of Emergency Management for additional resources.

TAB A LAND BASED SEARCH AND RESCUE PROCEDURES

The Police Department, Sheriff's Office, Fire Department and Danville Life Saving Crew should establish and maintain a primary missing person search and rescue team of at least four persons with one designated "team leader" or officer. The team leader must (1) organize and maintain the records, (2) assemble and maintain the equipment and supplies necessary for search and rescue operations.

Should personnel outside the Police Department be designated as primary team members, official agreements should be made defining under what circumstances they will be utilized for both training and actual operations.

In time of emergency, should the Police Department or Fire Department not have an adequate capability, or should additional resources or expertise be required, contact the Virginia Department of Emergency Management. This agency can coordinate with and dispatch search and rescue resources, including search dog teams, anywhere in the state on short notices.

The Sheriff's Office also manages the Project Life Saver program to address individuals with brain disorders such as Alzheimer's, Autism and Dementia. This office also has a PLS drone for use in emergencies.

Emergency Support Function #10 – Oil and Hazardous Materials

Primary Agency

City of Danville Fire Department

Secondary/Support Agencies

Virginia Department of Emergency Management

Virginia Department of Environmental Quality

Danville Health Department

City of Danville Police Department

Sheriff's Office

Danville Life Saving Crew

This ESF is maintained under an individual cover and available in the Office of the Coordinator of Emergency Management.

Emergency Support Function #11 – Agriculture and Natural Resources

Primary Agency

Danville Health Department
Extension Agent

Secondary/Support Agencies

Division of Social Services
Virginia Department of Agriculture and Consumer Services
Virginia Department of Social Services
American Red Cross
Local/Regional Food Banks
Virginia Voluntary Organizations Active in Disaster (VVOAD)

INTRODUCTION

Purpose:

Emergency Support Function #11 – Agriculture and Natural Resources works to address the provision of nutrition assistance; control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease, highly infective plant disease, or economically devastating plant pest infestation; assurance of food safety and security; and protection of cultural resources and historic property resources during an incident.

Scope:

Activities will be undertaken to:

- Identify food assistance needs;
- Obtain appropriate food supplies; Arrange for transportation of food supplies to the designated area;
- Implement an integrated response to an outbreak of highly contagious or economically devastating animal disease, infective exotic plant disease or an economically devastating plant pest infestation;
- Coordinate with Public Health and Medical Services to ensure that animal/veterinary/and wildlife issues are supported;
- Inspect and verify food safety in distribution and retail sites;
- Conduct food borne disease surveillance and field investigations;
- Coordinate appropriate response actions to conserve, rehabilitate, recover, and restore natural, cultural, and historic properties resources.

Policies:

- Each supporting agency is responsible for managing its assets and resources after receiving direction from the Division of Social Services;
- Actions will be coordinated with agencies responsible for mass feeding;
- This ESF will encourage the use of mass feeding as the primary outlet for disaster food supplies;
- Schools and institutions may be able to feed affected population for several days;
- Food supplies secured and delivered are for household distribution or congregate meal services;
- Transportation and distribution may be arranged by volunteer organizations through ESF 17 and with any needed assistance of ESF 1;
- Priority is given to moving supplies into areas of critical need and then to areas of moderate need;
- Animal depopulation activities and disposal will be conducted as humanely as possible; and
- Ensure food safety.

CONCEPT OF OPERATIONS**General:**

The Health Department, will assume the coordinator's role of this ESF. The Coordinator will organize staff based on the four functional areas. It organizes and coordinates resources and capabilities to facilitate the delivery of services, assistance, and expertise.

ESF #11 provides for an integrated response to an outbreak of highly contagious or economically devastating animal/zoonotic disease, exotic plant disease, or economically devastating plant or pest infestation.

ESF #11 also ensure the safety and security of the commercial supply of food (meat, poultry and egg products) following an incident. Security will be coordinated with Law Enforcement resources via ESF 13.

ESF #11 identifies, secures and arranges for the transportation of food to areas.

Organization:

The coordination depends on what kind of assistance is required at the time. When an incident requires assistance from more than one of the functions, the Danville Division of Social Services and the Pittsylvania County Department of Social Services provides overall direction.

Once the ESF is activated the coordinator will contact appropriate support agencies to assess the situation and determine appropriate actions.

The locality will activate its EOC. A local emergency may need to be declared to initiate response activities.

For food supply safety and security, The Virginia Department of Agriculture and Consumer Services and the Danville Health Department coordinate the field response.

Actions:

- Determine the critical needs of the affected population;
- Catalog available resources and locate these resources;
- Ensure food is fit for consumption;
- Coordinate shipment of food to staging areas;
- Work to obtain critical food supplies that are unavailable from existing inventories;
- Identify animal and plant disease outbreaks,; and
- Provide inspection, fumigation, disinfection, sanitation, pest termination and destruction of animals or articles found to be contaminated or infected.

Responsibilities:

- Provides guidance to unaffected areas as to precautions that may be taken to ensure animal and plant health;
- Ensure proper handling and packing of any samples and shipments to the appropriate research laboratory;
- Provides information and recommendations to the Danville Health Department for outbreak incidents;
- Assigns veterinary personnel to assist in delivering animal health care and performing preventative medicine activities (See list in Referenced Documents;
- Conduct subsequent investigations jointly with other law enforcement agencies;
- Assess the operating status of inspected meat, poultry and egg product processing, distribution, import and retail facilities in the affected area;
- Evaluate the adequacy of inspectors, program investigators and laboratory services relative to the incident;
- Establish logistical links with organizations involved in long-term congregate meal service with the Red Cross and Salvation Army in conjunction with ESF 6;
- Establish need for replacement food products.

FOOD AND AGRICULTURE INCIDENT

Purpose:

This section describes the roles and responsibilities associated with all incidents involving agriculture and food systems.

Scope:

The protocols outlined in this section apply to all actual or potential incidents requiring a coordinated response..

The objectives of a coordinated response to an incident impacting food and agriculture are to:

- Detect the event through the reporting of illness, disease/pest surveillance, routine testing, consumer complaints and/or environmental monitoring.
- Determine the primary coordinating agency.
- Control and contain the distribution of the affected source.
- Identify and protect the population at risk.
- Assess public health, food, agriculture, and law enforcement implications.
- Assess the extent of residual biological, chemical, or radiological contamination, then decontaminate and dispose as necessary.

A food and agriculture incident may threaten public health, animal nutrition, food production, aquaculture, livestock production, wildlife, soils, rangelands, and agricultural water supplies. Responding to the unique attributes of this type of incident required separate planning considerations that are tailored to specific health and agriculture concerns and effects of the disease (e.g., deliberate contamination versus natural outbreaks, plant and animal versus processed food, etc.). Specific operational guidelines, developed by organizations with responsibility for the unique aspects of a particular disease or planning consideration, will supplement this annex and are intended as guidance to assist Federal, State, tribal, and local public health and agriculture authorities.

Detection of an intentional or unintentional contamination/adulteration of food, animals, plants or a pest outbreak may occur in several different ways and involve several different modalities:

A terrorist attack on food or agriculture may initially be indistinguishable from a naturally occurring event; moreover, depending upon the particular agent and associated symptoms, several days could pass before public health, food, agriculture and medical authorities even suspect that terrorism may be the cause. In such a case, criminal intent may not be apparent until sometime after illnesses are recognized.

A devastating attack or the threat of an attack on the domestic animal population and plant crops through use of highly infective exotic diseases or pest infestation could result in severe economic loss. Early detection, allowing for early intervention, would come from agriculture expert authority reports as well as unusual patterns in surveillance systems.

CONCEPT OF OPERATIONS

The primary functions of the Food and Agriculture Incident Annex are to:

- Support effective and coordinated communication between Federal, State, and local responders to a potential or actual incident that require a coordinated response impacting food and agriculture.
- Minimize public health and economic impacts of a food and agriculture-related incident.
- Provide transition from response to rapid recovery following a food and agriculture-related incident.

The key elements for an effective response to a food or agriculture incident include the following:

- Rapid identification, detection and confirmation of the incident.
- Implementation of an integrated response to a food attack/adulteration, highly contagious animal/zoonotic, or exotic plant disease or plant pest infestation.
- Identification of the human and animal population, and/or plants at risk.
- Determination of how the agent involved was transmitted, including an assessment of the efficiency of transmission.
- Determination of the public health and economic implications.
- Control, containment, decontamination, and disposal.
- Protection of the population(s) and/or plants at risk through appropriate measures.
- Dissemination of information to advise the public of the incident.
- Communication with all relevant stakeholders.
- Assessment of environmental contamination and extent of cleanup, decontamination, and disposal of livestock carcasses, plants, or food products.
- Identification of the law enforcement implications/assessment of the threat.

Emergency Support Function #12 – Energy

Primary Agency

City of Danville Department of Power and Light
City of Danville Department of Water and Gas

Secondary/Support Agencies

State Corporation Commission
Department of Mines, Minerals, and Energy
Columbia Gas
Local Food Companies

INTRODUCTION

Purpose:

Describe procedures to restore the public utility systems critical to saving lives; protecting health, safety and property, and to enable ESFs to respond.

Scope:

ESF #12 will collect, evaluate, and share information on energy system damage. It will also estimate the impact of energy system outages within the affected area. According to the National Response Framework the term “energy” includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy systems. Additionally ESF #12 will provide information concerning the energy restoration process such as projected schedules, percent completion of restoration, and other information as appropriate.

Policies:

- City of Danville Utilities will work with all utility suppliers for the City and work to provide fuel, power, and other essential resources to the locality;
- The City of Danville Department of Emergency Management will work with utility providers to set priorities for allocating commodities;
- The City of Danville personnel will stay up to date with procedures through education and training;
- Restoration of normal operations at critical facilities will be a priority; and
- A list of critical facilities will be maintained and continuous monitoring of them will be done to identify vulnerabilities (See Reference Documents).

CONCEPT OF OPERATIONS

General:

The supply of electric power to customers may be cut off due to either generation capacity shortages and/or transmission/distribution limitations. Other energy shortages, such as interruptions in the supply of natural gas or other petroleum products for transportation and industrial uses, may result from extreme weather, strikes, international embargoes, disruption of pipeline systems, or terrorism.

The suddenness and devastation of a catastrophic disaster or other significant event can sever key energy lifelines, constraining supply in impacted areas, or in areas with supply links to impacted areas, and can also affect transportation, communications, and other lifelines needed for public health and safety. There may be widespread and prolonged electric power failures. Without electric power, communications will be interrupted, traffic signals will not operate, and surface movement will become grid locked. Such outages may impact public health and safety services, and the movement of petroleum products for transportation and emergency power generation. Thus, a major, prolonged energy systems failure could be very costly and disruptive.

Organization:

In the wake of such a major disaster the City of Danville EOC will be assisted by state-level assets to help in the emergency efforts to provide fuel and power and other essential resources as needed. The priorities for allocation of these assets will be to:

- Provide for the health and safety of individuals and families affected by the event;
- Help energy suppliers obtain information, equipment, specialized labor, fuel, and transportation to repair or restore energy systems;
- Recommend/comply with the City of Danville and VDEM actions to conserve fuel, if needed;
- Coordinate with local, state, and federal agencies in providing energy emergency information, education, and conservation guidance to the public with ESF 15;
- Coordinate information with local, state, and federal officials and energy suppliers about available energy supply recovery assistance;
- The City of Danville EOC will send requests to the Virginia EOC for fuel and power assistance.

The private sector will be relied upon to manage independently until it can no longer do so, or until the health, safety, and welfare of citizens are at risk. The industries will be expected to establish their own emergency plans and procedures and to implement them through their own proprietary systems.

The State Corporation Commission (SCC) is the designated commodity manager for natural gas and elect power. The Virginia Department of Mines, Minerals and Energy (DMME) is the commodity manager for petroleum products and for solid fuels.

Following a catastrophic disaster, the Virginia EOC with staff support from SCC and DMME, will coordinate the provision of emergency power and fuel to affected jurisdictions to support immediate response operations. They will work closely with federal energy officials (ESF #12), other Commonwealth support agencies, and energy suppliers and distributors. The City of Danville will identify the providers for each of their energy resources.

Actions:

- Identify, quantify, and prioritize the minimum essential supply of fuel and resources required to ensure continued operation of critical facilities such as public utilities and schools;
- Monitor the status of all essential resources to anticipate shortages;
- Maintain liaison with fuel distributors and local utility representatives;
- Implement local conservation measures;
- Keep the public informed in coordination with ESF 15:
- Implement procedures for determining need and for the distribution of aid;
- Allocate available resources to assure maintenance of essential services;
- Consider declaring a local emergency; and
- Document expenses.

Responsibilities:

- Review plans and procedures. Review procedures for providing lodging and care for displaced persons (see ESF #6);
- In the event of a fuel shortage, establish procedures for the City of Danville fuel suppliers/distributors to serve customers referred to them by the City of Danville EOC.
- Keep the public informed and aware of the extent of the shortage, the need to conserve the resource in short supply, and the location and availability of emergency assistance;
- Provide emergency assistance to individuals as required;
- Enforce state and local government conservation programs; and
- Identify resources needed to restore energy systems.

TAB A Utilities Providers

ELECTRICAL POWER:

City of Danville: 434-799-5155

CABLE:

Comcast Cable: 888-266-2278

Chatmoss Cablevision: 434-685-1521

INTERNET SERVICES:

Lumos: 800-320-6144

Comcast: 888-233-5638

Gamewood: 434-799-4611

GCR Online: 800-239-8670

Mecklenburg Communications: 877-888-8290

NTELOS: 877-468-3567

Peoples Mutual Telephone: 434-656-2291

NATURAL GAS:

City of Danville: 434-799-5280

Columbia Gas of Virginia: 800-543-8911

TELEPHONE SERVICE:

EMBARQ: 276-223-6291

FairPoint Communications: 434-656-2291

Verizon: 434-954-6222

WATER:

City of Danville: 434-799-5280

Pittsylvania County Service Authority: 434-836-7135

Emergency Support Function #13 – Public Safety and Security

Primary Agency

City of Danville Police Department
Sheriff's Office

Secondary/Support Agencies

Commonwealth's Attorney
City of Danville Emergency Management Officials
City of Danville Department of Transportation
City of Danville Fire Department
Danville Life Saving Crew
Virginia State Police
Virginia Department of Transportation

INTRODUCTION:

Purpose:

Emergency Support Function (ESF) #13 – Public Safety and Security is to maintain law and order, to provide public warning, to provide for the security of critical facilities and supplies, to provide a “safe scene” for the duration of a traffic disruptive incident, to effect the evacuation of threatened areas, to provide access control to evacuated areas or critical facilities, to assist with search and rescue operations, and to assist with identification of the dead.

Scope:

ESF #13 is designed to respond during a time of emergency using existing procedures. These procedures are in the form of department directives that cover all types of natural disasters, technological hazards, and acts of terrorism; incidents including flooding, hazardous material spills, transportation accidents, search and rescue operations, traffic control, and evacuations.

Policies:

- The City of Danville Police Department will retain operational control.
- The Incident Commander will determine the need for security at the scene;
- The Police Department in coordination with the Coordinator of Emergency Management will identify areas of potential evacuations;
- The concentration of large numbers of people in shelters during an evacuation may necessitate law enforcement presence to maintain orderly conduct; and
- The Police Department/Sheriff's Office will be needed in evacuated areas to prevent looting and protect property.

CONCEPT OF OPERATIONS

General:

Existing procedures in the form of department directives provide the basis for the Police Department response in time of emergency. The mission of the Public Safety and Security function is to maintain law and order, protect life and property, provide traffic control and law enforcement support, guard essential facilities/supplies and coordinate mutual aid.

The Emergency Communications Center is the point of contact for the receipt of all warning and notification of actual or impending emergencies or disasters.

If the National Guard is called in for a State or Federally declared disaster they may only be used for low-risk duties such as security and traffic control. A hazard or potential hazard situation could justify the need for evacuation for a short period of a few hours to several days or weeks, depending on the hazard and its severity. In order to limit access to the hazard area, various personnel and devices will be required, such as the following:

- Personnel to direct traffic and staff control points;
- Signs to control or restrict traffic;
- Two-way radios to communicate to personnel within and outside the secured area;
- Control point(s);
- Adjacent highway markers indicating closure of area;
- Markers on surface roads leading into the secured areas;
- Patrols within and outside the secured areas; and
- Established pass system for entry and exit of secured areas.

The Danville Police Department has general responsibility for signing and marking.

Organization:

The City of Danville Police Department will utilize their normal communications networks during disasters. The Coordinator of Emergency Management, in coordination with the Police Department and the Fire Department, should delineate areas that may need evacuation. The Police Department will be responsible for control points and roadblocks to expedite traffic to reception centers or shelters and prevent reentry of evacuated areas. They will also provide traffic control and security at damaged public property, shelter facilities and donations/distribution centers. Should an evacuation become necessary, warning and evacuation instructions will be broadcast via radio, television and social media. In addition, the Police Department and Fire Department will use mobile loudspeakers to ensure that

all residents in the threatened areas have received the evacuation warning. Door to door, calls may be necessary to ensure that the mobility and/or hearing impaired have received the information.

Actions:

- Identify essential facilities and develop procedures to provide for their security and continued operation in the time of an emergency;
- Maintain Police Department intelligence capability to alert government agencies and the public to potential threats and maintain coordination and collaboration with the Virginia Fusion Center;
- Develop procedures and provide training for the search and rescue of missing persons;
- Develop strategies to effectively address special emergency situations that may require distinct law enforcement procedures, such as civil disorders, hostage taking, weapons of mass destruction, terrorist situations, and bomb threats/detonations;
- Test primary communications systems and arrange for alternate systems, if necessary in conjunction with ESF 2;
- Provide traffic and crowd control as required;
- Implement existing mutual aid agreements with other jurisdictions, if necessary; and
- Document expenses.

Responsibilities:

Police Department;

- Crowd control;
- Conducts evaluation of operational readiness;
- Resolves conflicting demands for public safety and security resources;
- Coordinates backup support from other areas;
- Initial warning and alerting;
- Security of emergency site, evacuated areas, shelter areas, vital facilities and supplies;
- Traffic control;
- Evacuation and access control of threatened areas; and
- Assist the Health Department with identification of the dead.

MISSION

To maintain law and order, to provide public warning, to provide for the security of critical facilities and supplies, to provide a “safe scene” for the duration of a traffic disruptive incident, to effect the evacuation of threatened areas, to provide access control to evacuated areas or critical facilities, to assist with search and rescue operations, and to assist with identification of the dead.

ORGANIZATION

The City of Danville Police Department has the primary responsibility for law enforcement, security, warning, evacuation, traffic control, and evaluating the request for land based search and rescue. Additional resources are available if needed through working agreements with the Virginia State Police, and other law enforcement organizations-in the region.

CONCEPT OF OPERATIONS

Existing procedures in the form of department directives provide the basis for a law enforcement response in time of emergency. Such directives are in force for all types of natural disasters or technological hazards which have been recently experienced to include flooding, hazardous materials incidents, transportation accidents, search and rescue operations, traffic control, and evacuation. The local law enforcement has the authority and responsibility for land based search and rescue operations throughout the City.

In the event of a state- or federally-declared disaster, the Governor can provide National Guard personnel and equipment to support local law enforcement operations. They may be used only for low-risk duties such as security and traffic control. Operational control will be retained by the local law enforcement; typically a liaison officer will be assigned to each field unit.

A hazardous or potential hazardous situation could justify the need for evacuation for a short period of a few hours to several days or weeks, depending on the hazard and its severity. In order to limit access to the hazard area, various personnel and devices will be required, such as the following:

- Personnel to direct traffic and staff control points
- Signs to control or restrict traffic
- Two-way radios to communicate to personnel within and outside the secured area
- Control point(s)
- Adjacent highway markers indicating closure of area
- Patrols within and outside the secured areas
- An established pass system for entry and exit of secured area(s)

The Police Department has general responsibility for signing and marking.

The Fire Chief and/or Coordinator or Emergency Management should delineate areas, which may need to be evacuated, such as the floodplain and areas within one-half mile of sites with a potential for a hazardous substance incident. Such sites should include industrial plants, highways and railroads upon which hazardous

materials are transported, and warehouses or dumps sites where such materials are stored or disposed.

Should an evacuation become necessary, warning and evacuation instructions will be broadcast via radio, television and social media. The Police Department and the Fire Department will use mobile loudspeakers to ensure that all residents in the threatened areas have received the evacuation warning. Additional measures should be taken to warn special facilities as needed, such as schools, hospitals, nursing homes, etc.

The Police Department may be asked to notify or coordinate with law enforcement officials in another locality to notify families about dead, seriously injured, or missing relatives. Crisis counseling services may be needed.

EMERGENCY MANAGEMENT ACTIONS – LAW ENFORCEMENT

1. Normal Operations

- a. Develop and maintain plans to provide for effective law enforcement, prompt warning and evacuation, traffic and crowd control, search and rescue, and the security of vital facilities and supplies.
- b. Identify essential facilities and develop procedures to provide for their security and continued operation in time of emergency
- c. Develop procedures for warning and evacuating residents with special needs (elderly, handicapped, etc.). Anticipate and resolve problems associated with these population groups such as evacuating nursing homes, schools, jails/prisons, etc.
- d. Identify potential evacuation routes in the event of a major emergency situation.
- e. Develop procedures and provide training for the land based search and rescue of missing persons.
- f. Develop strategies to effectively address special emergency situations that may require distinct law enforcement procedures, such as civil disorders, hostage or terrorist situations, and bomb threats or detonations.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Review and update plans and procedures.
- b. Assign emergency duties and provide specialized training as needed.
- c. Delineate the specific areas, which may need to be evacuated and designate evacuation routes.
- d. Alert personnel to standby status.
- e. Begin to keep records of all expenses incurred and continue for the duration of the emergency.

- f. Alert all personnel and special facilities, as required.
 - g. Test primary communications systems and arrange for alternate systems, if necessary.
- 3. Response
 - a. Implement evacuation planning/procedures for the threatened areas, if necessary. Instruct evacuees to bring one change of clothes, medicine, baby food, sleeping bags, and other supplies, as required.
 - b. Provide traffic and crowd control, as required.
 - c. Implement the necessary security at the emergency site, evacuated areas, vital facilities, shelter areas, and supplies.
 - d. Begin recording disaster-related expenses.
 - e. Assist EOC in evacuation, as required.
 - f. Secure the emergency site, evacuated areas, vital facilities, and supplies.
 - g. Continue to provide traffic and crowd control.
 - h. Continue to warn the public and assist with providing protective action guidance.
 - i. Assist with search and rescue operations, as required.
 - j. Implement existing mutual aid agreements with other jurisdictions, if necessary.
 - k. Effect evacuation, as required.
- 4. Recovery
 - a. Continue to provide traffic and crowd control, as well as the necessary security.
 - b. Complete the necessary post-emergency investigations while continuing to maintain law and order within the City. Assist in state and federal investigation as necessary.
 - c. Support cleanup and recovery operations as required.
 - d. Assist with identification of the dead, if necessary.
 - e. Assist with damage assessment.
 - f. Complete disaster-related expense records for services provided and within your control and submit to the Coordinator.

TAB A LAW ENFORCEMENT RESOURCES

Danville Police Department:

Chief
Deputy Chief of Police
Major of Operations
Major of Services

Captain of Professional Standards, 1 Corporal
Captain, 2 Lieutenants, 16 Detectives – Investigation Division
4 Captains, 4 Lieutenants, 4 Sergeants, 8 Corporals 48 Patrol Officers – Patrol
1 Captain, 2 Lieutenants, 2 Sergeants, 3 Corporals, 20 Patrol Officers
1 Lieutenant, 5 Officers – Crime Scene Search Unit
1 Lieutenant – Services, 3 Records Clerks, 1 Parking Enforcement
1 Sergeant, 1 Corporal, 5 School Resource Officers
2 Administrative Secretaries

Sheriff's Office

Sheriff
1 Lieutenant Colonel/Chief Deputy
1 Major
2 Administrative Secretaries
2 Captains
3 Lieutenants, Civil Process, Transportation, Records
1 Sergeant, 2 Corporals, 8 Deputies – Civil Service
1 Corporal, 8 Deputies - Transportation
8 Shift Sergeants
8 Shift Corporals
24 Shift Deputies
3 Records Secretaries
2 Nurses
2 Emergency Medical Technicians
5 Part Time Deputies

TAB B ENTRY PERMIT TO ENTER RESTRICTED AREAS

1. Reason for entry (if scientific research, specify objectives, location, length of time needed for study, methodology, qualifications, sponsoring party, NSF grant number and date on separate page).

2. Name, address, and telephone of applicant, organization, university, sponsor, or media group. Also contact person if questions should arise.

3. Travel (fill out applicable sections; if variable call information to dispatcher for each entry).

Method of Travel (vehicle/aircraft)_____

Description of Vehicle/Aircraft_____

Route of Travel if by Vehicle_____

Destination by legal location or landmark_____

Alternate escape route if different from above_____

4. Type of 2-way radio system to be used and your base station telephone number we contact in emergency (a CB radio or radio telephone will not be accepted).

Entry granted into hazard area.

Authorizing Signature_____Date_____

The conditions for entry are attached to and made a part of this permit. Any violation of the attached conditions for entry can result in revocation of this permit.

The Waiver of Liability is made a part of and attached to this permit. All persons entering the closed area under this permit must sign the Waiver of Liability before entry.

TAB C WAIVER OF LIABILITY

TO BE SIGNED AND RETURNED WITH APPLICATION FORM)

I, the undersigned, hereby understand and agree to the requirements stated in the application form and in the safety regulations and so further understand that I am entering a high hazard area with full knowledge that I do so at my own risk and I do hereby release and discharge the federal government, the Commonwealth of Virginia and all its political subdivisions, their officers, agents and employees from all liability for any damages or losses incurred while within the Closed Areas.

I understand that the entry permit is conditioned upon this waiver. I understand that no public agency shall have any duty to attempt any search and rescue efforts on my behalf while I am in the Closed Area.

Signature of applicant and members of his field party

Print full name first, then sign.

Date: _____

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

Emergency Support Function #14 – Long Term Community Recovery and Mitigation

Primary Agency

Danville Department of Community Development

Danville Fire Department Division of Emergency Management

Secondary/Support Agencies

Virginia Department of Housing and Community Development

Danville Department of Health

Virginia Department of Health

Red Cross

Danville Disaster Recovery Task Force

Virginia Voluntary Organizations Active in Disaster (VVOAD)

INTRODUCTION

Purpose:

Emergency Support Function (ESF) #14 – Long Term Community Recovery and Mitigation develops a comprehensive and coordinated recovery process that will bring about the prompt and orderly restoration of community facilities and services, infrastructure, and economic base, while providing for the health, welfare and safety of the population.

Scope:

ESF #14 support may vary depending on the magnitude and type of incident and the potential for long term and severe consequences. ESF #14 will address significant long-term impacts in the affected area on housing, business and employment, community infrastructure, and social services.

Policies:

- Long term community recovery and mitigation efforts are forward looking and market based, focusing on permanent restoration of infrastructure, housing and the local economy, with attention to mitigation of future impacts of a similar nature when feasible;
- Use the post-incident environment as an opportunity to measure the effectiveness of previous community recovery and mitigation efforts;
- Facilitates the application of loss reduction building science expertise to the rebuilding of critical infrastructure; and
- Personnel will stay up to date with policies and procedures through training and education.

CONCEPT OF OPERATIONS

General:

The recovery phase is characterized by two components: the emergency response phase which deals primarily with life saving and emergency relief efforts (i.e., emergency food, medical, shelter, and security services): and the broader recovery and reconstruction component which deals with more permanent and long-term redevelopment issues.

Although all local departments are involved in both components, the emphasis and focus changes among departments as they shift from one component to the other. In the emergency response and relief recovery component, the primary local departments involved include fire and rescue, Police Department, health, social services, education, and public works departments; whereas in the recovery and reconstruction component, the emphasis shifts to City of Danville departments dealing with housing and redevelopment, public works, economic development, land use, zoning and government financing. The two components will be occurring simultaneously with the emergency relief component taking precedence in the initial stages of recovery, and the recovery and reconstruction component receiving greater attention as the recovery process matures.

The Danville Department of Emergency Management will be the lead coordinating department in the life-saving and emergency relief component of the recovery process and the City of Danville administration will take the coordinating lead during the reconstruction phase.

The recovery analysis process is comprised of the following phases: reentry, needs assessment, damage assessment, the formulation of short- and long-term priorities within the context of basic needs and available resources, and the identification and implementation of appropriate restoration and development strategies to fulfill priorities established, as well as bring about an effective recovery program.

The damage assessment process for the locality is in the Damage Assessment Support Annex of the EOP. Team leaders for the Damage Assessment Teams will be identified and the necessary forms included within this support annex. Although damage assessment is primarily a local government responsibility, assistance is provided by state and federal agencies, as well as private industry that have expertise in specific functional areas such as transportation, agriculture, forestry, water quality, housing, etc.

The process to request and receive federal assistance will be the same as all other natural or man-made disasters. The Virginia Department of Emergency

Management will be the coordinating state agency in the recovery process, and FEMA will be the coordinating federal agency. Utilizing the preliminary damage assessment information collected, short-term and long-term priorities are established and recovery strategies developed in coordination with other state agencies, City of Danville government, the federal government, and private industry.

Short –term recovery strategies would include:

- Emergency Management;
- Communications networks;
- Transportation networks and services;
- Potable water systems;
- Sewer systems;
- Oil and natural gas networks;
- Electrical power systems;
- Initial damage assessment;
- Emergency debris removal;
- Security of evacuated or destroyed area; and
- Establishing a disaster recovery center and joint field office

Long-term strategies would strive to restore and reconstruct the post-disaster environment to pre-existing conditions. Federal and state agencies will provide technical assistance to localities in the long-term planning and redevelopment process. Economic aid will be provided to assist localities and states in rebuilding their economic base, replacing and restoring their housing inventory, and ensuring that all construction and development complies with building codes and plans. Regional cooperation and coordination will be stressed and promoted at all levels of government in order to achieve the priorities established and facilitate recovery efforts. The City of Danville will develop strategies in coordination with local governments and Economic Planning Councils. Federal and state catastrophic disaster plans will support this effort. Items or action to be focused on in this phase include:

- Completion of the damage assessment;
- Completion of the debris removal in accordance with the Debris Removal Annex;
- Repairing/rebuilding the transportation system;
- Repairing/rebuilding of private homes and businesses; and
- Hazard Mitigation projects.

Organization:

The Danville City Manager/Director of Emergency Management will direct response, recovery, and reconstruction efforts in the disaster impacted areas of the City, in

coordination with the Coordinator of Emergency Management, all local departments, and the appropriate state and federal agencies when possible.

Mitigation has become increasingly important to local officials who must bear the agony of loss of life and property when disaster strikes. The Director of Emergency Management will take the lead in determining mitigation projects needed following a disaster and make applications for available mitigation grants.

Actions:

- In cooperation with other ESFs, as appropriate, use hazard predictive modeling and loss estimation methodology to ascertain vulnerable critical facilities as a basis for identifying recovery priorities;
- Coordinate information and resources with ESF15 for accurate and timely information on assistance.
- Gather information to assess the scope and magnitude of the social and economic impacts on the affected region;
- Coordinate and conduct recovery operations;
- Conduct initial damage assessment;
- Coordinate early resolution of issues and delivery of assistance to minimize delays for recipients;
- Coordinate assessment of accuracy and recalibration of existing hazard risk, and evacuation modeling;
- Facilitate sharing of information and identification of information of issues among agencies and ESFs;
- Facilitate recovery decision making across ESFs;
- Facilitate awareness of post incident digital mapping and pre-incident hazard mitigation and recovery planning.

Responsibilities:

- Develop plans for post-incident assessment that can be scaled to incidents of varying types and magnitudes;
- Establish procedures for pre-incident planning and risk assessment with post incident recovery and mitigation efforts;
- Develop action plans identifying appropriate agency participation and resources available that take into account the differing technical needs for risk assessment and statutory responsibilities by hazards;
- Ensure participation from primary and support agencies;
- Lead planning;
- Lead post-incident assistance efforts; and
- Identify areas of collaboration with support agencies and facilitate interagency integration.

TAB A INITIAL DAMAGE ASSESSMENT TEAM RECCOMENDTIONS

- I. AGRICULTURE
Team Leader: **TBD based on availability of personnel at time of event**
- II. BUSINESS AND INDUSTRY
Team Leader: Building Inspection Office
- III. RESIDENCE AND OTHER PRIVATE PROPERTY
Team Leader: Building Inspection Office
- IV. WATER CONTROL FACILITIES AND PUBLIC UTILITY SYSTEMS
Team Leader: Public Utilities
- V. PUBLIC BUILDINGS AND EQUIPMENT
Team Leader: City Engineering
- VI. PRIVATE, NON-PROFIT FACILITIES, PARKS AND RECREATIONAL
FACILITIES, AND FACILITIES UNDERCONSTRUCTION
Team Leader: City Engineering
- VII. LOCALLY-MAINTAINED ROADS AND BRIDGES
Team Leader: Public Works
- VIII. STATE-MAINTAINED ROADS AND BRIDGES
Team Leader: Department of Transportation

Emergency Support Function #15 – External Affairs/Public Affairs

Primary Agency

Danville City Manager/PIO

Secondary/Support Agencies

Danville Department of Emergency Management

City of Danville Fire Department

City of Danville Police Department

City of Danville Public Schools

City of Danville Information Technology Department

Danville Health Department

Danville Division of Social Services

Virginia Department of Emergency Management

INTRODUCTION:

Purpose:

Emergency Support Function (ESF) #15 – External Affairs is responsible for keeping the public informed concerning the threatened or actual emergency and to provide protective action guidance as appropriate to save lives and protect property.

Scope:

To manage information during an incident so that the most up-to-date and correct information is used to inform the public. This emergency support function will use media reports to support the overall strategy for managing the incident. Coordinate with all agencies involved with the incident so that one message is used for public information to avoid any conflicts of released information. This emergency support function is organized into the following functional components:

- Public Affairs
- Community Relations
- Legislative Affairs
- International Affairs

Policies:

During an emergency, the Public Information Officer will:

- Represent and advise the Incident Commander on all public information. This includes rumors that are circulating the area, what local media are reporting, as well as warning and emergency public information.
- Disseminate information by appropriate means, to include any local alert systems, media outlets, cable channel, the Emergency Alert System, NOAA All-hazards radio, and the locality's website;

- Clear new releases with the City of Danville Director or Coordinator of Emergency Management before releasing them to the media;
- Will encourage news media to publish articles to increase public awareness; and
- Will ensure information is accurate and released in a timely manner.

CONCEPT OF OPERATIONS

General:

In an emergency or disaster, it is important to provide timely and accurate information to the public and to the media outlets. News coverage **must** be monitored to ensure that accurate information is being disseminated. This will be accomplished through the activation of the local Public Information Network (PIN). The City of Danville will be prepared to keep local legislators and other political figures informed.

Organization:

Public Affairs is responsible for coordinating messages from the various agencies and establishing a Joint Information Center. Public Affairs will gather information on the incident and provide incident related information through the media and other sources to keep the public informed. Public Affairs will monitor the news coverage to ensure the accuracy of the information being disseminated. Public Affairs will handle appropriate special projects such as news conferences and press operations for incident area tours. Activation of the Danville/Pittsylvania Public information Network may be implemented to form a Joint Information Center to assist in the functions and information acquisition and dissemination.

Community Relations will prepare an initial actions plan with incident-specific guidance and objectives, at the beginning of an actual or potential incident. They will identify and coordinate with the community leaders and neighborhood groups to assist in the rapid dissemination of information, identify unmet needs and establish an ongoing dialogue and information exchange. The Commonwealth and FEMA can deploy a joint Community Relations Team to the locality to conduct these operations.

Legislative Affairs will establish contact with the state legislative and congressional offices representing the affected areas to provide information on the incident. The City of Danville should be prepared to arrange an incident site visit for legislators and their staff. Legislative Affairs will also respond to legislative and congressional inquiries.

International Affairs, if needed, will work with the Department of State to coordinate all matters requiring international involvement.

Actions:

- Evaluate the situation;
- Monitor national and state level news coverage of the situation (if applicable);
- After coordination with the Virginia EOC, time permitting, the PIO will begin to disseminate emergency public information via news releases to the local news media;
- The content should be coordinated with adjacent jurisdictions and the Virginia EOC;
- Emphasize citizen response and protective action;
- Develop accurate and complete information regarding incident cause, size, current situation, and resources committed;
- Continue to keep the public informed concerning local recovery operations;
- Assist the Health Department in disseminating public health notices, if necessary;
- Assist state and federal officials in disseminating information concerning relief assistance; and
- Document expenses.

Responsibilities:

- Establish a working arrangement between the City of Danville PIO, the local EOC and local radio stations, television stations, and newspapers;
- Encourage local newspapers to periodically publish general information about those specific hazards, which are likely to occur, such as flooding and industrial accidents;
- Prepare and provide general information as appropriate to special groups such as the visually impaired, the elderly, etc through the Department of Social Services or other local support groups.;
- If necessary, designate a phone number and personnel to handle citizen inquiries;
- Assure the availability of back-up generators at local EAS radio stations;
- Arrange regular press briefings;
- Coordinate the release of information through public broadcast channels, and written documents; and
- Maintain an up-to-date telephone and fax number list for all local news organizations with the Public Information Officer.

TAB A PIO PREARRANGED MESSAGES

Release or Spill (No Explosion or Fire)

Local – Public Information Notification of an Incident.

At _____ (a.m./p.m.) today, an incident/accident occurred on _____ (highway/street). Certain dangerous materials have been spilled/leaked/released from a car/truck. Due to the toxicity of material released to the atmosphere, all traffic on _____ (highway/street) is being rerouted via _____ (highway/intersection) until further notice.

Due to the possibility of an explosion and major fire, all residents living within _____ feet of the site are urged to leave immediately and report to _____ (school, church, etc.).

Follow directions given by emergency workers, State Police or Danville Police Department.

You will be notified when it is safe to return to your homes. Stay tuned to this station for additional information/instructions.

Local – Public Information Notification of an Incident (Fire and/or Explosion Imminent):

At _____ (a.m./p.m.) today, an incident/accident occurred on _____ (highway/street). Certain dangerous materials have been spilled/leaked/released from a car/truck. Due to the toxicity of material released to the atmosphere, all traffic on _____ (highway/street) is being rerouted via _____ (highway/intersection) until further notice.

Due to the possibility of an explosion and major fire, all residents living within _____ feet of the site are urged to leave immediately and report to _____ (school, church, etc.).

Follow directions given by emergency workers, State Police or Danville Police Department.

You will be notified when it is safe to return to your homes. Stay tuned to this station for additional information/instructions.

Emergency Support Function #16 – Military Affairs

Primary Agency

Virginia Army National Guard

City of Danville Fire Department Division of Emergency Management

Secondary/Support Agencies

Virginia Air National Guard

Virginia Defense Force

City Departments

INTRODUCTION

Purpose

To outline the parameters on the use of all Department of Military Affairs (DMA) and National Guard assets in support of a declared emergency.

Situation

The Governor of Virginia is the Commander-in-Chief of all forces in the Commonwealth organized under the DMA. The Adjutant General (TAG) of Virginia is the military commander.

DMA staffs and man's its Joint Force Headquarters (JFHQ). Within the JFHQ is the Joint Operations Center (JOC) that is operational 24/7. The Virginia Army National Guard, Virginia Air National Guard, and the Virginia Defense Force are three components that JFHQ-VA draw forces from to fulfill request for assistance requirements.

ESF #16 in the City will not be staffed but rather exists as a coordinating entity. Coordination will occur between the Emergency Services Coordinator and the response assets on specifics as it relates to duties assigned.

Planning Assumptions

The City of Danville does not have Federal military installations within the jurisdiction and does not maintain stand-alone agreements with military assets.

DMA units will not directly respond to requests for assistance from local officials except to save human life, prevent human suffering, or to prevent great damage to or destruction of property. DMA units will advise local officials to submit requests for assistance through the Virginia Emergency Operations Center (VEOC).

CONCEPT OF OPERATIONS

The city will request a capability or need to the Virginia EOC as outlined in EOC procedures and ESF 7 Logistics.

It is at the determination of the Virginia Emergency Operations Center (VEOC) if DMA assets are best suited for the requested task. Assets will be limited to only accept missions or work assignments if within the original scope of deployment.

Support cannot be transferred to another agency without prior approval.

Once assets have been committed, those responding will coordinate directly with local official to accomplish the objectives.

Policies

DMA units will not directly respond to requests for assistance from local officials except to save human life, prevent human suffering, or to prevent great damage to or destruction of property. DMA units will advise local officials to submit requests for assistance through the Virginia Emergency Operations Center (VEOC).

Military assets are only available during a declared state of emergency.

Emergency Support Function #17 – Donations Management

Primary Agencies

City of Danville Office of Emergency Management
Danville Department of Social Services

Cooperating Agencies

Danville Disaster Recovery Task Force will be established as needed.
Virginia Voluntary Organizations Active in Disaster (VVOAD)
Emergency Management Donations Manager

MISSION

To effectively and efficiently manage the flow of donated resources into the disaster area.

SITUATION

Following a major disaster, government will receive an overwhelming amount of unsolicited goods and services from individuals, corporations, church groups, and voluntary organizations.

Donated goods will be transported directly to the disaster area without any prior coordination with the state or local governments.

If these goods and services are not properly managed or directed, they will interfere with response and recovery efforts and actually exacerbate the disaster situation.

ORGANIZATION

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

The Assistant City Manager/Deputy Director of Emergency Management, in coordination with the local planning department, will pre-identify potential sites and facilities to coordinate the receipt and distribution of donated goods and services. The Coordinator will also work with state officials to identify regional facilities to coordinate the flow of assistance into the disaster area.

The Director of the Social Services Department, assisted by public relief organizations, will be responsible for coordinating the local relief effort to meet the immediate needs of the stricken population in terms of food, water, housing, medical, and clothing.

CONCEPT OF OPERATIONS

The Deputy Director of Emergency Management will identify sites and facilities that will be used to receive, process, and distribute the solicited and unsolicited donated goods that will be sent to the disaster area. The necessary equipment, staff, communications and security support to these facilities and sites will be provided by local, state, and federal governments and volunteer organizations, as required. This process must be closely coordinated with state and federal Emergency Management officials, local governments in the region, and the media.

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

The American Red Cross has been incorporated into the local Emergency Management organization providing food and clothing to displaced persons at the Shelter Center.

Standing operating procedures will be developed to address screening, processing, training, and assignment of volunteers who will show up once recovery efforts begin. The service to which personnel are assigned will provide the necessary training. Persons who already possess needed skills or have received specialized training, such as heavy equipment operators, should be assigned duties, which allow for the maximum benefit of their skills. Each individual volunteer will be registered, and a log will be maintained of man-hours worked. Food and lodging will be provided. Accurate records of all incurred expenses will be maintained.

EMERGENCY MANAGEMENT ACTIONS – DONATIONS MANAGEMENT

1. Normal Operations

- a. Pre-identify potential sites and facilities to manage donated goods and services being channeled into the disaster area.
- b. Identify the necessary support requirements to ensure the prompt establishment and operation of these facilities and sites.
- c. Assign the tasks of coordinating auxiliary manpower and material resources.
- d. Develop procedures for recruiting, registering and utilizing auxiliary manpower.
- e. Develop a critical resources list and procedures for acquisition in time of crisis.
- f. Develop procedures for the management of donated goods.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Review and update plans and procedures.

- b. Alert local staff and volunteer support organizations
- 3. Response
 - a. Conditions continue to worsen requiring full-scale mitigation and preparedness activities.
 - b. Identify/procure the necessary sites and facilities to effectively manage the flow of donated goods and services coming into the area.
 - c. Activate the necessary support staff and services to make facilities operational.
 - d. Recruit and register volunteers, as required. Provide for the lodging and care of volunteers, if necessary.
 - e. Assist with emergency operations. Assign volunteers to tasks that best utilize their skills. Maintain records on volunteer man-hours.
 - f. Obtain essential resources as needed.
 - g. Assist with emergency operations, as required.
 - h. Monitor manpower utilization for maximum results.
 - i. Maintain a record of disaster-related expenses.
- 4. Recovery
 - a. Assist as required.
 - b. Compile records of volunteer man-hours.
 - c. Receive donated goods.
 - d. Assist with damage assessment.
 - e. Compile totals for disaster related expenses.

Resource Shortages

The Coordinator of Emergency Management will coordinate the local government response in the event of a critical resource shortage. Conservation measures in the event of fuel or other resource shortages are likely to be directed by the state. State-level “Commodity Managers” have been designated for each type of resource. The Red Cross will coordinate emergency assistance to individuals.

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

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

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

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

Problems pertaining to a specific source will be referred to the State of Virginia Resource Commodity Manager. Problems relating to individual assistance will be referred to Danville Division of Social Services or the Red Cross. All other problems, which are beyond City of Danville's capability to resolve, will be referred to the State Department of Emergency Management.

Donations Management Center
God's Pit Crew facilities
2499 North Main St.
Danville, VA 24540
434-836-4472
Or Tim Case at 434-489-1142

AUTHORITIES AND REFERENCES

Commonwealth of Virginia Emergency Operations Plan, Volume IV, Emergency Management of Resources, December, 2012.

Commonwealth of Virginia, State Operation of Public Utilities, Chapter 17, Code of Virginia.

SUPPORT

ANNEXES

I. Introduction

Purpose:

This section provides an overview of the Support Annexes to the Emergency Operations Plan (EOP).

Background:

The Support Annexes describes the framework through which local departments and agencies, the private sector, volunteer organizations, and nongovernmental organizations coordinate and execute the common functional processes and administrative requirements necessary to ensure efficient incident management. During an incident, numerous procedures and administrative functions are required to support incident management. The actions described in the Support Annexes are not limited to particular types of events, but are overarching in nature and applicable to nearly every type of incident. In addition, they may support several ESFs. Examples include public affairs, infrastructure, resources, and worker safety and health.

The following section includes a series of annexes describing the roles and responsibilities, when appropriate, of local departments and agencies, nongovernmental organizations, and the private sector for those common activities that support the majority of incidents. The annexes address the following areas:

- Critical Infrastructure and Key Resources
- Financial Management
- Animal Care and Control Support Annex
- International Coordination
- Private Sector Coordination
- Public Affairs Support Annex
- Information Technology
- Volunteers and Donations Management
- Worker Safety and Health Support Annex
- Debris Management Support Annex
- Logistics Management Support Annex

II. Roles And Responsibilities

Each Support Annex identifies a coordinating agency and cooperating agencies. In some instances, the responsibility of a coordinating agency is a joint endeavor between two departments.

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

The responsibilities of the coordinating agency and cooperating agencies are identified below.

Coordinating Agency

Coordinating agencies described in the annexes support the incident management mission by providing the leadership, expertise, and authorities to implement critical and specific aspects of the response. The City of Danville Office of Emergency Management retains responsibility for overall incident management. Local agencies designated as coordinating agencies are responsible for implementation of processes detailed in the annexes.

When the functions of a particular Support Annex are required to assist in the management of an incident, the agency service as the coordinator is responsible for:

- Orchestrating a coordinated delivery of those functions and procedures identified in the annex;
- Providing staff for the operations function at fixed and field facilities;
- Notifying and sub-tasking cooperating agencies;
- Managing any tasks with cooperating agencies, as well as appropriate State and Federal agencies;
- Working with appropriate private sector organizations to maximize use of all available resources;
- Supporting and keeping ESFs and other organizational elements informed of ongoing annex activities;
- Planning for short-term and long-term support to incident management and recovery operations; and
- Maintaining trained personnel to execute their appropriate support responsibilities.

Cooperating Agencies:

When the procedures within a Support Annex are needed to support elements of an incident, the coordinating agency will notify cooperating agencies of the circumstances. Cooperating agencies are responsible for:

- Conducting operations, when requested by the coordinating agency or emergency management, using their own authorities, subject-matter experts, capabilities, or resources;
- Participating in planning for short-term and long-term incident management and recovery operations and the development of supporting operational plans, standard operating procedures, checklists, or other job aid, in concert with existing first-responder standards;
- Furnishing available personnel, equipment, or other resource support as requested by emergency management;
- Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities; and
- Nominating new technologies or procedures that have the potential to improve performance within or across functional areas for review and evaluation.

Annex #1 – Animal Sheltering

Coordinating Agency

Danville Police Department Animal Control

Cooperating Agencies

Government Agencies:

Danville/Pittsylvania Health Department
Department of Emergency Management
Department of Agriculture and Consumer Services
Division of Animal and Food Industry Services
Office of the State Veterinarian
Virginia Cooperative Extension

Private Non-profit Organizations:

Danville Area Humane Society

Private Industry:

Local Veterinarians
Local Wildlife Rehabilitation Centers and/or Certified Wildlife Rehabilitators
Animal Boarding Facilities

INTRODUCTION

Purpose:

The Animal Care and Control Annex provides basic guidance for all participants in animal related emergency management activities. This includes guidance for all departments and agencies providing assistance in response to a local disaster declaration. The animal care and control function is a component of Emergency Support Function (ESF) #11 – Agriculture and Natural Resources.

The emergency mission of animal care and control is to provide rapid response to emergencies affecting the health, safety and welfare of animals. Animal care and control activities in emergency preparedness, response, and recovery include, but are not limited to, companion animals, livestock and wildlife care, facility usage, displaced pet/livestock assistance, animal owner reunification, and carcass disposal.

Scope:

This annex is applicable to departments and agencies that are participating and responding with assistance or relief to an animal emergency as coordinated by the City of Danville's Emergency Management.

Definitions:

Household Pet: A domesticated animal, such as a dog, cat, rodent, fish, or legal reptile that is traditionally recognized as a companion animal and is kept in the home for

pleasure rather than commercial purposes. This does not include reptiles. (ASPCA Model Pet Policy Guidance)

Feral/Stray Domesticated Animals: An animal that is typically known as a household pet that is either not with its owners by accident or otherwise or has reverted back to a wild state.

Livestock: Domesticated animals that may be kept or raised in pens, houses, pastures, or on farms as part of an agricultural or farming operation, whether for commerce or private use. Such animals may include goats, sheep, beef or dairy cattle, horses, hogs or pigs, donkeys or mules, bees, rabbits or 'exotic' animals (those raised outside their indigenous environs) such as camels, llamas, emus, ostriches, or any animal, including reptiles, kept in an inventory that may be used for food, fiber or pleasure.

Poultry: The class of domesticated fowl (birds) used for food or for their eggs. These most typically are members of the orders Galliformes (such as chickens and turkeys), and Anseriformes (waterfowl such as ducks and geese).

Wildlife: All animals, including invertebrates, fish, amphibians, reptiles, birds and mammals, which are indigenous to the area and are ferae naturae or wild by nature.

Exotic Animals: Any animal that is not normally domesticated in the United States and wild by nature, but not considered wildlife, livestock or poultry due to status. This includes, but is not limited to, any of the following orders and families, whether bred in the wild or captivity, and also any of their hybrids with domestic species. Listings are located **in Referenced Documents**

Assumptions:

1. The care and control of non-wildlife and non-feral animals (including household pets, livestock and poultry) is primarily the responsibility of the owner of the animal(s). In times of emergency or disaster, owners may need assistance in the care and control of their animals.
2. A hazard analysis and vulnerability assessment has been completed which identifies the types of threats, the areas that they threaten, and types and numbers of animals most vulnerable in these areas.
3. The City Manager or other authorized Official of The City of Danville may issue an emergency proclamation or disaster declaration. The National Incident Management System (NIMS) will be used to establish the organizational structure.
4. The City's Emergency Operations Center may be activated to manage the emergency.
5. Any disaster may potentially have adverse effects on the jurisdiction's animal population or the public health and welfare.
6. State or Federal Assistance to deal with animal emergencies may not be available. Local resources must be utilized before requesting outside assistance.

Policies:

Following recent Congressional action on the Pets Evacuation and Transportation Standards (PETS) Act, S. 2548 and H.R. 3858, President Bush signed the historic

legislation into law. The PETS Act requires state and local agencies to include animals in their disaster plans.

All Local governments must develop and maintain an animal emergency response plan (SB 787, Animal Emergency Response Plan, 2007 Session) with the assistance of the Virginia Department of Emergency Management.

The Virginia Department of Agriculture and Consumer Services, Division of Animal and Food Industry Services has the responsibility of interpreting and enforcing the regulations listed below pertaining to the health, humane care, and humane handling of livestock, poultry, and companion animals in the Commonwealth. These include:

- 2 VAC 5-30-10 Rules and Regulations Pertaining to the Reporting Requirements for Contagious and Infectious Diseases of Livestock and Poultry in Virginia
- 2 VAC 5-40-10 Rules and Regulations Governing the Prevention, Control, and Eradication of Bovine Tuberculosis in Virginia
- 2 VAC 5-50-10 Rules and Regulations Governing the Prevention, Control, and Eradication of Brucellosis of Cattle in Virginia
- 2 VAC 5-60-10 Rules and Regulations Governing the Operation of Livestock Markets
- 2 VAC 5-70-10 Rules and Regulations Pertaining to the Health Requirements Governing the Control of Equine Infectious Anemia in Virginia
- 2 VAC 5-80-10 Rules and Regulations Pertaining to the Requirements Governing the Branding of Cattle in Virginia
- 2 VAC 5-90-10 Rules and Regulations Pertaining to the Control and Eradication of Pullorum Disease and Fowl Typhoid in Poultry Flocks and Hatcheries and Products Thereof in Virginia
- 2 VAC 5-100-10 Rules and Regulations Governing the Qualifications for Humane Investigators
- 2 VAC 5-110-10 Rules and Regulations, Guidelines Pertaining to A Pound or Enclosure to be Maintained by Each County or City
- 2 VAC 5-120-10 Rules and Regulations Governing the Record keeping by Virginia Cattle Dealers for the Control or Eradication of Brucellosis of Cattle
- 2 VAC 5-130-10 Rules and Regulations Governing the Laboratory Fees for Services Rendered or Performed
- 2 VAC 5-140-10 Rules and Regulations Pertaining to the Health Requirements Governing the Admission of Livestock, Poultry, Companion Animals, and Other Animals or Birds into Virginia
- 2 VAC 5-150-10 Rules and Regulations Governing the Transportation of Companion Animals
- 2 VAC 5-160-10 Rules and Regulations Governing the Transportation of Horses
- 2 VAC 5-170-10 Rules and Regulations Governing the Registration of Poultry Dealers
- 2 VAC 5-180-10 Rules and Regulations Governing Pseudorabies in Virginia
- 2 VAC 5-190-10 Rules and Regulations Establishing a Monitoring Program for Avian Influenza and Other Poultry Diseases

- 2 VAC 5-200-10 Rules and Regulations Pertaining to the Disposal of Entire Flocks of Dead Poultry in Virginia
- 2 VAC 5-205-10 Rules and Regulations Pertaining to Shooting Enclosures

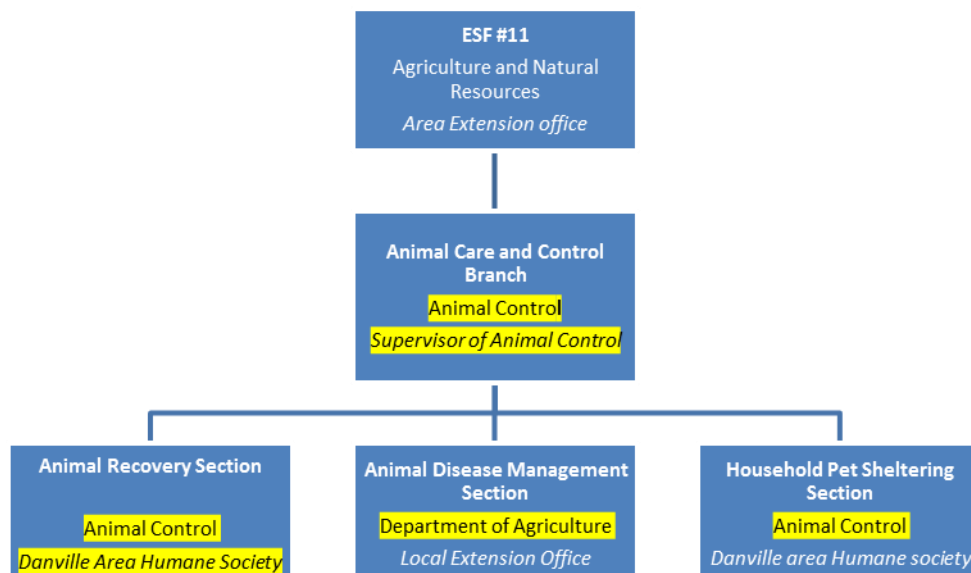
CONCEPT OF OPERATIONS

Organization:

Under ESF #11, the City Animal Control is designated as the lead agency for animal care and control. Within Animal Control, the Supervisor is designated as the Coordinator for the management of operations, planning, and training for the animal care and control function.

The Supervisor of Animal Control and Coordinator of Emergency Management are responsible for developing and implementing the necessary management policies and procedures that will facilitate and ensure a safe, sanitary and effective animal care and control effort. These procedures will be designed to support and expedite emergency response operations, as well as maximize state and federal assistance. Plans and procedures for the City's Animal Control and supporting agencies define the roles of agencies and support organizations in preparedness, response and recovery of an animal emergency. These plans and procedures establish the concepts and policies under which all elements of their agency will operate during an animal emergency. They will provide the basis for more detailed appendices and procedures that may be used in a response.

The Supervisor of Animal Control and Coordinator of Emergency Management will coordinate with all departments, government entities, and representatives from the private sector who support animal emergency operations. This may involve working with other local jurisdictions that provide mutual aid, state and federal governments, private contractors, local retailers, volunteer organizations, etc. and assuring that all involved have current Memorandums of Agreement with the Locality in respect to their agreed support.



Responsibilities:

1. City Emergency Management
 - a. Act as advisor to all involved on emergency management issues;
2. City Animal Control
 - a. Determine which city agencies/departments/organizations have responsibilities in all animal emergencies for animal care and control;
 - b. Maintain current listings of emergency contacts and resources necessary for response to an animal emergency;
 - c. Produce and maintain plans, policies and procedures for overarching animal care and control activities, animal recovery, and household pet sheltering;
 - d. Oversee all activities (mitigation, planning, response and recovery) in regards to emergency animal care and control; and
3. Virginia Agriculture Extension Agent (Is there such a department?)
 - a. Produce and maintain maps/listings with locations of large livestock operations and other special animal facilities identified to include volume, contact information, etc;
 - b. Produce and maintain plans, policies and procedures regarding Animal Disease Control; and
4. Danville Area Humane Society
 - a. Maintain the city animal shelter
 - b. Ensure animals at the shelter are kept under adequate conditions.
 - c. Assist in maintaining plans for emergency sheltering
 - d. Provide humane investigators to assist in emergency operations.

ACTION CHECKLIST**Mitigation/Prevention:**

1. Citizens will be encouraged to develop household emergency plans that would include their pets in all aspects of response including evacuation and sheltering.

Preparedness:

1. Develop, maintain, and disseminate animal care and control plans, policies and procedures to ensure the safe, sanitary and efficient response to and recovery from an animal emergency, as well as support and maximize claims of financial assistance from local, state and federal governments, and facilitate audits following the disaster;
2. Provide training to agencies and staff on task-appropriate plans, policies and procedures;
3. Provide adequate support for animal preparedness and planning;
4. Develop the necessary logistical support to carry out emergency tasking. Instruct all departments to maintain an inventory of supplies on hand;

5. Develop the necessary mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for emergency operations;
6. Develop and maintain the necessary measures to protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster; and

Response:

1. Implement animal care and control plans, policies and procedures to ensure the safe, sanitary and efficient response to an animal emergency, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster;
2. Provide on-the-spot training as necessary on task-appropriate plans, policies and procedures;
3. Provide adequate support for animal response. Report any shortfalls and request needed assistance or supplies;
4. Implement mutual aid agreements, contracts, and the listing of potential resource providers to fill resource needs for emergency operations;
5. Provide animal care and control support in a timely manner;
6. Protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster;
7. Insure appropriate recordkeeping such that federal or state disaster assistance can be sought for reimbursement of disaster related expenditures; and

Recovery:

1. Complete an event review with all responding parties;
2. Review animal care and control plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate;
3. Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used on-hand inventory of supplies;
4. Review mutual aid agreements, sample contracts, and listing of potential resource providers in respect to recent emergency response. Update as necessary and disseminate;
5. Review measures to protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster. Update as necessary and disseminate;
6. Assist the *Department of Finance* in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures; and

ADMINISTRATION AND LOGISTICS

Administration:

Basic administrative and accountability procedures for any animal emergency will be followed as required by City, state and federal regulations. As with any disaster or incident response, the ICS/NIMS will be used to organize and coordinate response activity. (Reference: Financial Management Support Annex)

Logistics:

If supplies, materials, and equipment are required, records will be maintained in accordance to City, state and federal reporting requirements. All procurement processes will also follow appropriate City procurement policies and regulations, and state and federal policies and regulations as necessary. (Reference: Logistics Management Support Annex)

Public Information:

The Public Information Officer will follow procedures established in the Public Affairs Support Annex to:

1. Ensure prior coordination with appropriate agricultural, veterinary, and public health officials to provide periodic spot announcements to the public on pertinent aspects of the emergency; and
2. Ensure availability of the media in the event an animal emergency arises.

Direction and Control:

1. All animal emergencies will be coordinated through the EOC and employ the ICS/NIMS.
2. The EOC is responsible for providing support and resources to the incident commander.
3. The Emergency Manager will assist the senior elected official in the EOC and coordinate with the PIO. The Emergency Manager and PIO will have at least one assistant to support 24-hour operations and act in the absence of the primary.
4. In the event an incident is suspected or determined to be a terrorist event, a Joint Operations Center will be established to coordinate Federal and State support. A separate Joint Information Center will provide media interface.

Plan Development and Maintenance:

This plan should be reviewed annually in its entirety for any needed updates, revisions, or additions. It is the responsibility for the City Animal Control, as the lead agency for this plan, to insure that this is completed. This plan should also be reviewed after every incident in which it is activated to reflect any needed updates, revisions or additions that were found within that response effort.

**Animal Care and Control Support Annex
Appendix 1 – Household Pet Sheltering Plan****Coordinating Agency**

Animal Control

Cooperating Agencies

Government Agencies:

Department of Social Services

Department of Health

Division of Emergency Management

Virginia Cooperative Extension

Private Non-profit Organizations:

Red Cross

Animal Welfare/Rescue Organizations Locally the Danville Area Humane Society

4H and other animal/agricultural education organizations

Private Industry:

Local Veterinarians

Animal Boarding Facilities

INTRODUCTION

Purpose:

The Animal Care and Control Annex, Household Pet Sheltering Plan provides basic guidance for all participants in animal related emergency evacuation and sheltering management activities. This includes guidance for all departments and agencies providing assistance in response to a local disaster declaration. The animal care and control function is a component of Emergency Support Function (ESF) #11 – Agriculture and Natural Resources.

Although, the sheltering and protection of animals is the responsibility of their owners, City Animal Control is the lead agency on animal issues and is responsible for situation assessment and determination of resource needs, and will work with the Danville Area Humane Society to access and provide for sheltering needs. Pet-Friendly shelters are being established in an effort to assist evacuated residents with sheltering of companion animals and their owners during a declared evacuation. It is the goal of this plan to control and support the humane care and treatment of companion animals during an emergency situation and to provide safe sheltering for people and their pets before, during or after a disaster in a designated site in cooperation with the Department of Social Services and the Red Cross.

Scope:

This annex is applicable to departments and agencies that are participating and responding with assistance or relief to an emergency requiring the sheltering of people and their household pets as coordinated by the City Emergency Management.

Assumptions:

1. Any emergency resulting in evacuation of residents to a shelter will result in household pet issues.
2. The protection of household pets is ultimately the responsibility of their owner.

3. Many household pet owners will not evacuate to safety if their pets must stay behind.
4. Pet owners will frequently live in the streets rather than abandon their animals so that they may enter evacuation shelters.
5. This type of behavior puts animals, their owners and emergency responders at risk.
6. Pet-friendly shelters will only shelter those animals defined as household pets.
7. No dogs with a known bite history or previously classified by Animal Control as "Dangerous" or "Potentially Dangerous" will be accepted into a pet-friendly shelter.
8. No dog that shows signs of aggression during initial check-in will be accepted.
9. All dogs and cats must be accompanied by proof of current vaccinations and current rabies tags.
10. No feral cats or wild-trapped cats will be accepted.
11. Animals should be brought to the Pet-Friendly shelter in a suitable cage or on a leash provided by the owner.
12. Birds must be brought in the owner's cage. Bird breeders with large numbers of birds will need to seek sanctuary elsewhere.
13. Pocket pets (hamsters, gerbils, hedgehogs, sugar gliders, etc.) must be brought to shelter in owner's cage. The cage must be of good material to prevent escape.
14. The animal shelter routinely shelters aggressive dogs, and has the ability to address such animals.
15. The Humane Society Shelter would not turn away reptiles and feral cats.

CONCEPT OF OPERATIONS

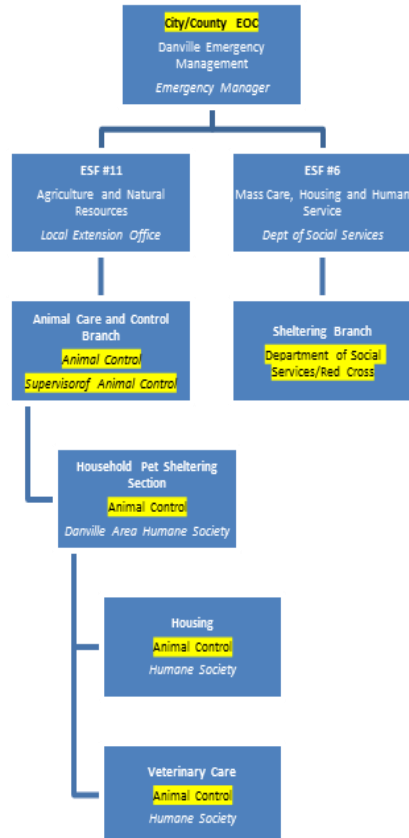
Organization:

Under ESF #11, the City Animal Control is designated as the lead agency for animal care and control. Within Animal Control, the Supervisor is designated as the Coordinator for the management of operations, planning, and training for the animal care and control function. The City Animal Control will be lead in all pet-friendly sheltering functions with the City Animal Control Operations Supervisor as the Section Chief. In response to an emergency requiring sheltering, ESF #11 will work together with other ESFs including ESF #6, Mass Care, Housing and Human Services, to complete the mission of household pet sheltering. Other agencies/ESFs may need to be utilized to fulfill other needs as determined.

The Operations Supervisor of Animal Control, in coordination with Department of Social Services and/or Red Cross, is responsible for developing and implementing the necessary management policies and procedures that will facilitate and ensure a safe, sanitary and effective animal care and control effort. These procedures will be designed to support and expedite emergency response operations, as well as maximize state and federal assistance. Plans and procedures for the City Animal Control and supporting agencies define the roles of agencies and support organizations in preparedness, response and recovery of an animal emergency. These plans and procedures establish the concepts and policies under which all elements of their agency will operate during household pet sheltering activities.

They will provide the basis for more detailed standard operating procedures that may be used in a response.

The Operations Supervisor of Animal Control will coordinate with all departments, government entities, and representatives from the private sector who support pet-friendly sheltering operations. This may involve working with other local jurisdictions that provide mutual aid, state and federal governments, private contractors, local retailers, volunteer organizations, etc. and assuring that all involved have current Memorandums of Agreement with the Locality in respect to their agreed support.



Responsibilities:

1. Danville Emergency Management

- Prepare and coordinate pre-incident training and exercise of pet-friendly shelter incident management teams to include NIMS, ICS, EOC Operations, and reimbursement procedures for eligible costs under state and federal public assistance programs;
- Obtain and deliver pre-identified resource requirements to the appropriate shelter sites within the time schedule agreed upon;
- Obtain and deliver requested but not previously identified resource requirements as expeditiously as possible.

2. Animal Control with the assistance of the Danville Area Humane Society

(The Humane Society would continue to maintain all of the records, provide employees and volunteers to care for the animals.)

- a. Create and maintain all household pet sheltering policies, plans and procedures;
 - b. Maintain current listing of emergency contacts and resources necessary for an household pet sheltering response;
 - c. Coordinate and insure rapid response to pet-friendly sheltering needs;
 - d. Coordinate incident management activities for the overall operation of the pet-friendly shelters with the EOC and quasi-government, volunteer relief organizations and contractors who are staffing and providing support to shelter operations;
 - e. Maintain situational awareness of pet-friendly shelter operations and provide situation/status reports/updates to the EOC;
 - f. Process requests for assistance or additional resources to support household pet sheltering operations through the EOC;
 - g. Facilitate the reunification of pets to owners during the transition from response to recovery;
 - h. Provide shelter occupancy data to facilitate the movement of traffic along the evacuation routes;
 - i. Use media to assist with outreach efforts to citizens on evacuation education pre-event and notification during an event regarding routing to be used;
 - j. Monitor, coordinate and manage pet-friendly shelter activation and sequencing;
 - k. Provide subject matter expertise to support agencies, as needed.
3. Danville Public Schools (if schools will be used for pet-friendly shelters)
 - a. Insure timely response to request for activation of the designated facilities for household pet sheltering activities;
 - b. Participate in initial pre-event walk-through and final post-event walk-through of designated facilities to assess pre-existing and incident related damages;
 - c. Assign a primary, secondary and tertiary contact with Animal Control to insure immediate response as necessary.
4. Department of Social Services/Red Cross
 - a. Coordinate the relationship between the human and household animal sheltering functions;
 - b. Assist in creating public information releases regarding sheltering in coordination with Animal Control;
5. Department of Health
 - a. Insure that human health will not be impacted in conjunction with the operation of pet-friendly shelters;
6. Danville Police Department
 - a. Assure the safety and security of household pet sheltering personnel;
 - b. Enforce movement restrictions and establish perimeters for pet-friendly sheltering areas.

ACTION CHECKLIST

Mitigation/Prevention:

1. Encourage citizens to develop emergency plans and go-kits for the animals in the care;
2. Determine the best means for information dissemination to the public in regards to an evacuation order and its related sheltering activities.

Preparedness:

1. Establish an organizational structure, chain of command, and outline of duties and responsibilities, required for any household pet sheltering response;
2. Develop, maintain, and disseminate household pet sheltering plans, policies and procedures to ensure the safe, sanitary and efficient response to and recovery from an animal emergency, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster;
3. Identify local veterinarians, humane societies, local household pet sheltering volunteers and animal control personnel in site-specific standard operating procedure and insure that contact information is maintained;
4. Provide training to agencies, staff and volunteers on task-appropriate plans, policies and procedures;
5. Provide adequate support for animal preparedness and planning;
6. Develop the necessary logistical support to carry out emergency tasking. Instruct all departments to maintain an inventory of supplies on hand;
7. Develop the necessary mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for emergency operations.

Response:

1. Implement household pet sheltering plans, policies and procedures to ensure the safe, sanitary and efficient response to an animal emergency, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster;
2. Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal health emergency management;
3. Provide on-the-spot training as necessary on task-appropriate plans, policies and procedures;
4. Provide adequate support for household pet sheltering response. Report any shortfalls and request needed assistance or supplies. Request assistance from the Commonwealth as needed;
5. Implement mutual aid agreements, contracts, and the listing of potential resource providers to fill resource needs for emergency operations;
6. Provide household pet sheltering support in a timely manner;
7. Insure appropriate recordkeeping such that federal or state disaster assistance can be sought for reimbursement of disaster related expenditures.

Recovery:

1. Complete an event review with all responding parties;
2. Review household pet sheltering plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate;
3. Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used on-hand inventory of supplies;
4. Review mutual aid agreements, sample contracts, and listing of potential resource providers in respect to recent emergence response. Update as necessary and disseminate;
5. Assist the Department of Finance in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.

Plan Development and Maintenance:

This plan should be reviewed annually in its entirety for any needed updates, revisions, or additions. It is the responsibility for the City Animal Control, as the lead agency for this plan, to insure that this is completed. This plan should also be reviewed after every incident in which it is activated to reflect any needed updates, revisions or additions that were found within that response effort.

TAB 1 Pet-Friendly Shelter Pet Registration/Discharge Form

Owner Information			
Full Name:		Driver's License #:	
Street Address:			
City, State, Zip			
Phone Numbers:	Home:	Cell or Alternate:	
Pet Information			
Description of Animal: ☐ Dog ☐ Cat ☐ Other _____		Pet's Name:	Crate Assigned:
MALE ☐ Intact ☐ Neutered		FEMALE ☐ Intact ☐ Spayed ☐ In Heat	
Breed:	Color:	Age:	
Distinctive Markings:			
Microchip: ☐ Yes ☐ No		If yes, number:	
Veterinarian Name:			
Pet Medications - List any medications below that you pet is currently taking			
Name of Medication	Dosage	Purpose	
TO BE COMPLETED BY SHELTER			
Arrival Date:		Departure Date:	
Did the owner provide proof of the following:			
• Written proof of vaccinations during the past 12 months			Yes No
• Proper ID collar and up to date rabies tag. If yes, record Tag # _____			
• Proper ID on all belongings			
• Leash			
• Ample food supply			
• Water/food bowls			
• Necessary medication(s) (ensure medications are listed above)			
• Owner provided cage has owner's name, address, pet name and other pertinent information labeled clearly and securely on the cage			
Registration Agreement			
I understand that I must pick up my pet(s) when leaving the designated shelter or at the closing of the shelter, whichever comes first, or my pet(s) will become property of the local animal control facility and treated as stray(s). I, the animal owner signed below, certify that I am the legal owner and request the emergency housing of the pet(s) listed on this form. I hereby release the person or entity receiving the pet(s) from any and all liability regarding the care and housing of the animal during and following this emergency. I acknowledge if emergency conditions pose a threat to the safety of these animals, additional relocation may be necessary, and this release is intended to extend to such relocation. I acknowledge that the risk of injury or death to my pet(s) during an emergency cannot be eliminated and agree to be responsible for any additional veterinary expenses which may be incurred in the treatment of my pet(s) outside of the shelter triage. <u>I also understand that it is the owner or his/her agent's responsibility for the care, feeding, and maintenance of my pet(s).</u> Check-out is required when departing from the shelter. I have read and understand this agreement and certify that I am the owner/agent of the above listed animal(s).			
SIGNATURE			
Owner's Signature		Shelter Intake personnel	

TAB 2 Pet-Friendly Shelter Sites

To be Determined at the Time of Need with Other Shelter Locations

Name	Address	Type	Pet Capacity
Example: Main Street High School	1000 Main Street Yourtown, VA	General Population, Household Pets (interior and exterior)	Interior: Dogs- 56 Cats- 82 Other- 20 Exterior: Dogs- 205 Cats- 423 Other- 0

Animal Care and Control Support Annex

Appendix 2 – Animal Disease Management Plan

Coordinating Agency
Department of Health

Cooperating Agencies

Government Agencies:

Animal Control
Division of Emergency Management
Virginia Cooperative Extension
Virginia Department of Agriculture and Consumer Services
 Division of Animal and Food Industry Services
 Office of the State Veterinarian

Private Non-profit Organizations:

Animal Welfare/Rescue Organizations Danville Area Humane Society

Private Industry:

Local Veterinarians
Local Wildlife Rehabilitation Centers and/or Certified Wildlife Rehabilitators
Animal Boarding Facilities

INTRODUCTION

Purpose:

The Animal Care and Control Annex, Animal Disease Management Plan provides basic guidance that addresses rapid local response to Foreign Animal Disease or Animal Disease (FAD/AD) incidents and other events affecting the health, safety and welfare of humans and animals in disaster situations. A coordinated local response is necessary to effectively deal with the crisis and minimize the consequences in order to return the jurisdiction to normal as quickly as possible following a disaster or incident. Due to their complexity, infectious animal diseases add new dimensions to disaster management. There are many disease characteristics to consider such as stability of the agent, route of transmission, incubation time, potential species affected, and transfer to humans (zoonotic) potential.

Scope:

This annex is applicable to departments and agencies that are participating and responding with assistance or relief to a FAD/AD emergency as coordinated by the City Emergency Management.

Situation:

In recent years, several serious FAD/AD outbreaks have occurred outside of the United States. The incorporations of animals and animal products from foreign countries, the ease of travel throughout the world, and the ongoing threat of agro-

terrorism, indicates our vulnerability to an FAD/AD. The introduction of an FAD/AD would present the City, State, and Nation with a time sensitive, critical situation that affects not only animal health, but also a potentially debilitating economic situation. Protecting the agriculture and food distribution industry in City of Danville requires cooperation, participation and partnership.

Any large disaster or emergency may cause substantial suffering to human and animal populations. With the advent of larger animal production facilities, an ever-increasing pet population, and the increased vulnerability to intentional introduction of animal disease, a coordinated local animal response plan is imperative.

The Virginia Department of Agriculture is tasked with dealing with infectious animal and plant disease and have the authority to work with local officials and responders to make all necessary rules for suppression and prevention of infectious and contagious diseases among animals and mitigating the spread of plant disease in the state (see Animal Care and Control Annex Basic Document – Policies). Depending on the size and nature of the event, the Virginia Emergency Operations Center (VEOC) may be activated to coordinate other state agency and county resources needed to response, contain, and eradicate the disease. The Commonwealth of Virginia Emergency Operations Plan, Emergency Support Function #11, Agriculture and Natural Resources Annex addresses interagency cooperation and responsibilities at the state level in the event local resources are overwhelmed.

Not all animal disease introductions require emergency response functions. Many disease introductions are routinely handled by private practice veterinarians. Response measures are greatly influenced by the infectivity of the disease, it's characteristics of transmission, and the actions necessary to contain it. Response functions may be initiated in the event of an introduction of a highly infectious animal disease, foreign animal disease, emerging animal disease, or any other animal disease that meets one or more of the following criteria:

- a. It is one of the International Animal Health Code "List A" diseases, as designated by the *Office International des Epizooties (OIE)* which lists the following diseases:
 - Foot and mouth disease
 - Swine vesicular disease
 - Peste des petits ruminants
 - Lumpy skin disease
 - Bluetongue
 - African horse sickness
 - Classical swine fever
 - Vesticular stomatitis
 - Rinderpest
 - Contagious bovine pleuropneumonia
 - Rift Valley fever
 - Sheep pox and goat pox
 - African swine fever
 - Highly pathogenic avian influenza
 - New castle disease

- b. It falls outside of the domain of the locality's routine prevention and response activities and capabilities;
- c. It is highly contagious, and therefore creates a significant risk of rapid transmission across a large geographical area, including non-contiguous areas;
- d. It creates the potential to cause widespread personal hardship within the agricultural community and/or is detrimental to the local, state or national economy.

Assumptions:

1. The identification of a FAD/AD outbreak anywhere in the Commonwealth of Virginia would affect the City of Danville. This could result in the creation and enforcement of movement controls of people, livestock, agricultural products, and other property.
2. It is likely that livestock producers will be the first to notice unusual behavior or symptoms in their animals.
3. Private veterinary practitioners will likely be the first responders to any FAD/AD outbreak. A local veterinarian is required to immediately notify the State Veterinarian of suspected FAD/AD.
4. The potential exists in Virginia for FAD/AD introduction as a mechanism of agro-terrorism.
5. Suspected or positive detection of a FAD/AD in City of Danville will prompt State and/or federal officials to employ additional precautions to prevent or mitigate the possibility of spreading the disease.
6. Numerous local, State and federal agencies will play a role in eradicating the disease.
7. Large numbers of domestic livestock and wildlife may need to be destroyed or controlled to prevent the spread of a disease after it has been confirmed in City of Danville.
8. Immediate quarantine areas may be required where suspected or confirmed cases may have originated, inside of which increased biosecurity measures can be implemented. The zone establishment may require the development of cleaning and disinfecting procedures and additional record keeping by producers and/or veterinarians.
9. Facilities and transport vehicles suspected of being contaminated will need to be cleaned and disinfected.
10. Depopulation of animals will be conducted in the most humane, expeditious manner to stop the spread of the disease and limit the number of animals affected.
11. Carcass disposal sites will need to be rapidly identified or other solutions such as rendering, burial on site or incineration utilized.

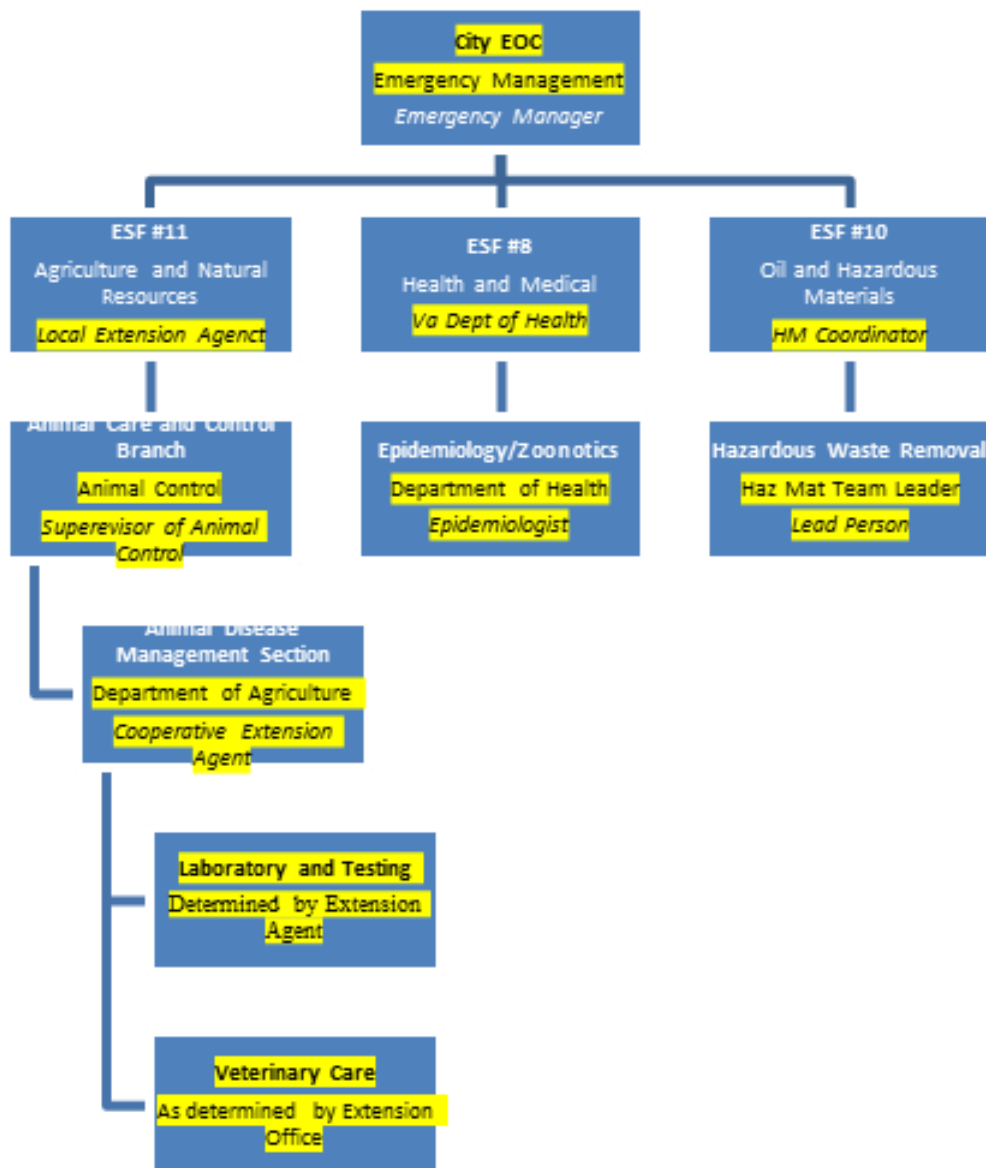
CONCEPT OF OPERATIONS

Organization:

Under ESF #11, the City Animal Control is designated as the lead agency for animal care and control. Within Animal Control, the Supervisor is designated as the Coordinator for the management of operations, planning, and training for the animal care and control function. The Virginia Department of Agriculture will be lead in all animal disease management functions with the Local Extension Agent Agriculture as the Section Chief. In response to a FAD/AD, ESF #11 will work together with other ESFs including ESF #8, Health and Medical, and ESF #10, Oil and Hazardous Materials Response, to complete the mission of animal disease control. Other agencies/ESFs may need to be utilized to fulfill other needs as determined.

The Local Extension Agent, in coordination with Department of Health and Department of Environmental Quality, is responsible for developing and implementing the necessary management policies and procedures that will facilitate and ensure a safe, sanitary and effective animal care and control effort. These procedures are designed to support and expedite emergency response operations, as well as maximize state and federal assistance. Plans and procedures for the Virginia Department of Agriculture and supporting agencies define the roles of agencies and support organizations in preparedness, response and recovery of an animal emergency. These plans and procedures establish the concepts and policies under which all elements of their agency will operate during a FAD/AD. They will provide the basis for more detailed standard operating procedures that may be used in a response.

The Local Extension Agent will coordinate with all departments, government entities, and representatives from the private sector who support FAD/AD operations. This may involve working with other local jurisdictions that provide mutual aid, state and federal governments, private contractors, local retailers, volunteer organizations, etc. and assuring that all involved have current Memorandums of Agreement with the Locality in respect to their agreed support.



Responsibilities:

1. Director of Emergency Management
 - a. Act as advisor to local veterinarians, regulatory veterinarians, humane organizations, farm service agents, and others on emergency management issues.
2. Virginia Department of Agriculture
 - a. Maintain current listing of emergency contacts and resources necessary for an FAD/AD response;
 - b. Coordinate and insure rapid response to suspected or proven FAD/AD;
 - c. Determine potential of spread in coordination with VDACS and USDA. Respond accordingly;
 - d. Coordinate with agriculture environmental officials (ESF #10) to determine the best methods for disposing of dead animals;

- e. Coordinate with health officials (ESF #8) to determine potential impact on humans and prevention options if necessary.
- 3. Department of Environmental Quality
 - a. Determine best methods for disposing of dead animals;
 - b. Assist in the selection of a disposal site.
 - c.
- 4. Department of Health
 - a. Determine potential human impact of the disease and determine protective actions as necessary;
 - b. Assist in preparing public outreach and education materials in response to the FAD/AD.
- 5. Danville Police Department
 - a. Assure the safety and security of veterinarians and inspection personnel;
 - b. Enforce movement restrictions and establish perimeters for quarantine areas;
 - c. Assist in investigation if the incident is ruled deliberate disease introduction.
- 6. Danville Fire Department
 - a. Coordinate decontamination stations in coordination with ESF #11, ESF #8, and ESF #10;
 - b. Aid in possible rescue situations;
- 7. Public Works
 - a. Assist in perimeter rerouting and logistical support;
 - b. and support needs for disposal resources; and
 - c. Insert any other local responsibilities here.

ACTION CHECKLIST

Mitigation/Prevention:

1. Encourage any zoological or wildlife parks, marine animal aquariums, laboratory animal research facilities, university veterinary medical and animal science centers, livestock markets and large livestock operations, to develop FAD/AD emergency procedures and plans for the animals in the care and custody and provide them to the Emergency Manager for comment and review;
2. Determine the best means for information dissemination to the public in regards to a FAD/AD emergency.

Preparedness:

1. The Commonwealth of Virginia, Department of Agriculture and Consumer Services (through VEOC ESF #11), will establish an organizational structure, chain of command, and outline of duties and responsibilities, required for any FAD/AD response;
2. Develop, maintain, and disseminate animal care and control plans, policies and procedures to ensure the safe, sanitary and efficient response to and recovery

from an animal emergency, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster;

3. Identify local veterinarians, humane societies, and animal control personnel in the appropriate standard operating procedures and insure that contact information is maintained;
4. Provide training to agencies and staff on task-appropriate plans, policies and procedures;
5. Provide adequate support for animal preparedness and planning;
6. Develop the necessary logistical support to carry out emergency tasking. Instruct all departments to maintain an inventory of supplies on hand;
7. Develop the necessary mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for emergency operations.

Response:

1. Immediately report any suspected or observed cases of FAD/AD to the Virginia Department of Agriculture and Consumer Services (VDACS) and/or the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS).
2. Implement animal care and control plans, policies and procedures to ensure the safe, sanitary and efficient response to an animal emergency, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster;
3. Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal health emergency management;
4. Provide on-the-spot training as necessary on task-appropriate plans, policies and procedures;
5. Provide adequate support for animal response. Report any shortfalls and request needed assistance or supplies. Request assistance from the Commonwealth as needed;
6. Implement mutual aid agreements, contracts, and the listing of potential resource providers to fill resource needs for emergency operations;
7. Provide animal disease management support in a timely manner;
8. Protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster;
9. Insure appropriate recordkeeping such that federal or state disaster assistance can be sought for reimbursement of disaster related expenditures.

Recovery:

1. Evaluate quarantines that were put in place during the FAD/AD outbreak to decide if they are still needed;
2. Augment veterinary medical services to expedite rapid recovery;
3. Complete an event review with all responding parties;
4. Review animal disease management plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate;

5. Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used on-hand inventory of supplies;
6. Review mutual aid agreements, sample contracts, and listing of potential resource providers in respect to recent emergence response. Update as necessary and disseminate;
7. Assist the *Department of Finance* in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.

Plan Development and Maintenance

This plan should be reviewed annually in its entirety for any needed updates, revisions, or additions. It is the responsibility for the Local Virginia Cooperative Extension Office, as the lead agency for this plan, to insure that this is completed. This plan should also be reviewed after every incident in which it is activated to reflect any needed updates, revisions or additions that were found within that response effort.

Animal Care and Control Support Annex Appendix 3 – Animal Recovery Plan

Coordinating Agency

Animal Control/Danville Area Humane Society

Cooperating Agencies

Government Agencies:

Department of Social Services
Department of Health
Division of Emergency Management
Virginia Cooperative Extension

Private Non-profit Organizations:

Red Cross
Animal Welfare/Rescue Organizations Private Industry:

Local Veterinarians
Local Wildlife Rehabilitation Centers and/or Certified Wildlife Rehabilitators
Animal Boarding Facilities
Local Zoological Parks and/or Aquariums including petting zoos
Local Agricultural Farms
Local Animal Crematoriums

INTRODUCTION

Purpose:

The Animal Care and Control Annex, Animal Recovery Plan provides basic guidance for all participants in an animal search, rescue, recovery and reunification scenario. This includes guidance for all departments and agencies providing assistance in response to a local disaster declaration. The animal care and control function is a component of Emergency Support Function (ESF) #11 – Agriculture and Natural Resources.

Although, the care and control of animals is the responsibility of their owners, City Animal Control is the lead agency on animal issues and is responsible for situation assessment and determination of resource needs. Animals are not only companions, but can be the livelihood of families and communities where agriculture is key. In some situations, owners will not be able to evacuate their animals, and due to impacts of the event, they may not be able to re-enter the area post-event to recover or care for their animals. It is the goal of this plan to control and support the animal search, rescue, recovery and reunification process during or after an emergency situation and to insure the continued care of those animals that are unable to be relocated outside of the disaster area.

Scope:

This annex is applicable to departments and agencies that are participating and responding with assistance or relief to an emergency requiring the search, rescue, recovery or reunification of animals with their owners as coordinated by the City Emergency Management.

Situation:

Any natural, technological or manmade disaster could affect the well-being of animals. Although many owners of animals will work very diligently to protect their animals in the event of an emergency, it is not always feasible or possible to relocate the animals in every situation. Some animals may be left behind because families are unable to enter a hazardous area to retrieve their animals, the number or size (such as a herd of cattle) of the animal(s) make it unfeasible to relocate within a reasonable timeframe, or the owners do not feel that they have any other option, either due to lack of proper planning or education, when evacuating themselves.

In these cases, it will be vital to assist these animal owners in the search, rescue, recovery and care of these animals until they can be reunited with their owners.

Assumptions:

1. The care and control of non-wildlife and non-feral animals (including household pets, livestock and poultry) is primarily the responsibility of the owner of the animal(s). In times of emergency or disaster, owners may need assistance in the care and control of their animals.
2. People will frequently try to reenter an area to retrieve animals before an all clear is given.

3. Those animals that become homeless, lost or stray as a result of a disaster will be protected by the City. Volunteer organizations may assist in this effort.
4. Those animals that are rescued and are not identified by their owners and a reunification plan determined within 10 days will be considered the property of the City and normal animal care and control policies and procedures will be followed in regards to euthanasia, adoption, and/or release to rescue organizations.
5. Policies and procedures will be written in regards to requests for animal search and rescue, animal identification requirements and in-place animal care.

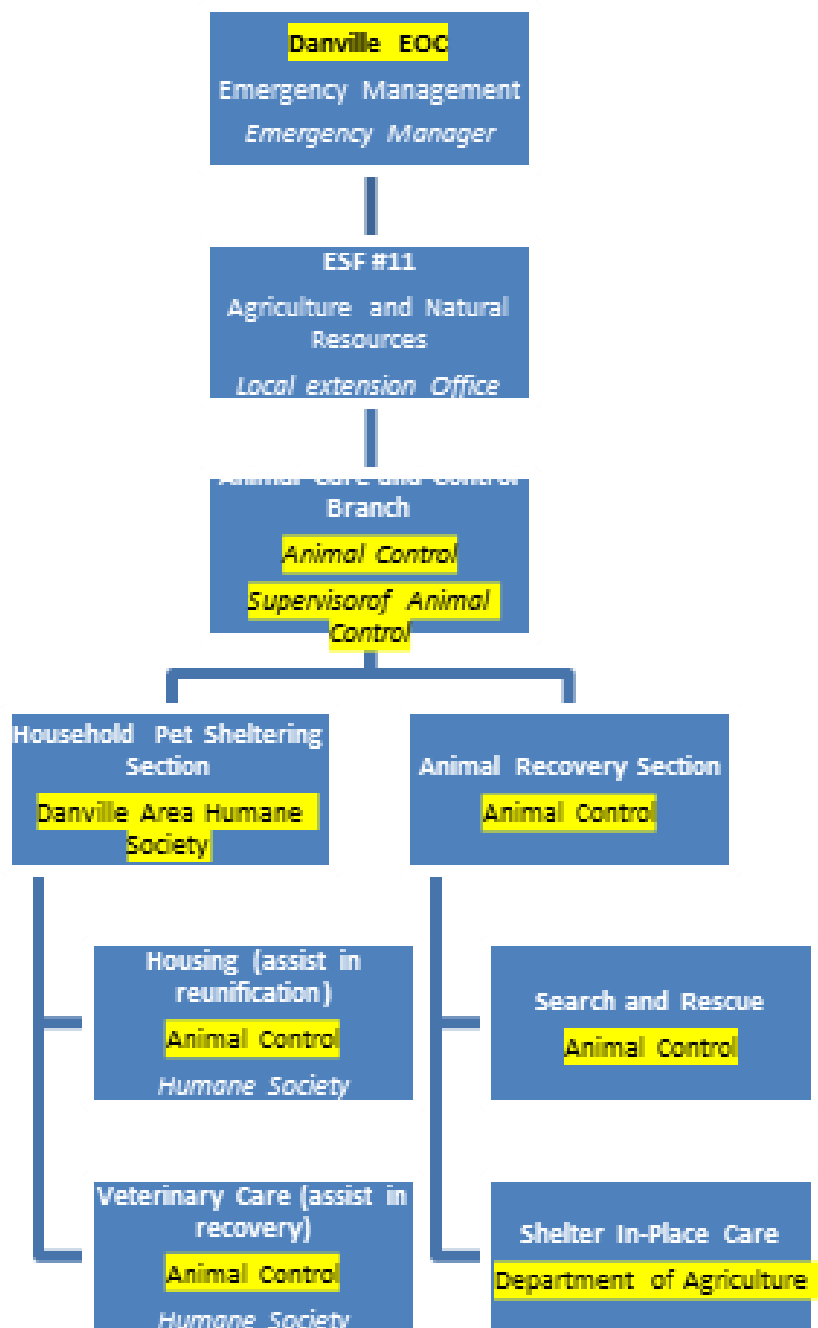
CONCEPT OF OPERATIONS

Organization:

Under ESF #11, the Animal Control is designated as the lead agency for animal care and control. Within Animal Control, the Supervisor is designated as the Coordinator for the management of operations, planning, and training for the animal care and control function. Animal Control will be lead in all animal search, rescue, recovery and reunification operations with the City Animal Control Officer as the Section Chief. In response to an emergency requiring sheltering, ESF #11 will work together with other ESFs to complete the mission of animal search, rescue, recovery and reunification as necessary.

Animal Control is responsible for developing and implementing the necessary management policies and procedures that will facilitate and ensure a safe, sanitary and effective animal care and control effort for day-to-day operations and emergency response. The emergency plans will define the roles of agencies and support organizations in preparedness, response and recovery of an animal emergency and establish the concepts and policies under which all elements of the responding agencies will operate during animal search, rescue, recovery and reunification activities. They will provide the basis for more detailed standard operating procedures that may be used in a response.

The Animal Control Officer will coordinate with all departments, government entities, and representatives from the private sector who support animal search, rescue, recovery and reunification activities. This may involve working with other local jurisdictions that provide mutual aid, state and federal governments, private contractors, local retailers, volunteer organizations, etc. and assuring that all involved have current Memorandums of Agreement with the Locality in respect to their agreed support.



Responsibilities:

1. Emergency Management
 - a. Prepare and coordinate pre-incident training and exercise of animal search, rescue, recovery and reunification teams to included NIMS, ICS, EOC Operations, and reimbursement procedures for eligible costs under state and federal public assistance programs;
 - b. Obtain and deliver pre-identified resource requirements to the appropriate sites within the time schedule agreed upon;
 - c. Obtain and deliver requested but not previously identified resource requirements as expeditiously as possible.

2. Animal Control/Danville Area Humane Society
 - a. Maintain all animal search, rescue, recovery and reunification policies, plans and procedures and documentation;
 - b. Maintain current listing of emergency contacts and resources necessary for an animal search, rescue, recovery and reunification response;
 - c. Coordinate and insure rapid response to animal search, rescue, recovery and reunification needs;
 - d. Coordinate incident management activities for the overall operation of the animal search, rescue, recovery and reunification effort with the Danville EOC and quasi-government, volunteer relief organizations and contractors who are staffing and providing support to shelter operations;
 - e. Maintain situational awareness of animal search, rescue, recovery and reunification operations and provide situation/status reports/updates to the EOC;
 - f. Process requests for assistance or additional resources to support search, rescue, recovery and reunification operations through the EOC;
 - g. Use media to assist with outreach efforts to notify citizens of the efforts of animal control on animal recovery issues;
 - h. Monitor, coordinate and manage animal recovery activities activation and sequencing;
 - i. Provide subject matter expertise to support agencies, as needed.
3. The Danville area Humane Society
 - a. Under the supervision of Local Animal Care and Control, lead efforts for animal search and rescue and support the effort with trained staff and volunteers.
4. Department of Social Services/Red Cross
 - a. Assist in creating public information releases regarding sheltering in coordination with Animal Control.
5. Department of Agriculture Extension Office
 - a. Coordinate and insure the in-place needs of agricultural animals are met with owners.
6. Danville Police Department
 - a. Assure the safety and security of animal search, rescue, recovery and reunification personnel;
 - b. Enforce movement restrictions and establish perimeters for animal recovery and reunification areas.

ACTION CHECKLIST

Mitigation/Prevention:

1. Encourage citizens to develop emergency plans and evacuation plans for the animals in the care;
2. Determine the best means for information dissemination to the public in regards to an animal search, rescue, recovery and reunification activities.

Preparedness:

1. Establish an organizational structure, chain of command, and outline of duties and responsibilities, required for any animal search, rescue, recovery and reunification response;
2. Develop, maintain, and disseminate animal search, rescue, recovery and reunification plans, policies and procedures to ensure the safe, sanitary and efficient response to and recovery from an animal emergency, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster;
3. Identify local veterinarians, humane societies, volunteers and animal control personnel in standard operating procedures and insure that contact information is maintained;
4. Provide training to agencies, staff and volunteers on task-appropriate plans, policies and procedures;
5. Provide adequate support for animal preparedness and planning;
6. Develop the necessary logistical support to carry out emergency tasking. Instruct all departments to maintain an inventory of supplies on hand;
7. Develop the necessary mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for emergency operations.

Response:

1. Implement animal search, rescue, recovery and reunification plans, policies and procedures to ensure the safe, sanitary and efficient response to an animal emergency, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster;
2. Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal search, rescue, recovery and reunification;
3. Provide on-the-spot training as necessary on task-appropriate plans, policies and procedures;
4. Provide adequate support for animal search, rescue, recovery and reunification response. Report any shortfalls and request needed assistance or supplies. Request assistance from the Commonwealth as needed;
5. Implement mutual aid agreements, contracts, and the listing of potential resource providers to fill resource needs for emergency operations;
6. Provide animal search, rescue, recovery and reunification support in a timely manner;
7. Insure appropriate recordkeeping such that federal or state disaster assistance can be sought for reimbursement of disaster related expenditures.

Recovery:

1. Complete an event review with all responding parties;
2. Review animal search, rescue, recovery and reunification plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate;
3. Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used on-hand inventory of supplies;

4. Review mutual aid agreements, sample contracts, and listing of potential resource providers in respect to recent emergence response. Update as necessary and disseminate;
5. Assist the Department of Finance and Emergency Management in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.

Plan Development and Maintenance

This plan should be reviewed annually in its entirety for any needed updates, revisions, or additions. It is the responsibility for Animal Control, as the lead agency for this plan, to insure that this is completed. This plan should also be reviewed after every incident in which it is activated to reflect any needed updates, revisions or additions that were found within that response effort.

Appendix 3, Tab 1 Emergency Animal Care and Control Sites

To be determined based on the extent and need

Name	Address	Type	Pet Capacity
Example: City/County Animal Shelter	200 West Broad Street Your City, Virginia	City/County Owned Local Animal Shelter 30% interior can be used for disaster response; parking lot can be set up for additional space Household Pets Small Farm Animals	Interior: Dogs- 22 Cats- 15 Other- 10 Exterior (will need : Dogs- 100 Cats- 150 Other- 30 (small farm animals)

Appendix 3, Tab 2 Lost Animal Report

Today's Date		Information Received By	
Name		Address	
Temporary Address		Phone Number	
Date Last Seen		Location	
Do You Have A Picture Of The Animal?		Is The Animal Friendly?	
Does The Animal Have A History Of Running Away?			
Type Of Animal		If A Litter, Number In Litter	
Breed	Size (Small/Medium/Large)	Animal's Name	
Male/Female/Fixed	Tail (Short/Long/Curly/Straight)	Distinguishing Marks	
Fur Length/Coat Type	Colors	Ears (Floppy/Erect)	
Is Animal Wearing A Collar?	Does The Animal Have An ID Tag? Info On Tag?		
Rabies License Number?	Indoor/Outdoor Animal	Cat – Declawed?	
Name		Phone	
Address		Are Shots Current?	
Animal On Any Medication?		Frequency	
When Was Medication Last Given?			
Who Else Have You Notified That The Animal Is Missing?			
Comments			
Lost Animal Matched With Animal ID #		Date Owner Contacted	
Date Animal Reclaimed		Released to Owner Print & Sign Name	
Owner's Drivers License #	State	Phone Number	
Owner Located	Matched At Shelter	Deceased	
Unknown After 30 Day			

Annex #2 – Information Technology Support

Coordinating Agency

City of Danville Department of Information Technology and Information Management System

Cooperating Agencies

All

INTRODUCTION

Purpose:

This annex describes the framework through which the City of Danville Information Technology Department coordinates with other agencies, to prepare for, respond to, and recover from emergencies or disasters. It ensures policymakers and responders at all levels receive coordinated, consistent, accurate, and timely technical information, analysis, advice, and technology support.

Scope:

The annex:

- Outlines roles and responsibilities for pre-incident and post-incident technology support;
- Outlines a structure for coordination of technological support and response to incidents; and
- Outlines a process to provide technical recommendations.

Policies:

The underlying principles in coordinating technical support are as follows:

- Planning employs the most effective means to deliver technical support, including the use of resources from the private sector and nongovernmental organizations, and resources owned or operated by the City of Danville;
- Planning recognizes the City of Danville and state policies and plans used to deliver and receive technical support.

CONCEPT OF OPERATIONS

General:

The City of Danville Information and Technology Department are responsible for technical support and coordinates with other appropriate department and agencies in response to an actual or potential emergency.

Organization:

The City of Danville Information and Technology Department provide the core coordination for technical support capability. The City of Danville IT works with local and state government, private sector, and nongovernmental organizations that are capable of providing technical information, analysis and advice, and state-of-the-art technology support.

Technology resources identification and standard operating procedures for accessing these resources will be developed using standard protocols. Mission assignments for technical needs are coordinated through ESF #5 – Emergency Management and passed on to the cooperating agencies for support.

Responsibilities:

- Orchestrating technical support to the locality;
- Providing short-notice subject matter expert assessment and consultation services;
- Coordinating the technical operational priorities and activities with other departments and agencies;
- Providing liaison to the City of Danville EOC.
- In coordination with responsible agencies and when deemed appropriate, deploying emerging technologies; and
- Executing contracts and procuring technical support services consistent with the Financial Management Support Annex.

Annex #3 – Worker Safety and Health Support

Coordinating Agency

City of Danville Department of Human Resources

Cooperating Agencies

Virginia Department of Labor and Industry

City of Danville and Virginia Department of Health

INTRODUCTION

Purpose:

This annex provides guidelines for implementing worker safety and health support functions during potential or actual incidents. This annex describes the actions needed to ensure that threats to the responder safety and health are anticipated, recognized, evaluated, and controlled consistently so that responders are properly protected during incident management operations.

Scope:

This annex addresses those functions critical to supporting and facilitating the protection of worker safety and health for all emergency responders and response organizations during potential and actual emergencies or disasters. While this annex addresses coordination and the provision of technical assistance for incident safety management activities, it does not address public health and safety.

Coordinating mechanisms and processes used to provide technical assistance for carrying out incident safety management activities include identification and characterization of incident hazards assessments and analyses of health risks and exposures to responders, medical monitoring, and incident risk management.

Policies:

- Emergency Support Function (ESF) #5 – Emergency Management, in cooperation with Human Resources, activates the Safety Officer and implements the activities described in this annex;
- Private sector employers are responsible for the safety and health of their own employees;
- State and the City of Danville are responsible for worker health and safety pursuant to State and the City of Danville statutes. This responsibility includes allocating sufficient resources for safety and health programs, training staff, purchasing protective clothing and equipment, as needed, and correcting unsafe or unsanitary conditions;

- This annex does not replace the primary responsibilities of the government and employers; rather, it ensures that in fulfilling these responsibilities, response organizations plan and prepare in a consistent manner and that interoperability is a primary consideration for worker safety and health; and
- Several State and Federal agencies have oversight authority for responders and response operations. While these agencies retain their authorities, they are expected to work with City of Danville, state, federal and private sector responders prior to and during response operations to ensure the adequate protection of all workers.

CONCEPT OF OPERATIONS

General:

The City of Danville Department of Human Resources coordinates safety and health assets to provide proactive consideration of all potential hazards, ensures availability and management of all safety resources needed by the responders; shares responder safety-related information, and coordinates among the City of Danville, state, and federal agencies and government and private sector organizations involved in incident response.

Organization:

City of **Danville Department of Human Resources supports worker safety** by:

- Providing occupational safety and health technical advice;
- Undertaking site-specific occupational safety and health plan development and implementation, and ensuring that plans are coordinated and consistent among multiple sites, as appropriate;
- Identifying and assessing health and safety hazards and characterizing the incident environment;
- Carrying out responder personal exposure monitoring for chemical and biological contaminants, and physical stressors (e.g., noise, heat/cold);
- Assessing responder safety and health resource needs and identifying sources for those assets;
- Coordinating and providing incident-specific responder training;
- Providing psychological first aid during and after incident response and recovery activities; and
- Identifying, in coordination with the Virginia Department of Health, appropriate immunization and prophylaxis for responders and recovery workers.

Responsibilities:

- Provide technical advice;
- Identifying hazards and risks associated with response and recovery activities;

- Ensure appropriate immunizations and provide them to the responders;
- Provide psychological and physical first aid;
- Provide Critical Incident Stress Management (CISM);
- Monitor responders for chemical and/or biological contaminations; and
- Provide appropriate workplace safety training.

Annex #4 – Debris Management Support

Coordinating Agency

City of Danville Department of Public Works

Cooperating Agencies

City of Danville Office of Emergency Management

City of Danville Department of Public Utilities

City of Danville Department of Engineering

Danville Department of Health

INTRODUCTION

Purpose:

To facilitate and coordinate the removal, collection, and disposal of debris following a disaster in order to mitigate against any potential threats to the health, safety, and welfare of the impacted citizens, expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

Scope:

Natural and man-made disasters precipitate a variety of debris that could include, but not limited to such things as trees, sand, gravel, building/construction material, vehicles, personal property, etc.

The quantity and type of debris generated from any particular disaster will be a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity.

The quantity and type of debris generated, its location, and the size of the area over which it is dispersed, will have a direct impact on the type of collection and disposal methods utilized to address the debris problem, associated costs incurred, and how quickly the problem can be addressed.

In a major or catastrophic disaster, many state agencies and local governments will have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short as well as long term.

Private contractors will play a significant role in the debris removal, collection, reduction, and disposal process for state agencies and local governments.

The debris management program implemented by state agencies, and the City of Danville will be based on the waste management approach of reduction, reuse, reclamation, resource recovery, incineration, and land filling, respectively.

Policies:

- The debris removal process must be initiated promptly and conducted in an orderly, effective manner in order to protect public health and safety following an incident;
- The first priority will be to clear debris from key roads in order to provide access for emergency vehicles and resources into the impacted area;
- The second priority that debris removal resources will be assigned is providing access to critical facilities pre-identified by state and the City of Danville.
- The third priority for the debris removal teams to address will be the elimination of debris related threats to public health and safety including such things as the repair, demolition, or barricading of heavily damaged and structurally unstable buildings, systems, or facilities that pose a danger to the public; and
- Any actions taken to mitigate or eliminate the threat to the public health and safety must be closely coordinated with the owner or responsible party.

CONCEPT OF OPERATIONS

General:

The City of Danville Department of Public Works will be responsible for coordinating debris removal operations for the locality. The locality will be responsible for removing debris from property under its own authority, as well as from private property when it is deemed in the public interest. Debris must not be allowed to impede recovery operations for any longer than the absolute minimum period. To this end, Public Works will stage equipment in strategic locations locally as well as regionally, if necessary, to protect the equipment from damage, preserve the decision maker's flexibility for deployment of the equipment, and allow for the clearing crews to begin work immediately after the incident.

The locality will be responsible for managing the debris contract from project inception to completion unless the government entities involved are incapable of carrying out this responsibility due to the lack of adequate resources. In these circumstances, other state and federal agencies will be identified to assume the responsibility of managing the debris contract. Managing the debris contract would include such things as monitoring of performance, contract modification, inspections, acceptance, payment, and closing out of activities.

The City of Danville is encouraged to enter into cooperative agreements with other state agencies and local governments to maximize the utilization of public assets. The development of such agreements must comply with the guidelines established in their agency procurement manual. All state agencies and the City of Danville who wish to participate in such agreements should be pre-identified prior to the agreement being developed and implemented.

Debris storage and reduction sites will be identified and evaluated by interagency site selections teams comprised of a multi-disciplinary staff who are familiar with the area. A listing of appropriate local, state and federal contacts will be developed by the appropriate agencies to expedite the formation of the interagency, multi-disciplinary site selection teams.

Initially, debris will be placed in temporary holding areas, as designated by the Department of Public Works, until such time as a detailed plan of debris collection and disposal is prepared. This is not anticipated until after the local traffic has been restored. Temporary debris collection sites should be readily accessible by recovery equipment and should not require extensive preparation or coordination for use. Collection sites will be on public property when feasible to facilitate the implementation of the mission and mitigate against any potential liability requirements. Activation of sites will be under the control of the City of Danville Department of Public Works and will be coordinated with other recovery efforts through the local EOC. Where appropriate, the final disposal may be to the City of Danville contracted landfill.

Site selection criteria will be developed into a checklist format for use by these teams to facilitate identification and assessment of potential sites. Criteria will include such factors of ownership of property, size of parcel, surrounding land uses and environmental condition, and transportation facilities that serve the site.

To facilitate the disposal process, debris will be segregated by type. It is recommended that the categories of debris established for recovery operations will be standardized. The state and its political subdivisions will adapt the categories established for recovery operations by the Corps of Engineers following Hurricane Andrew. The categories of debris appear in Tab A. Modifications to these categories can be made as needed. Hazardous and toxic materials/contaminated soils, and debris generated by the event will be handled in accordance with federal, state, and local regulations. The Fire Chief will be the initial contact for hazardous/toxic materials.

Organization:

The City of Danville Department of Public Works is responsible for the debris removal function. The Department of Public Works will work in conjunction with designated support agencies, utility companies, waste management firms and trucking companies, to facilitate the debris clearance, collection, reduction, and disposal needs of the City of Danville following a disaster.

Due to the limited quantity of resources and service commitments following the disaster, City of Danville will be relying heavily on private contractors to fulfill the mission of debris removal, collection, and disposal. The Department of Public Works maintains a current list of authorized contractors. Utilizing private contractors instead of government workers in debris removal activities has a number of benefits. It shifts the burden of conducting the work from the City of Danville to private sector, freeing up personnel to devote more time to their regularly assigned duties. Private contracting also stimulated the City of Danville, regional, and state economies impacted by the incident, as well as maximized state and local government's level of assistance from the federal government. Private contracting allows the City of Danville to more closely tailor their contract services to their specific needs. The entire process or segments of the process can be contracted out.

Responsibilities:

- Develop local and regional resource list of contractors who can assist the City of Danville in all phases of debris management;
- Develop sample contracts with generic scopes of work to expedite the implementation of debris management strategies;
- Develop mutual aid agreements with other state agencies and adjacent localities as appropriate;
- Identify and pre-designate potential storage sites for the type and quantity of debris anticipated following a catastrophic event which will primarily be located on or near the current compost site;
- Pre-identify local and regional critical routes in cooperation with contiguous and regional jurisdictions;
- Develop site selection criteria checklist to assist in identification of potential debris storage sites;
- Identify and address potential legal, environmental, and health issues that may be generated during all stages of the debris removal process;
- Identify and coordinate with appropriate regulatory agencies regarding potential regulatory issues and emergency response needs;
- Develop the necessary right-of-entry and hold harmless agreements indemnifying all levels of government against any potential claims;
- Establish debris assessment process to define scope of problem;

- Develop and coordinate prescript announcements with Public Information Office (PIO) regarding debris removal process, collection times, storage sites, use of private contractors, environmental and health issues, etc.;
- Document costs for the duration of the incident;
- Coordinate and track resources (public, private);
- Upon completion of debris removal mission, close out debris storage and reduction sites by developing and implementing the necessary site remediation and restoration actions; and
- Perform necessary audits of operation and submit claim for federal assistance.

TAB A Debris Classifications*

Definitions of classifications of debris are as follows:

1. Burnable materials will be of two types with separate burn locations.
 - a. Burnable Debris - includes but is not limited to, damaged and disturbed trees, bushes and shrubs, broken, partially broken and severed tree limbs and bushes. Burnable debris consists predominately of trees and vegetation. Burnable debris does not include garbage, construction and demolition material debris.
 - b. Burnable Construction Debris – consist of non-creosote structural timber, wood products, and other materials designated by the Department of Public Works.
2. Non-burnable Debris – consists of construction and demolition debris include, but is not limited to creosote timber; plastic; glass; rubber and metal products; sheet rock; roofing shingles; carpet; tires; and other materials as may be designated by the coordinating agency. Garbage will be considered non-burnable debris.
3. Stumps: Stumps will be considered tree remnants exceeding 24 inches in diameter but no taller than 18 inches above grade, to include the stump ball. Any questionable stumps shall be referred to the Public Works Department representative for determination of its disposition.
4. Ineligible Debris: to remain in place includes, but is not limited to, chemicals, petroleum products, paint products, asbestos, and power transformers.

Any material found to be classed as hazardous or toxic waste (HTW) shall be reported immediately to the designated representative of the Department of Public Works. At his/her direction, this material shall be segregated from the remaining debris in such a fashion as to allow the remaining debris to be loaded and transported. Standing broken utility poles; damaged and downed utility poles and appurtenances; transformers and other electrical material will be reported. Emergency workers shall exercise due caution with existing overhead, underground

utilities and above ground appurtenances, and advise the appropriate authorities of any situation that poses a health or safety risk to workers on site or to the general population.

* Debris classification developed and used by Corps of Engineers in Hurricane Andrew recovery.

TAB B Debris Quantity Estimates

The formula used in this model will generate debris quantity as an absolute value based on a known population, and using a worst case scenario.

Determine population (P) in the affected area, using the 2000 Census Data for the City of Danville. The assumption of three persons per household (H) is used for this model.

The model formula is as follows:

$$Q = H (C) (V) (B) (S)$$

Where

Q is quantity of debris in cubic yards

H is the number of households (10,688)

C is the storm category factor in cubic yards. It expresses debris quantity in cubic yards per household by category and includes the house and its contents, and land foliage –Category 5 storm Value of C Factor is 80 cubic yards.

V is the vegetation characteristic multiplier. It acts to increase the quantity of debris by adding vegetation including shrubbery and trees on public rights of way—Vegetative Cover Heavy – Value of Multiplier is 1.3.

B is the commercial/business/industrial use multiplier and takes into account areas that are not solely single-family residential, but includes retail stores, schools, apartments, shopping centers and industrial/manufacturing facilities—Commercial Density Heavy – Value of Multiplier is 1.3.

S is the storm precipitation characteristic multiplier which takes into account either a wet, or a dry storm event, with a wet storm, trees will up-root generating a larger volume of storm generated debris (for category III or greater storms only)—Precipitation Characteristic Medium to Heavy – Value of Multiplier is 1.3.

Then **Q = 10,688 (H) x 80 (C) x 1.3 (V) x 1.3 (B) x 1.3 (S) = 1.9 MILLION CUBIC YARDS**

References:

Mobile District Corps of Engineers, Emergency Management Branch, Debris Modeling

Annex #5 – Damage Assessment Support

Coordinating Agency

Department of Community Development

Cooperating Agencies

Government Agencies:

Real Estate Assessor's Office

Department of Public Works

Department of Parks, Recreation and Tourism

Fire Department Division of Emergency Management

Finance Department

Police Department

Department of Social Services

Utilities Danville Power and Light and Water and Gas

Private Non-profit Organizations:

American Red Cross

Gods Pit Crew

Salvation Army

Danville/Pittsylvania Community Services

Other Organization

Danville Regional Hospital

INTRODUCTION

Purpose:

The Damage Assessment Support Annex describes the coordinating processes used to ensure the timely and accurate assessment and reporting of damages in City of Danville after an emergency or disaster. It provides procedures to estimate the nature and extent of the damage and outlines details of the damage assessment process as required by the Commonwealth for determination of the need to request a Presidential Disaster Declaration as outlined in the Stafford Act.

Scope:

Damage assessment activities are an evaluation (in dollars) of the estimated cost for damages or loss to agriculture, infrastructure, real property (City/County, state and private) and equipment. This annex covers a broad scope of responsibilities, assignments and standard forms to be used in the overall process; it is applicable to departments and agencies that are assisting with the post-event damage assessment as coordinated by the Division of Emergency Management. This document will address general situations with no consideration given for special incident scenarios.

Definitions:

Initial Damage Assessment (IDA): Review and documentation of the impact and magnitude of a disaster on individuals, families, businesses, and public property. This report is due into the Virginia Emergency Operations Center in the required format (see Tab 1) within 72 hours of disaster impact. The Governor will use this information to determine if a Preliminary Damage Assessment needs to be requested from FEMA in response to outstanding needs.

Preliminary Damage Assessment (PDA): A joint venture between FEMA, State and local government to document the impact and magnitude of the disaster on individuals, families, businesses, and public property. The Governor will use the information gathered during the PDA process to determine whether Federal assistance should be requested.

Situation:

Following any significant disaster/emergency, a multitude of independent damage assessment activities will be conducted by a variety of organizations including American Red Cross, insurance companies, utility companies, and others. Outside of these assessments, a series of local, state and federal damage assessment activities will be conducted.

During the recovery phase of a disaster, the City will conduct a systematic analysis of the nature of the damage to public and private property, which estimates the extent of damage based upon actual observation and inspection. Crisis Track will be utilized as the primary damage assessment tool used by the damage assessment teams. Damage assessment will be performed on an urgent basis to provide an initial estimate of damage. The areas to be addressed will be determined by a collaborative effort between Community Development's Inspections Division and Emergency Management. A damage estimate of public and private property is required for the City to determine actions needed, the establishment of properties, and the allocation of local government resources, and what, if any, outside assistance will be required.

Based upon the local damage assessment reports, the Governor may request a Presidential declaration of a "major disaster", "major emergency", or a specific federal agency disaster declaration (Small Business Administration, Department of Agriculture, Corps of Engineers, etc.) to augment state/local/private disaster relief efforts. The President, under a "major emergency" declaration may authorize the utilization of any federal equipment, personnel and other resources. The President under a "major disaster" declaration may authorize two basic types of disaster relief assistance:

1. Individual Assistance (IA)
 - a. Temporary housing;
 - b. Individual and family grants (IFG);
 - c. Disaster unemployment assistance;
 - d. Disaster loans to individuals, businesses and farmers;
 - e. Agricultural assistance;
 - f. Legal services to low-income families and individuals;
 - g. Consumer counseling and assistance in obtaining insurance benefits;
 - h. Social security assistance;

- i. Veteran's assistance; and
 - j. Casualty loss tax assistance.
- 2. Public Assistance (PA)
 - a. Debris removal;
 - b. Emergency protective measures; and
 - c. Permanent work to repair, restore or replace road systems, water control facilities, public buildings and equipment, public utilities public recreational facilities, etc.

Assumptions:

1. Fast and accurate damage assessment is vital to effective disaster responses;
2. Damage will be assessed by pre-arranged teams of local resource personnel;
3. If promptly implemented, this plan can expedite relief and assistance for those adversely affected;
4. A catastrophic emergency will require the expenditure of large sums of local funds. Financial operations will be carried out under compressed schedules and intense political pressures, which will require expeditious responses that meet sound financial management and accountability requirements;
5. Damage to utility system and to the communications systems will hamper the recovery process;
6. A major disaster affecting the City could result in the severance of a main transportation artery resulting in a significant alteration of lifestyle in the community; and

Policies:

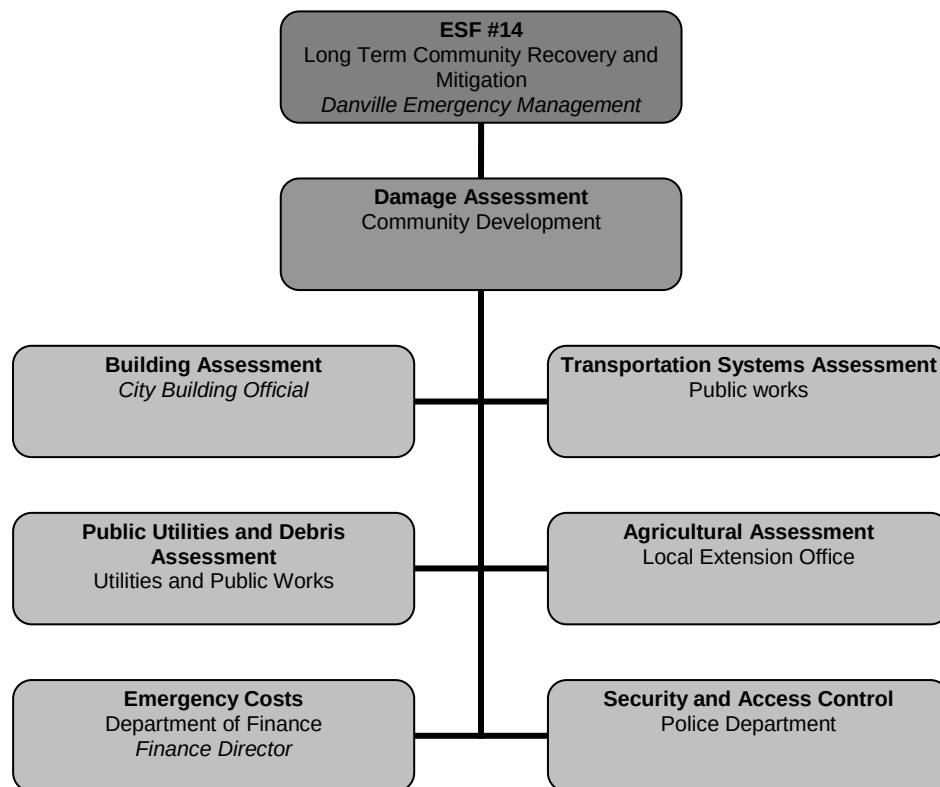
1. The Initial Damage Assessment (IDA) results will be reported to the Virginia EOC within 72 hours of the incident (WebEOC –primary; Fax or Call – secondary);
2. At the Incident Commander's request, the first priority for damage assessment may to be to assess City structural/infrastructure damage;
3. A Federal/State supported Preliminary Damage Assessment will be conducted in coordination with the City to verify IDA results and determine long-term needs. This data will be used to determine the need for a Presidential Disaster Declaration;
4. An estimate of expenditures and obligated expenditures will be submitted to both the City and the VEOC before a Presidential Disaster declaration is requested;
5. Additional reports will be required when requested by the Emergency Management Director or Emergency Manager depending on the type and magnitude of the incident;
6. Supplies, equipment and transportation organic to each organization will be utilized by that organization in the accomplishment of its assigned responsibility or mission;
7. Additional supplies, equipment and transportation essential to the continued operation of each organization will be requested through ESF #7 (Resource Support) in the EOC;
8. The approval to expend funds for response and recovery operations will be given by the department head from each agency or department involved in recovery operations. Each agency or department should designate a responsible person

to ensure that actions taken and costs incurred are consistent with identified missions; and

CONCEPT OF OPERATIONS

Organization:

The ultimate responsibility of damage assessment lies with the local governing authority. The City Emergency Management Coordinator or his/her designee will be responsible for damage assessments, collection of the data and preparation of necessary reports through the functions of ESF 14, Long Term Community Recovery and Mitigation. Damage assessments will be conducted by qualified, trained **local** teams under the supervision of the Department of Community Development. The damage assessment teams will be supported by multiple agencies from the City. If the nature of the incident is such that local resources are incapable of assessing the damage, state assistance will be requested through normal resource request procedures to the VEOC.



Additional ESFs may need to be utilized to enhance the actions of an evacuation resulting in an inability to return to the properties such as ESF 7 (Resource Management). ESF 5 (Emergency Management) and ESF 11 (Agriculture and Natural Services) would be engaged for issues that extend from the inability to re-inhabit residential structures due to larger scale feedings and if other agricultural related impacts. If the incident involves chemicals or radiation that may cause contamination of damage area, ESF 8 (Health and Medical) and ESF 10 (Oil and

Hazardous Materials) may also be needed. The primary ESFs as listed will utilize their full ESF specific annex and any supporting agencies and ESFs to implement their portion of the damage assessment.

Responsibilities:

1. Department Community Development

- a. Assemble the appropriate team and develop damage assessment plans, policies and procedures;
- b. Maintain a list of critical facilities that will require immediate repair if damaged;
- c. Appoint a representative to be located within the EOC to direct damage assessment operations to include operation of the teams, collecting data, and developing accurate and appropriate reports for the Emergency Management;
- d. Coordinate disaster teams conducting field surveys;
- e. Collect and compile incoming damage reports from teams in the field, from other operations directors, and outside agencies, systems and companies;
- f. Using existing policies and procedures, determine the state of damaged buildings and place notification/placards as needed;
- g. Using existing policies and procedures, facilitate the issuance of building permits and for the review and inspection of the site-related and construction plans submitted for the rebuilding/restoration of buildings;
- h. Assist in the establishment of the sequence of repairs and priorities for the restoration of affected areas;
- i. Ensure that there will be an escort available for any State or Federal damage assessments and prepare an area Hazard mitigation map with the damage sites prior to their arrival;
- j. Solicit cooperation from other City Departments for support and to serve as member of damage assessment teams;

2. Department of Public Works

- a. Designate representatives to serve as members of damage assessment teams;
- b. Participate in damage assessment training;
- c. Collect and compile damage data regarding public and private utilities, and provide to Department of Community Development within the EOC;
- d. Participate as requested in Initial Damage Assessment field reviews and escorting for State and Local damage assessments; and
- e. Designate representatives may serve as members of damage assessment teams;
- f. Participate in damage assessment training;
- g. Collect and compile damage data regarding public and private transportation resources, and provide to City/County Department of Building and Zoning within the EOC;
- h. Participate as requested in Initial Damage Assessment field reviews and escorting for State and Local damage assessments; and

3. Local Extension Office

- a. Designate representatives to serve as members of damage assessment teams;
 - b. Participate in damage assessment training;
 - c. Collect and compile damage data regarding public and private agricultural resources, and provide to Department of Community Development within the EOC;
 - d. Participate as requested in Initial Damage Assessment field reviews and escorting for State and Local damage assessments; and
- 4. Police Department
 - a. Provide security for ingress and egress of the damaged area(s) post-event;
 - b. Provide access and security for damage assessment activities with the City.
- 5. Finance Department
 - a. Collect, report and maintain estimates of expenditures and obligations required for response and recovery activities;
 - b. Maintain accurate records of funds, materials and man-hours expended as a direct result of the incident;
 - c. Report these estimates and obligations to the Emergency Management for inclusion into the appropriate Public Assistance IDA categories; and
- 6. Emergency Management
 - a. Overall direction and control of damage assessment for the City;
 - b. Reporting of damages to the Virginia EOC within 72 hours of the incident in the appropriate Initial Damage Assessment format;
 - c. Ensuring appropriate and adequate public information and education regarding the damage assessment process; and
 - d. Solicit cooperation from companies and local representatives of support agencies to serve as member of damage assessment teams;
 - e. Conduct damage assessment training programs for the teams;
 - f. Correlate and consolidate all expenditures for damage assessment to the Department of Finance;

ACTION CHECKLIST

Mitigation/Prevention:

1. Develop public awareness programs from building codes, ordinances and the National Flood Insurance Program;
2. Develop a damage assessment training program;
3. Develop damage assessment plans, procedures and guidance;
4. Designate representatives to lead damage assessment activities within the EOC;
5. Designate damage assessment team members; and

Preparedness:

1. Identify resources to support and assist with damage assessment activities;

2. Train personnel in damage assessment techniques;
3. Review plans, procedures and guidance for damage assessments, damage reporting and accounting;
4. List all critical facilities and all local buildings requiring priority restoration; and
5. Insert any other preparedness actions here.

Response:

1. Activate the damage assessment staff in the EOC;
2. Organize and deploy damage assessment teams or team escorts as necessary;
3. Organize collection of data and record keeping at the onset of the event;
4. Document all emergency work performed by local resources to include appropriate photographs;
5. Compile and disseminate all damage reports for appropriate agencies;
6. Determine the state of damaged buildings and place notification/placards as needed;
7. Inform officials of hazardous facilities, bridges, road, etc.; and
8. Insert any other response actions here.

Recovery:

1. Continue damage assessment surveys as needed;
2. Advise on priority repairs and unsafe structures;
3. Facilitate the issuance of building permits and for the review and inspection of the site-related and construction plans submitted for the rebuilding/restoration of buildings;
4. Monitor restoration activities;
5. Complete an event review with all responding parties;
6. Review damage assessment plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate;
7. Review building codes and land use regulations for possible improvements;
8. Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used on-hand inventory of supplies;
9. Assist the Finance Department in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures; and

ADMINISTRATION AND LOGISTICS**Administration:**

Basic administrative and accountability procedures for any damage assessment activities will be followed as required by City, state and federal regulations. As with any disaster or incident response, the ICS/NIMS will be used to organize and coordinate response activity. (Reference: Financial Management Support Annex)

Logistics:

If supplies, materials, and equipment are required, records will be maintained in accordance to City, state and federal reporting requirements. All procurement processes will also follow appropriate City procurement policies and regulations, and

state and federal policies and regulations as necessary. (Reference: Logistics Management Support Annex)

Public Information:

The Public Information Officer will follow procedures established in the Public Affairs Support Annex to:

- Ensure prior coordination with appropriate damage assessment coordination ESFs to provide periodic spot announcements to the public on pertinent aspects of the assessments; and
- Ensure availability of the media in the event an emergency requiring evacuation arises.

Direction and Control

1. All damage assessment activities will be coordinated through the EOC and employ the ICS/NIMS. Small scale or immediate need evacuations may be coordinated on-site as necessary. These on-site coordinated evacuations will also employ the ICS/NIMS.
2. The EOC is responsible for providing support and resources to the incident commander.
3. The Emergency Manager will assist the senior elected official in the EOC and coordinate with the PIO. The Emergency Manager and PIO will have at least one assistant to support 24-hour operations and act in the absence of the primary.
4. In the event an incident is suspected or determined to be a terrorist event, a Joint Operations Center will be established to coordinate Federal and State support. A separate Joint Information Center will provide media interface.

Plan Development and Maintenance

This plan should be reviewed annually in its entirety for any needed updates, revisions, or additions. It is the responsibility for the Department Community Development, as the lead agency for this Hazard Mitigation plan, to insure that this is completed. This plan should also be reviewed after every incident in which it is activated to reflect any needed updates, revisions or additions that were found within that response effort.

TAB 1 Damage Assessment Team Assignments

The appointed representative from Community Development will report to the EOC when activated by the Emergency Manager. Damage assessment teams will be assembled and instructions provided relative to the emergency. Team leaders will be designated to compile information for situation and damage assessment reports.

TEAM ASSIGNMENTS (based on categories in Damage Assessment Form)

PRIVATE PROPERTY

Category A – Residential/Personal Property

Houses, manufactured homes, apartments, duplexes (identify number of families and units affected) – Include estimate for structures, private bridges, fencing and vehicles/boats.

Team Members will be determined at the time of need

Category B – Business and Industry

Industrial plants and businesses (facilities, equipment, materials, commercial vehicles).

Team Members will be determined at the time of need

Category C – Agriculture

An agricultural parcel is at least 5 acres. Include estimate of all damage to houses, manufactured homes, crops (type and acres), farm buildings, livestock (number and type), fencing (in miles) and equipment (pieces and type).

Team Members will be determined at the time of need

PUBLIC PROPERTY

Category A – Debris Clearance

Debris on roads and streets, on public property, on private property and structure demolition.

Team Members will be determined at the time of need

Category B – Protective Measures

1. Life and safety (all public safety report costs)

Team Members will be determined at the time of need

2. Barricading, sandbagging, stream drainage channels, health (rodents/insect control)

Team Members will be determined at the time of need

Category C – Road Systems

Damage to roads and streets, bridges, culverts, sidewalks, traffic control systems.

Team Members will be determined at the time of need

Category D – Water Control Facilities

Damage to dams and drainage systems.

Team Members will be determined at the time of need

Category E – Public Buildings and Equipment

Damage to buildings, inventory, vehicles and equipment.

Team Members will be determined at the time of need

Category F – Public Utility Systems

Damage to water plants, dams, sanitary/sewage systems and storm drainage systems.

Team Members will be determined at the time of need

Category G – Recreational Facilities

Damage to parks, shelters, lighting and equipment.

Team Members will be determined at the time of need

Teams will use the electronic recording system, Crisis Tack, for recording the data collected provided by the Virginia Department of Emergency Management (Crisis Track). If electronic is not available, the following forms will be used.

TAB 2 LOCAL GOVERNMENT DAMAGE ASSESSMENT TELEPHONE REPORT

1. CALLER NAME			2. PROPERTY ADDRESS (include apt. no; zip code)	
3. TELEPHONE NUMBER			4. TYPE OF PROPERTY	5. OWNERSHIP
Home	Work	Cell	☐ Single Family ☐ Multi-Family (usually Apts.) ☐ Business ☐ Check here if residence is a vacation home—not a primary residence	☐ Own ☐ Rent ☐ Lease (business only)
Best time to call	Best number to use			
6. CONSTRUCTION TYPE				
☐ Masonry ☐ Wood Frame ☐ Mobile Home ☐ Manufactured ☐ Other				
7. TYPE OF INSURANCE				
☐ Property ☐ Sewer Back-up ☐ Flood (Structure) ☐ Flood (Contents) ☐ Wind/Hurricane ☐ None				
8. DAMAGES (Check all that apply)				
HVAC ☐ Yes ☐ No Water Heater ☐ Yes ☐ No Electricity ☐ On ☐ Off Natural Gas ☐ On ☐ Off Roof Intact ☐ Yes ☐ No Foundation ☐ Yes ☐ No Windows ☐ Yes ☐ No Sewer ☐ OK ☐ Not OK Major Appliances ☐ Yes ☐ No Basement Flooding ☐ Yes - Depth ____ Feet Furnace ☐ Yes ☐ No				
9. SOURCE OF DAMAGES				
☐ Sewer back-up ☐ Primarily Flood ☐ Wind/Wind driven rain ☐ Tornado Other ☐ _____				
10. Based on the damages reported, the property is currently ☐ Habitable ☐ Uninhabitable				
11. CALLER'S ESTIMATE OF DAMAGES				
REPAIRS	CONTENTS		TOTAL	
\$	\$		\$	
12. COMMENTS				
12. CALL TAKER TAKEN			13. DATE & TIME REPORT	

TAB 3 Cumulative Initial Damage Assessment Report

PRIMARY: Input into WebEOC

SECONDARY: VDEM VEOC Phone Number (804) 674-2400 Fax Number (804) 674-2419

Jurisdiction:									
Date/Time IDA Report Prepared:									
Prepared By:									
Call back number:									
Fax Number:									
Email Address:									
Part I: Private Property CUMULATIVE DAMAGES									
Type Property	# Destroyed	# Major Damage	# Minor Damage	# Affected	Dollar Loss	% Flood Insured	% Property Insured	% Owned	% Secondary
Single Dwelling Houses (inc. condo units)									
Multi-Family Residences (count each unit)									
Manufactured Residences (Mobile)									
Business/Industry									
Non-Profit Organization Buildings									
Agricultural Facilities									
Part II: Public Property (Includes eligible non-profit Facilities) CUMULATIVE DAMAGES									
Type of Property						Estimated Dollar Loss	% Insured		
Category A (Debris Removal)									
Category B (Emergency Protective Measures)									
Category C (Roads and Bridges)									
Category D (Water Control Facilities)									
Category E (Public Buildings and Equipment)									
Category F (Public Utilities)									
Category G (Parks and Recreation Facilities)									
TOTAL						\$0.00			
Additional Comments:									

TAB 4 Public Assistance Damage Assessment Guidelines

Category	Purpose	Eligible Activities
A: Debris Removal	Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property	• Debris removal from a street or highway to allow the safe passage of emergency vehicles • Debris removal from public property to eliminate health and safety hazards
B: Emergency Protective Measures	Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property	• Emergency Operations Center activation • Warning devices (barricades, signs, and announcements) • Search and rescue • Security forces (police and guards) • Construction of temporary levees • Provision of shelters or emergency care • Sandbagging • Bracing/shoring damaged structures • Provision of food, water, ice and other essential needs • Emergency repairs • Emergency demolition • Removal of health and safety hazards
C: Roads and Bridges	Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting and signs	• Eligible work includes: repair to surfaces, bases, shoulders, ditches, culverts, low water crossings, and other features, such as guardrails.
D: Water Control Facilities	Repair of irrigation systems, drainage channels, and pumping facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted	• Channel alignment • Recreation • Navigation • Land reclamation • Fish and wildlife habitat • Interior drainage • Irrigation • Erosion prevention • Flood control
E: Buildings and Equipment	Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles	• Buildings, including contents such as furnishings and interior systems such as electrical work. • Replacement of pre-disaster quantities of consumable supplies and inventory. Replacement of library books and publications. • Removal of mud, silt, or other accumulated debris is eligible, along with any cleaning and painting necessary to restore the building. • All types of equipment, including vehicles, may be eligible for repair or replacement when damaged as a result of the declared event.
F: Utilities	Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities	• Restoration of damaged utilities. • Temporary as well as permanent repair costs can be reimbursed.

G: Parks, Recreational Facilities, and Other Items	Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F	• Roads, buildings, and utilities within those areas and other features, such as playground equipment, ball fields, swimming pools, tennis courts, boat docks and ramps, piers, and golf courses. • Grass and sod are eligible only when necessary to stabilize slopes and minimize sediment runoff. • Repairs to maintained public beaches may be eligible in limited circumstances.
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Only states, local government agencies and authorities, public utilities, and certain non-profit organizations may be eligible for Public Assistance grants.

Eligibility Criteria: Virginia Population per latest US Census x annual multiplier for state eligibility; Locality population per latest US Census x annual local multiplier for local eligibility.

Adapted from the *Public Assistance Guide, FEMA 322* ; Additional policy information is available at <http://www.fema.gov/government/grant/pa/policy.shtm>



TAB 5 Public Assistance Damage Assessment Field Form



Key for Damage Categories (Use appropriate letters in the 'category' blocks below)		
A. Debris Clearance	D. Water Control Facilities	G. Parks, Recreation Facilities & Other
B. Emergency Protective Measures	E. Public Buildings & Equipment	
C. Roads & Bridges	F. Public Utility System	

JURISDICTION: _____

INSPECTOR: _____

DATE: _____

SITE #	WORK CATEGORY:	NAME of FACILITY and LOCATION:			
		GPS (in decimal deg.):			
DAMAGE DESCRIPTION:					
EMERGENCY FOLLOW-UP NEEDED?	Y	N	TOTAL ESTIMATED DAMAGES: \$		
FLOOD INSURANCE	Y	N	PROPERTY INSURANCE	Y	N
			NO DATA AVAILABLE (check box)		

TAB 6 Individual Assistance Damage Assessment Level Guidelines

Damage Definitions	General Description	Things to Look For	Water Levels
DESTROYED	DESTROYED	DESTROYED	DESTROYED
Structure is a total loss. <u>Not economically feasible to rebuild.</u>	Structure leveled above the foundation, or second floor is gone. Foundation or basement is significantly damaged.	Structure leveled or has major shifting off its foundation or only the foundation remains. Roof is gone, with noticeable distortion to walls.	More than 4 feet in first floor. More than 2 feet in <i>mobile home</i> .
MAJOR	MAJOR	MAJOR	MAJOR
Structure is currently uninhabitable. Extensive repairs are necessary to make habitable. <u>Will take more than 30 days to repair.</u>	Walls collapsed. Exterior frame damaged. Roof off or collapsed. Major damage to utilities: furnace, water heater, well, septic system.	Portions of the roof and decking are missing. Twisted, bowed, cracked, or collapsed walls. Structure penetrated by large foreign object, such as a tree. Damaged foundation.	2 to 4 feet in first floor without basement. 1 foot or more in first floor with basement. 6 inches to 2 feet in <i>mobile home</i> with plywood floors. 1 inch in <i>mobile home</i> with particle board floors.
MINOR	MINOR	MINOR	MINOR
Structure is damaged and uninhabitable. Minor repairs are	Interior flooring / exterior walls with minor damage.	Many missing shingles, broken windows and doors.	2 inches to 2 feet in first floor without basement.

necessary to make habitable. <u>Will take less than 30 days to repair.</u>	Tree(s) fallen on structure. Smoke damage. Shingles / roof tiles moved or missing.	Loose or missing siding. Minor shifting or settling of foundation. Minor damage to septic system.	1 foot or more in basement. <u>Crawlspace</u> – reached insulation. <u>Sewage</u> - in basement. <u>Mobile home</u> , "Belly Board" to 6 inches.
AFFECTED HABITABLE	AFFECTED HABITABLE	AFFECTED HABITABLE	AFFECTED HABITABLE
Structure has received minimal damage and is <u>habitable without repairs.</u>	Chimney or porch damaged. Carpet on first floor soaked. Broken windows.	Few missing shingles, some broken windows. Damage to air conditioning units / etc. Some minor basement flooding.	Less than 2 inches in first floor Minor basement flooding. <u>Mobile home</u> , no water in "Belly Board".

IDA Tips: Estimating Water Depths

Brick - 2 1/2 inches per course
per course Stair risers - 7 inches

Lap or aluminum siding - 4 inches or 8 inches

Concrete or cinder block - 8 inches per course
Standard doors - 6 feet 8 inches

Door knobs - 36 inches above floor

*Additional information: www.VAEmergency.com
Revised 03/13/07 VDEM*

Adapted from FEMA 9327.1-PR April 2005

TAB 7 Locality Individual Damage Assessment Field Form

LOCALITY INDIVIDUAL DAMAGE ASSESSMENT FIELD FORM										
Incident Type		Sector		Place Name		IDA Date				
Geographic Area Description						Page #		Of Total Pages		
IDA Team										
		SINGLE FAMILY	MULTI - FAMILY	MOBILE HOME	Total Surveyed	% Owner	% FL Ins.	% HO Ins.	% Low Income	Number Inaccessible
AFFECTED	OWNER									
	RENTER									
	Secondary									
MINOR	OWNER									
	RENTER									
	Secondary									
MAJOR	OWNER									
	RENTER									
	Secondary									
DESTROYED	OWNER									
	RENTER									
	Secondary									
TOTAL PRIMARY										
TOTAL SECONDARY										
TOTAL (incl. Secondary)										
ROADS / BRIDGES	Number of Roads / Bridges Damaged			Number of Households Impacted						
UTILITIES	Number of Households Without Utilities			Estimated Date for Utilities Restoration						
Comments										

Annex #6 – Incident Annexes

INTRODUCTION

Purpose:

This section provides an overview of the annexes applicable to situations requiring specialized, incident-specific implementation of the Emergency Operations Plan (EOP).

Background:

The Incident Annexes address contingency or hazard situations requiring specialized application of the EOP. The annexes in the sections that follow address the following situations:

- Biological Incident
- Catastrophic Incident
- Cyber Incident
- Food and Agriculture Incident
- Nuclear/Radiological Incident
- Flooding Incident
- Terrorism Incident Law Enforcement and Investigations
- Aircraft Accident Incident
- Railway Incident
- Dam Safety Incident

Incident Annexes are organized alphabetically. Policies and procedures in the Catastrophic Incident Annex are overarching and applicable for all hazards. Similarly, the mechanisms in the Terrorism Incident Law Enforcement and Investigation Annex apply when terrorism is associated with any incident.

Incident Annex Contents

The annexes describe the policies, situation, concept of operations, and responsibilities pertinent to the type of incident in question.

Policies:

Each annex explains unique authorities pertinent to that incident, the special actions or declarations that may result, and any special policies that may apply.

Situation:

Each annex describes the incident situation as well as the planning assumptions, and outlines the approach that will be used if key assumptions do not hold.

Concept Of Operations:

Each annex describes the concept of operations appropriate to the incident, unique aspects of the organizational approach, notification and activation processes, and specialized incident-related actions.

Each annex also details the coordination structures and positions of authority that are unique to the type of incident, the specialized response teams or unique resources needed, and other considerations.

Responsibilities:

Each Incident Annex identifies the coordinating and cooperating agencies involved in an incident-specific response; in some cases, this responsibility is held jointly by two or more departments.

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

The responsibilities of the Coordinating agency and cooperating agencies are identified below:

Coordinating Agency

Coordinating agencies described in the EOP annexes support the incident management mission by providing the leadership, expertise, and authorities to implement critical and specific aspects of the response. In some annex, the responsibilities of the coordinating agency may be shared or delegated based on the nature or the location of the incident.

The coordinating agency is responsible for:

- Orchestrating a coordinated delivery of those functions and procedures identified in the annex;
- Providing staff for operations functions at fixed and field facilities;
- Notifying and sub tasking cooperating agencies;
- Managing tasks with cooperating agencies, as well as appropriate State agencies;
- Working with appropriate private sector organizations to maximize use of available resources;
- Supporting and keeping ESFs and other organizational elements informed of annex activities;

- Planning for short-term and long-term support to incident management and recovery operations; and
- Maintaining trained personnel to provide appropriate support.

Cooperating Agency

The coordinating agency will notify cooperating agencies when their assistance is needed. Cooperating agencies are responsible for:

- Conducting operations, when requested by the coordinating agency, using their own subject-matter experts, capabilities, or resources;
- Participating in planning for incident management and recovery operations and development of supporting operational plans, standard operating procedures, checklists, and other tools.
- Furnishing available personnel, equipment, or other resources support as requested by the Coordinating Agency.
- Participating in training and exercises aimed at continuous improvement of prevention, response and recovery capabilities; and
- Nominating new technologies or procedures to improve performance.

Biological Incident Annex

INTRODUCTION

Purpose

The purpose of the Biological Incident Annex is to outline the actions, roles, and responsibilities associated with response to a disease outbreak of known or unknown origin,

A biological incident includes naturally occurring biological diseases (communicable and non-communicable) in humans and those biological agents diagnosed in animals having the potential for transmission to humans as well as terrorist events. This annex outlines biological incident response actions including threat assessment notification procedures, laboratory testing, joint investigative/response procedures, and activities related to recovery.

Scope

The objectives of a response to a biological terrorism event, pandemic influenza, emerging infectious disease, or a novel pathogen outbreak are to:

- Detect the event through disease surveillance and environmental monitoring.
- Identify and protect the population(s) at risk.
- Determine the source of the outbreak.
- Quickly frame the public health, law enforcement, and international implications.
- Control and contain any possible epidemic (including providing guidance to State, tribal and local public health authorities).
- Augment and surge public health and medical services.
- Identify the cause and prevent the recurrence of any potential resurgence or additional outbreaks.
- Assess the extent of residual biological contamination and decontaminate as necessary.

The unique attributes of this response require separate planning considerations that are tailored to specific health concerns and effects of the disease (e.g. terrorism versus natural outbreaks, communicable versus non-communicable, etc.).

Specific operational guidelines, developed by respective organizations to address the unique aspects of a particular biological agent or planning consideration, will be the operational and planning component for the City of Danville for the purposes of this annex. Specific plans will be obtained from the local branch of the Health Department and SOVAH Hospital.

CONCEPT OF OPERATIONS

Biological Agent Response

The key elements of an effective biological response include (in non-sequential order):

- Rapid detection of the outbreak
- Rapid dissemination of key safety information and necessary medical precautions.
- Swift agent identification and confirmation.
- Identification of the population at risk (to include animals and marine life).
- Determination of how the agent is transmitted, including an assessment of the efficiency of transmission.
- Determination of susceptibility to prophylaxis and treatment.
- Definition of the public health and medical services, human services and mental health implications.
- Control and containment of the epidemic.
- Decontamination of individuals, if necessary.
- Identification of the law enforcement implications/assessment of the threat.
- Augmentation and surging of local health and medical resources.
- Protection of the population through appropriate public health and medical actions.
- Dissemination of information to enlist public support.
- Response options may include assessment of environmental contamination and cleanup/decontamination of bio-agents that persist in the environment; and providing consultation on the safety of food products that may be derived from directly or environmentally exposed animals or marine life.
- Tracking and preventing secondary or additional disease outbreak.

Determination of a Disease Outbreak

The initial indication of a major disease outbreak, intentional or naturally occurring, may be the recognition by public health and medical authorities that a significantly increased number of people are becoming ill and presenting to local healthcare providers.

One tool to support this process is the National Bio-surveillance Integration System (NBIS). NBIS leverages the individual capabilities of multiple surveillance systems by integrating and analyzing domestic and international surveillance and monitoring data collected from human health, animal health, plant health, food and water and monitoring systems. This integrated cross-domain analysis allows for enhanced situational awareness and potentially reduced detection time, thus enabling more rapid and effective biological incident response decision making.

As a result of the nature in which disease outbreak may be recognized, critical decision making support required integrated surveillance information, identification of the causative biological agent, a determination of whether the observations are related to a naturally occurring outbreak, and identification of the population(s) at risk.

The immediate task following any notification is to identify the population affected and vulnerable and the geographic scope of the incident. The initial public health and medical response includes some or all of the followings actions:

- Targeted epidemiological investigation (e.g., contact tracing).
- Dissemination of key safety information and necessary medical precautions.
- Intensified surveillance within healthcare settings for patients with certain clinical signs and symptoms.
- Intensified collection and review of potentially related information (e.g., contacts with nurse call lines, laboratory test orders, school absences, over-the-counter pharmacy sales, unusual increase in sick animals, wildlife deaths, decreased commercial fish yields).
- Organization of Federal public health and medical response assets (in conjunction with State, tribal, and local officials) to include personnel, medical and veterinary supplies, and material (e.g., the Strategic National Stockpile and Veterinary Stockpiles).

If there is suspicion that the outbreak may be deliberate, the Department of Justice/Federal Bureau of Investigation may establish a Joint Operations Center which may be integrated into the Joint Field Office structure, if established, to coordinate investigative and intelligence activities among Federal, State, tribal and local authorities. Within the Joint Operations Center structure locally and Department of Justice/Federal Bureau of Investigation's Strategic Information and Operations Center in Washington, D. C. responsible public health officials would be integrated into the command structure to coordinate the interaction between law enforcement and public health investigations.

Cyber Incident Annex

INTRODUCTION

Purpose

The purpose of the Cyber Incident Annex is to outline the policies, organization, actions and responsibilities for a coordinated, broad-based approach to incident requiring coordinated response that are induced by cyber means or have cyber effects. A physical attack on cyber infrastructure is covered by ESF #2 – Communications.

Note: The IT Department of the City has a specific internal plan in addition to this general Annex.

Scope

This annex focuses on responding to and recovering from cyber incidents requiring a coordinated response that impact mission-critical functions and/or threaten public health or safety, undermine public confidence, and have a critical function, have a debilitating effect on the national economy, or diminish the security posture of the Nation. A cyber incident is induced directly through cyber means with cyber or physical results that:

- Cause or are likely to cause, harm to mission-critical functions and services across the public and private sectors by impairing the confidentiality, integrity, or availability of electronic information, information systems, services, or networks; and/or
- Threaten public health or safety, undermine public confidence, have a negative effect on the national economy, or diminish to security posture of the Nation.

Such an incident would likely affect communications and/or computing services in at least one and possible several metropolitan areas and/or States. It would involve multiple communications service providers and/or Information Technology products and applications, resulting in a degradation of the ability of other essential infrastructures to function. Such an outage would have an impact on the availability and integrity of communication and computing services for at least a significant portion of a business day or longer.

This annex describes the specialized application of the National Response Framework to a Cyber Incident. When a Cyber Incident occurs it could impact multiple infrastructure sectors or be targeted at a specific sector such as finance, energy, or communications. A Cyber Incident may result in the activation of all Emergency Support Functions (ESF) under the National Response Framework as

appropriate. This will be the responsibility of the City of Danville's Information Technology (IT) Department as the lead within ESF 2.

CONCEPT OF OPERATIONS

A Cyber Incident may overwhelm government and/or private-sector resources by disrupting the Internet and/or taxing critical infrastructure information systems. Complications from a Cyber Incident may threaten public health or safety, undermine public confidence, have a debilitating effect on the national economy or diminish the security posture of the nation. Rapid identification, information exchange, investigation, and coordinated response and remediation often can mitigate the damage that could be caused by this type of incident.

- Coordinating cyber response and recovery efforts.
- Providing alerts and notification of potential cyber threats, incidents, and attacks.
- Sharing information both inside the government and with the private sector, including best practices, incident response, and incident mitigation.
- Analyzing cyber vulnerabilities, exploits, and attack methods.
- Providing technical assistance.
- Defending against the attack.

These activities are the product of, and require, a concerted effort by Federal, State, tribal, and local governments, as well as non-governmental entities, such as the private sector and academia. In order to support the objectives of this annex, ESF #2 may be activated to assist in providing an operational response structure, fiduciary mechanisms, and reporting capabilities to effectively respond to a Cyber Incident.

Flooding Incident Annex

INTRODUCTION

Mission

To protect the public health and safety in the event of severe flooding, primarily flash flooding.

Organization

The City Manager/Director of Emergency Management or, in his absence, the Coordinator of Emergency Management, is responsible for making the decision to order evacuation in the event of a potentially life-threatening flood situation. The Fire Department and Police Department will disseminate the warning to evacuate. The Coordinator of Emergency Management will develop and maintain (1) a flash flood warning system, (2) emergency response plans and procedures, and (3) a hazard mitigation plan.

CONCEPT OF OPERATIONS

Flooding is a major hazard for the City of Danville. The Coordinator of Emergency Management is responsible for developing and maintaining (1) a flood warning system, (2) emergency response plans and procedures, and (3) a hazard mitigation plan.

Emergency Management Actions – Flooding

1. Normal Operations

- a. Develop and maintain plans and procedures for flooding. Designate areas to be evacuated.
- b. Develop and maintain the flash flood warning system. Provide training for EOC personnel in the use of computer equipment.
- c. Identify needed flood mitigation measures and encourage their implementation.

2. Increased Readiness

Characterized by events such as extended periods of heavy rains and/or large approaching storm systems. A “Flash Flood Watch” may be issued by the National Weather Service or the local coordinator.

- a. Review and update plans and procedures if needed.
- b. Monitor weather advisories, river/reservoir levels, and flood gauge reports.

3. Emergency Operations Mobilization Phase

“Flash Flood Warning”

- a. Advise persons in flood-prone areas to prepare for evacuation.
- b. Place the EOC staff on standby.
- c. Test primary and alternate communications.

- d. Review and update plans and procedures for warning, reception and care, and emergency public information
 - e. Identify vehicles and equipment which should be moved to higher ground.
 - f. Place emergency responders on standby.
4. Response Phase
- a. Direct the evacuation of threatened areas. Designate an on-scene commander for each area. Provide back-up radio communications.
 - b. Initiate sandbagging and flood-fighting activities if feasible.
 - c. Relocate public owned vehicles and equipment to higher ground.
 - d. Designate and open Shelter Centers.
 - e. Provide emergency public information as appropriate.
 - f. Declare a local emergency.
 - g. Report situation and support requirements, if any, to the Virginia EOC. Continue to provide daily status reports throughout the emergency.
 - h. Activate search and rescue teams.
 - i. Direct that utilities be shut off in evacuated areas.
 - j. Establish traffic control for evacuated areas.
 - k. Direct the testing of drinking water for purity in flooded areas.
 - l. Evaluate the situation and direct protective action as required.
 - m. Declare the area safe for re-entry after danger has passed.
5. Recovery
- a. Restore facilities and services. Drain flooded areas if appropriate. Assess damages. Request post-disaster assistance, as appropriate.

Terrorism Response Annex

Policies, Authorities, And References

The policies section identifies the authorities and references unique to the incident type, the special actions or declarations which may result, and any special policies that apply.

Local

1. All suspicious activities or threats will be forwarded to the Police Department for investigation and reporting and any other law enforcement interventions.
Consequence management will be a joint response by Emergency Management and other Public Safety response agencies and then to the general EOP if the situation rises to a level beyond a routine response to an incident.

State

1. Commonwealth of Virginia Emergency Services and Disaster Laws, 2000
2. Commonwealth of Virginia Emergency Operations Plan (COVEOP), 2012
3. Commonwealth of Virginia Emergency Operations Plan, Terrorism Consequence Management Plan Annex Volume IV, September 2012
4. Commonwealth of Virginia Strategic National Stockpile Plan, Virginia Department of Health, 2008
5. Commonwealth of Virginia Critical Infrastructure Protection and Resiliency Strategic Plan, 2008
6. Code of Virginia, Titles 2.2, 3.2 and 29
7. Executive Orders 43 (2007), 44 (2007) and 50 (2012)

Federal

1. National Response Framework, 2013
2. Title 18, USC, Section 2332a, Weapons of Mass Destruction
3. Title 18, USC, Sections 175-178, Biological Weapons Anti-Terrorism Act (BWAT)
4. Title 18, USC, Sections 371-373, Conspiracy
5. Title 18, USC, Sections 871-879, Extortion and Threats
6. Title 18, USC, Section 1365, Tampering with Consumer Products
7. Homeland Security Presidential Directive 5
8. National Infrastructure Protection Plan, 2009
9. 21 USC, Chapter 4, Subchapter III
10. The Animal Industry Act: 21 USC, Sections 112, 113-114a-1, 115-117, 120, and 130
11. Cattle Contagious Diseases Act of 1903: 21 USC, Sections 112, 120-122
12. Federal Food, Drug, and Cosmetic Act, Chapter III – Prohibited Acts & Penalties
13. Department of Homeland Security Target Capabilities List, 2007
14. Federal Register, Vol. 73, No. 149, Friday, August 1, 2008
15. Handbook for Responding to a Radiological Dispersal Device, Conference of Radiation Control Program Directors, Inc., 2006

16. Planning Guidance for Response to a Nuclear Detonation, Executive Office of the President (National Security Staff and Office of Science and Technology Policy), June 2010
17. Report of the Shelter-in-Place Workgroup, Chemical Stockpile Emergency Preparedness Program (CSEPP), December 2001
18. National Preparedness Guidelines, Department of Homeland Security, September 2007

Purpose

The purpose of this annex is to provide incident specific guidance to the locality, to plan for an effective emergency response, in the event of a terrorism incident. It augments the Emergency Operations Plan (EOP), which guides the jurisdictions preparation for and response to emergencies and disasters. This annex will further define incident specific concepts of operation and organizations & responsibilities of responding agencies as well as how our local agencies will integrate with state and federal authorities, consistent with the National Incident Management System (NIMS), employing the Incident Command System (ICS) utilizing a Joint Field Office (JFO).

SITUATION

Danville, Virginia has a land area of 43.3, and a population of approximately 43,000. The terrain is rolling hills of the Central Virginia Piedmont. All of the city's land area drains into the Dan River.

Jurisdiction Specific Characteristics

The city of Danville is located around the intersection of US 29 and US 58 that carry the bulk of road traffic through southern and central Virginia. The primary north and south line of Norfolk-Southern Railway also passes through the city. Danville Regional Medical Center is the only hospital in the area and sits near all the primary transportation routes through the city. The city is also bisected by the Dan River which is the primary water supply and water source for the area.

NATURE OF THE HAZARD

The Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) threat spectrum is diverse in terms of range and depth. The versatility it provides the adversary in planning a single or complex incident—or series of incidents—using known or novel tactics, techniques and procedures (TTP's) to generate the desired outcome, fear and turmoil which gather the public attention for a political issue. The spectrum ranges from easily obtainable common high yield explosives, industrial chemicals, and radiological medical products to more difficultly obtained military grade nuclear, biological, and chemical (NBC) weapons and material. These varying components of the threat spectrum provide the capacity to develop and tailor an attack to target specific vulnerabilities utilizing resources available.

Explosives have been the most common weapons utilized in both international as well as domestic terrorist attacks. Use of explosives in terrorist attacks is preferred, as resources and instructions for producing a bomb are easily acquired. The

execution of the tactic can be relatively simple—involving very little risk and producing desired effects in an immediate and dramatic manner.

Each recorded terrorist attack involves one or more tactics in a continuous sequence of actions. Shown in Figure 2, the most commonly used tactic in 2016 involved explosives (54%), followed by armed assaults (21%), which almost always involved firearms. (2016 NCTC Report on Terrorism).

CONCEPT OF OPERATIONS

Should a WMD incident occur (with or without a pre-release crisis period), local emergency response organizations respond to the incident scene and appropriate notifications to local, state, and federal authorities is made. Control of the incident scene will be established by the local response authorities. Command and control of the incident scene is vested with the Incident Commander/Unified Command. Operational control of assets at the scene is retained by the designated officials representing the agency (local, state, or federal) providing the assets; these officials manage tactical operations at the scene in coordination with the IC/UC. The incident command structure that was initially established will likely transition into a unified command (UC). This UC will facilitate both crisis and consequence management activities. The UC structure used at the scene will expand as support units and agency representatives arrive to support crisis and consequence management operations. On-scene consequence management activities will be supported by the local and State EOC (VEOC).

The Commonwealth of Virginia has developed a homeland security terrorist threat condition system that mirrors the national homeland security system. The system is coded like the national system, but also includes suggested precautions and guidelines for state government, local government, businesses and citizens. The precautions and guidelines provide general guidance concerning mitigating actions that should be considered. The recommended precautions and guidelines may be used locally based on the actual credible intelligence associated with the threat. The City of Danville has additionally outlined actions to be taken by its school system based on a similar color-coded system.

The response to an actual terrorist attack using CBRNE weapons in the locality will be handled in a similar fashion as is outlined in other sections of this plan except that the incident must additionally be handled as a criminal investigative matter. Care must be taken to treat the location of such an incident as a crime scene and potential evidence must be secured and preserved. Police Department will take the lead in insuring investigative concerns are properly addressed in any response.

Assess and Control Hazards

First responders begin developing the situational awareness required to execute immediate life-saving actions while relaying information about the incident required for command and support personnel to share a common operating picture and coordinate an appropriate jurisdiction-wide response.

Action Checklist

- Establish incident command
- Examine the situation
- Assess the hazard
- Report assessment
- Request additional resources
- Control the hazard
- Monitor the hazard

Identify Prevention & CIKR Protection Activities

The EOC will identify potential impacts to Critical Infrastructure and Key Resources (CIKR) within our jurisdiction and alert corresponding points of contact (POC's). Review the plans of affected CIKR facilities to ensure mutually beneficial response strategy. Maintain communication with affected CIKR stakeholders throughout the response.

CRITICAL FACILITIES

The following facilities have been identified by emergency management, law enforcement and local government officials as either critical to emergency response or likely terrorist targets that required special consideration during times of increased threat or actual terrorist attack:

City Municipal Building	427 Patton St.
City Manager Office	427 Patton St.
See Support Documents in the HMERP for additional facilities	

FACILITIES STORING OR MANUFACTURING HAZARDOUS MATERIALS

See Support Documents

Select Protective Actions

First responders relay details of the incident to the EOC which gathers and analyzes raw information to support the production of real time disaster intelligence. Disaster intelligence is used to update jurisdiction-wide risk assessments, particularly for the public & CIKR, to determine potential change in residual risk levels necessitating immediate protective actions and/or countermeasures.

Following an assessment of the hazards involved, the incident commander (IC) makes decisions on immediate localized implementation of protective actions. A balanced strategy incorporating both sheltering-in-place (SIP) and evacuation is the most effective protective action strategy for most hazard scenarios. Protective action decisions take into account population distributions, projected or actual exposure to a hazardous substance, availability of adequate shelters (condition of structures in hazard areas), evacuation time estimates, and other relevant factors. The EOC coordinates additional resources to support the IC's decision and evaluates the protective actions for further needs (e.g. expanding evacuation zones due to weather conditions or restricting airspace due to hazard characteristics).

Sheltering-In-Place (SIP)

Choosing sheltering-in-place is preferable when there is reasonable assurance that movement of people from their current location will endanger their health and safety more so than instructing them to remain in place. When making the decision to direct the public to shelter-in-place, some common issues include:

1. Public perception of shelter-in-place versus evacuation
2. How should an all clear be sounded for those sheltered in place
3. Policy for egress from shelter-in-place
4. Assisting people after they leave locations they sheltered-in-place

The SIP strategy must include a plan for ending SIP. A strong public education component is required for any SIP strategy to be effective, as evacuation will typically be the more intuitive protective action unless the community has been educated on SIP strategy.

Evacuation

The IC is authorized to order limited evacuations when there is immediate or anticipated danger to the public. Any decision to evacuate the public is based on the reasonable assurance that movement of people to an area outside of an affected area is of lesser risk to them than remaining inside the affected area. When the need for extensive evacuation is determined, evacuation will, when possible, be conducted utilizing established evacuation zones and routes (emergency support function (ESF) 1). Actual care of evacuees will be addressed by Emergency Management (ESF 5) and the Department of Social Services Mass Care (ESF 6).

Action Checklist

- Analyze the hazard
 - Identify specific hazard response guidelines, see hazard specific appendices:
 - Chemical (Page 12)
 - Biological (Page 14)
 - Radiological/Nuclear (Page 16)
 - Explosive (Page 19)
- Determine protective action strategy (evacuation, SIP, public sheltering, etc)
- Determine CIKR notification needs
- Begin notification of off-duty personnel required to implement protective actions
- Determine public warning requirements
- Develop the incident action plan

Conduct Public Warning

Notifications of the incident with instruction on how the public should respond are issued by the jurisdiction.

Action Checklist

- Complete prepared warning messages (see ESF 15)
- Develop instructions for the public unique to the incident
- Initiate public warning

Implement Protective Actions

These actions reduce or eliminate additional impacts to the community by clearing the danger zone, treating victims, and moving those affected to a safe location. These activities require the support of many community stakeholders to be effective.

Action Checklist

- Isolate the danger area and control access
 - Determine potential for spread of hazards and collateral affects
 - Coordinate road closings and placement of barricades
- Coordinate evacuation support
 - Coordinate transportation
 - Designate safe zones, evacuation assembly centers, and shelter sites
- Support shelter-in-place implementation
 - Estimate hazard duration times
 - Identify utility outages
 - Coordinate potential need for general support to persons sheltering-in-place
- Coordinate for decontamination support
- Coordinate medical treatment
 - Coordinate emergency triage and pre-hospital treatment
 - Implement isolation and quarantine
 - Coordinate medical surge
 - Coordinate medical supplies management and distribution
 - Make decisions on, and coordinate, mass prophylaxis
- Coordinate support to special needs populations
- Coordinate search and rescue
- Review continuity of operations (COOP) plan, particularly activation triggers
- Assure cost tracking of response efforts

Implement Short-term Stabilization

Prior to returning the affected area to routine use, the impacts of the attack are reevaluated to determine residual risk to the public. Law enforcement will conduct investigations and coordinate with emergency management to determine when recovery actions can begin to return the affected area to routine use. While the affected area is unsafe for routine use provisions to safeguard the health and welfare of the affected population will be a priority of the locality.

Action Checklist

- Coordinate shelter operations
- Implement COOP plan in support of impacted essential functions
- Conduct thorough review of jurisdiction-wide risk assessments and hazard analyses
- Evaluate potential need for increased security measures
- Prepare for reentry and return of displaced population

Implement Recovery

Terrorism is designed to reduce the public's confidence in our government and our way of life. The attacked area should be returned to routine use as quickly as possible; however, ongoing impacts of any catastrophic incident within the community and its citizens are inevitable and require the ongoing support of the entire community and will be handled in conjunction with DSS (ESF 6) and Emergency Management (ESF 5).

Action Checklist

- Evaluate need for Disaster Recovery Center (DRC) and/or Family Assistance Center (FAC)
- Plan & implement reentry
- Plan & implement return
- Conduct an after action review (AAR)

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This section identifies the additional duties of agencies when involved in responding to a terror incident within the jurisdiction. The organization of the response within the locality mirrors the state and federal organization for initial emergency response to emergency situations that pose an immediate public safety threat.

When the locality is aware of actual or potential terrorist activity within the jurisdiction, Emergency Management is responsible for notifying the Virginia Emergency Operations Center (VEOC) of the incident whether requesting assistance or not. If it is determined, that an act of terrorism is involved, law enforcement at all levels of government will support the investigative process, and a significant law enforcement component is integrated into the unified command with the Federal Bureau of Investigation (FBI) serving as the lead investigative agency.

The State and Federal roles as resource coordinators remains unchanged in coordinating consequence management activity involving a terrorist incident. The unified command system is an extension of the incident management system established and functioning at the local level consistent with the NIMS. The unified command will include the local ESF's as well as private industry stakeholders and subject matter experts, dependent on the following factors: the terrorist threat stream(s) employed, the challenges presented to the emergency management community in responding to and recovering from the threat stream(s), the target involved, and the community impacted.

Special Coordination Structures

As additional resources arrive, the Incident Command System (ICS) will often transition to the Unified Command System (UCS) consistent with the National Incident Management System (NIMS). The IC responsibility will likewise transition from the local IC to a designated federal official. Presidential Decision Directive 39 (PDD 39) designates the Department of Justice (DOJ), represented by the FBI as the lead federal agency (LFA) for crisis management of a terrorist incident, and the Federal Emergency Management Agency (FEMA) as the LFA for consequence management of an incident. As operations transition from crisis management to consequence management, the LFA will transition from FBI to FEMA. The FBI will

consult with FEMA to determine when the transition will occur. Additional federal agencies with responsibilities to respond to CBRNE events will be integrated as needed. The VEOC will assist in contacting appropriate federal response agencies.

Local

Fire/EMS/Hazardous Materials (HAZMAT)

- Establish monitoring and decontamination activities
 - Safety zones adjacent to incident sites
 - Designated evacuation assembly centers
 - Official public shelter sites
 - Coordinate with medical facilities to ensure monitoring & decontamination of intake

Law Enforcement

- Coordinate immediate protective actions
- Establish and maintain cordons & security perimeters including evacuee safety zones
- Coordinate with medical facilities to ensure security & crowd control
- Control traffic
- Responsible for notifying the FBI when terrorism is suspected

Public Works

- Coordinate emergency requirements for restoration of key facilities and equipment
- Support search and rescue by providing stabilization and demolition of damaged structures
- Engineering assessment of damaged public facilities
- Provide signage and equipment to assist law enforcement with traffic control
- Manage debris removal; coordinated with law enforcement
- Coordinate with local animal control and the VA Department of Agriculture & Consumer Services (VDACS) for disposal of animal remains

Transportation

- Coordinate movement of victims to designated shelters
- Implement evacuation zone and route plans

Social Services

- Ensure coordination with Fire/HAZMAT for hazard monitoring and decontamination at shelter sites
- Coordinate with decontamination and transportation personnel to determine need to separate displaced victims from those exposed to a hazard agent

Additional Local Agencies

Fire Department, Haz Mat Team, Technical Rescue Team
Danville Life Saving Crew

Inter-jurisdictional and Regional

Metropolitan Medical Response System (MMRS)

The MMRS is a regionally integrated medical response system which enables local jurisdictions to manage an event until state and federal response resources are mobilized. The MMRS is designed to increase the capabilities of local governments to manage medical and health consequences of natural or man-made disasters, with particular emphasis on terrorist events. MMRS is structured around a contract framework that focuses on specific deliverables:

- Detection and identification of toxic agents or disease
- Extraction of victims from contaminated areas
- Decontamination of exposed persons (chemical or radiological incidents)
- Control of infection (biological incidents)
- Emergency treatment
- Triage and patient transport
- Provide definitive care
- Mass immunization or prophylaxis
- Mass fatality management
- Environmental surety (identifying residual health risk)

State

Virginia Department of Emergency Management (VDEM)

VDEM is the lead agency for initial emergency response to emergency situations that pose an immediate public safety threat to the health and welfare of the citizens of the Commonwealth. The VEOC is the warning center in the state to which local governments report potential and actual acts of terrorism, and through which assistance is requested when the nature or magnitude of the situation exceeds local capability. VDEM maintains Regional Hazardous Materials Officers (RHMOs) and Regional Hazardous Materials Response Teams equipped and trained to deal with hazardous materials in a variety of situations.

Virginia State Police (VSP)

The VSP will be the lead state agency in situations involving explosives. The VSP Bureau of Field Operations (BFO) maintains a variety of resources that can be utilized in responding to terrorism:

- Seven tactical teams
- Explosives detection canine units assigned to the seven field divisions
- Tracking canine utilized in patrolling as well as crowd and riot control
- VSP's Bureau of Criminal Investigation (BCI) maintains bomb technicians (assigned to all seven-field offices) trained in locating, rendering safe, and removing explosive devices

Virginia Department of Health (VDH)

Response to and recovery from a biological incident will follow the plans procedures and protocols developed by VDH within the overall framework of the COVEOP. All of these plans are designed to interface with and support local, regional and federal plans in place to facilitate coordination efforts as well as enhance surveillance, detection and response capabilities at all levels. VDH and VDEM developed the Commonwealth's Strategic National Stockpile (SNS) plan in coordination with a variety of public and private sector entities to ensure adequate medical supplies and

pharmaceuticals are available to support response and recovery operations to such events. The SNS plan is maintained by VDH.

Office of the Chief Medical Examiner (OCME)

The management and disposition of all unnatural deaths come under the primary jurisdiction of VDH's Chief Medical Examiner. The OCME is responsible for fatality management as is indicated in the State Fatality Management Plan (which is maintained by the Virginia Department of Health). OCME will integrate into the Unified Command and coordinate with law enforcement officials on scene to handle remains.

Virginia Department of Behavioral Health and Development Services (DBHDS)

Coordinates with other state agencies to provide crisis-counseling programs, including critical incident stress debriefings, and other mental health response initiatives.

Virginia Department of Social Services (VDSS)

Coordinates the Family Assistance Center (FAC) plan to support the much broader fatality management response activities of ESF #8 and the OCME. FACs may be opened as the result of a mass casualty incident and a valid VDSS mission assignment received from the VEOC. Its mission is to deliver incident specific support services through interaction with and provision of legal, customary, compassionate and culturally competent required services to the families of the injured or deceased to include updated incident information prior to the media release.

CERFP (Virginia Army National Guard)

Chemical, Biological, Radiological, Nuclear and High-Yield Explosive Enhanced Response Force (CERFP) is trained and equipped to support an emergency response to an event of a natural disaster, chemical spill, or deliberate act of terrorism involving WMD.

- Search incident sites, including damaged buildings
- Rescue victims
- Conduct decontamination
- Perform medical triage and initial treatment
- Deployed through VDEM

WMD Civil Support Team (CST), Virginia Army National Guard

CST is designed to augment local and regional terrorism response capabilities in events known or suspected to involve WMD. The team can be enroute within three hours to support by:

- Identifying CBRNE agents/substances
- Assessing current and projected consequences
- Advising on response measures, and with appropriate requests for additional support.
- Advise civilian responders regarding appropriate response actions
- Deployed through VDEM

Chemical, Biological Incident Response Force (CBIRF)

- Agent detection and identification
- Casualty search & rescue
- Personnel decontamination
- Emergency medical care and stabilization of contaminated personnel
- Deployed through VDEM

Federal

Federal Bureau of Investigation (FBI)

- Lead federal agency for crisis management
- Serve as lead law enforcement authority for investigation and recovery of evidence
- Conduct rescue of persons held by a hostile force

Federal Emergency Management Administration (FEMA)

- Lead federal agency for consequence management
- Determines when consequences are “imminent” for purposes of the Stafford Act (source: Federal Response Plan Terrorism Incident Annex, Annex 1999)

Nuclear Regulatory Commission (NRC)

NRC is lead federal agency (in accordance with the Federal Radiological Emergency Response Plan) for facilities or materials regulated by the NRC.

Department of Energy (DOE)

DOE manages radiological emergency response assets supporting an incident involving a WMD.

Department of Health and Human Services (HHS) & The Center for Disease Control (CDC)

CDC's Strategic National Stockpile (SNS) has large quantities of medicine and medical supplies to protect the American public if there is a public health emergency (terrorist attack, flu outbreak, earthquake) severe enough to cause local supplies to run out. Once federal and local authorities agree that the SNS is needed, medicines will be delivered to any state in the U.S. in time for them to be effective. VDH has plans to receive and distribute SNS medicine and medical supplies to local communities as quickly as possible.

Environmental Protection Agency (EPA)

EPA assists in the assessment, containment, cleanup, disposal, and restoration phases of an emergency response operation.

Chemical Response Appendix

Chemical agents are poisonous vapors, aerosols, liquids, and solids that have toxic effects on people, animals, or plants. They can be released by bombs or sprayed from aircraft, boats, and vehicles. They can be used as a liquid to create a hazard to people and the environment. Some chemical agents may be odorless and tasteless. They can have an immediate effect (a few seconds to a few minutes) or a delayed

effect (2 to 48 hours). While potentially lethal, chemical agents are difficult to deliver in lethal concentrations. Outdoors, the agents often dissipate rapidly.

Action Checklist

Direct Chemical Response and Decontamination

- Establish incident command
- Establish a security perimeter
- Request HAZMAT support
- Develop a site safety plan
- Make and implement protective actions decisions (evacuation/SIP/combination)
- Issue guidance to the public for performing offsite decontamination
- Coordinate with hospitals to manage decontamination of self-presenting contaminated victims
- Coordinate resource management of HAZMAT equipment, supplies, and personnel
- Evidence is transported to an approved laboratory response network (LRN) lab for analysis

Identify the Hazard

- Identify HAZMAT agent and the extent/scope of the incident
- Analyze weather forecast and conduct hazard zone prediction
- Monitor movement of hazardous releases, and formulate predictions on dispersion and characteristics over time

Assess Hazard and Evaluate Risk

- Develop incident monitoring and sampling strategy based on a realistic assessment of hazards
- Use plume dispersion modeling tools to generate HAZMAT dispersion assessments
- Conduct risk assessments to determine the risk of various actions to both responders and public
- Evaluate effectiveness and capacity of local medical countermeasures and determine need to request additional resources from VDH
- Develop and implement an Incident Action Plan (IAP) for HAZMAT specific issues
- Establish and mark the isolation perimeter (outer perimeter)
- Establish a hot zone (inner perimeter) to identify high hazard area(s) where responders will operate
- Establish other hazard control zones, based on the scope and nature of the event (e.g. off limits zones)

Conduct Rescue Operations

- Determine the nature and priority of rescue operations including the numbers involved
- Identify personnel and equipment requirements to maintain rescue operations

- Coordinate rescue efforts with law enforcement to ensure safety of rescuers

Conduct Mitigation Activities

- Identify need for decontamination activities
- Implement plans to ensure onsite individual gross decontamination of persons and household pets affected by the incident
- Provide a means to allow medical treatment facilities and shelters to identify people who received gross decontamination
- Establish decontamination sites for victims
- Screen affected persons
- Coordinate with the VA Department of Environmental Quality (DEQ) to ensure decontamination, area cleanup, and disposal of waste materials
- Decontaminate affected facilities and equipment used for technical decontamination
- Coordinate cleanup operations

Demobilize WMD and HAZMAT Response and Decontamination

- Ensure incident-specific evidence collection and investigation protocols are clearly understood and communicated to all responders
- Demobilize WMD/HAZMAT
- Arrange release and transportation for demobilized WMD/HAZMAT personnel and equipment
- Conduct an AAR

Biological Response Annex

Biological agents are organisms or toxins that kill or incapacitate people, livestock, and crops. The three basic groups of biological agents used as weapons include bacteria, viruses, and toxins. Many break down quickly when exposed to sunlight and other environmental factors, while others, such as anthrax spores, are very long lived. Biological agents can be dispersed by spraying them into the air, by infecting animals, and by contaminating food and water. Delivery methods include:

- Aerosols - biological agents dispersed into the air, forming a fine mist that may drift for miles. Inhaling the agent can cause disease in people or animals.
- Animals - some diseases are spread by insects and animals, such as fleas, mice, flies, mosquitoes, and livestock.
- Food and water contamination - some pathogenic organisms and toxins may persist in food and water. Most microbes can be killed, and toxins deactivated, by cooking food and boiling water. Most microbes are killed by boiling water for one minute, but some require longer.
- Person-to-person - spread of infectious agents is possible; human transmission is often the source of viral infection.

Action Checklist

Direct Isolation and Quarantine Coordination

- Identify subject matter experts to oversee isolation and quarantine conduct
- Evaluate effectiveness and capacity of local medical countermeasures and determine need to request additional resources from VDH
- Develop disease-specific isolation and quarantine plan
- Identify applicable isolation and quarantine laws, policies, and implementation procedures
- Provide isolation and quarantine implementation information to the Public Information Officer (PIO)
- Coordinate with PIO to disseminate health and safety information to the public
- Coordinate public information releases about those people who have been isolated or quarantined
- Coordinate with PIO regarding notification of quarantine or isolation to ensure compliance of the general public (e.g. doors remain locked and may be opened only by public health official or designated persons)
- Coordinate with PIO to provide timely dissemination of health and safety information to the public regarding risk and protective actions
- Coordinate with law enforcement to monitor and enforce restrictions
- Ensure appropriate judicial review of isolation and quarantine orders
- Coordinate with public health and medical services to ensure appropriate care for those individuals who have been isolated or quarantined
- Ensure continued availability of critical medical care (e.g. dialysis)
- Coordinate comprehensive stress management strategies, programs, and crisis response teams
- Coordinate to provide water, food, etc. to the isolated and quarantined population
- Coordinate with public works for retrieval and disposal of contaminated articles from homes or other locations where individuals are isolated or quarantined

- Coordinate with the agriculture community regarding potential animal influence on need for isolation/quarantine
- Maintain information systems supporting monitoring adherence to isolation and quarantine measures that comply with the Public Health Information Network (PHIN) requirements and guidance for countermeasure and response administration

Prepare Isolation and Quarantine

- Identify community sites suitable for quarantine
- Consider an order that closes public venues based on the recommendation of an epidemiologist
- Disseminate guidelines for isolation and quarantine restrictions to enforcement personnel
- Promote public acceptance of isolation and quarantine as necessary control measures
- Prepare plan for care given treatment of isolated persons

Implement Travel Restrictions

- Establish traveler screening locations
- Screen inbound/outbound travelers from outbreak or pandemic areas for illness or exposure
- Isolate and quarantine potentially infected travelers
- Implement Voluntary Isolation and Quarantine
- Acquire identification information of affected persons under voluntary isolation or quarantine
- Issue medical care and infection control guidance to community
- Monitor health status of voluntarily isolated and quarantined persons, caregivers, and responders
- Arrange transportation to designated healthcare facilities of critically ill persons under voluntary isolation or quarantine
- Monitor compliance

Implement Mandatory Isolation and Quarantine

- Acquire identification information of affected individuals under mandatory isolation and quarantine
- Provide medical and supportive care guidance to affected population under mandatory isolation and quarantine
- Monitor compliance with infection control and mandatory restrictions of movement
- Monitor health status of individuals and caregivers under mandatory isolation and quarantine
- Arrange for transportation to designated healthcare facilities of critically ill individuals under mandatory isolation and quarantine

Demobilize Isolation and Quarantine

- Participate in incident debriefing on isolation and quarantine implementation
- Release personnel supporting isolation and quarantine operations

- Reconstitute resources and facilities supporting isolation and quarantine operation
- Conduct an AAR

Radiological Dispersal Device/Improvised Nuclear Device Response Appendix

A radiological dispersal device (RDD) is any device that causes the purposeful dissemination of radioactive material without a nuclear detonation. Likely dispersion methods include: An explosive dispersion, known as a “dirty bomb,” or passive/active dispersion of unsealed radioactive sources, e.g., deposit in soil or water, drop from aircraft/airborne device. Explosive RDDs cannot cause mass casualties on the scale of a nuclear explosion. All or most casualties will likely be from the explosion. While large numbers of people in a densely populated area around a RDD detonation might become contaminated and require decontamination, few if any will be contaminated to a level requiring medical treatment. The primary purpose of terrorist use of an RDD is to cause psychological fear and economic disruption.

An improvised nuclear device (IND) is an illicit nuclear weapon or a weapon fabricated from illegally obtained fissile nuclear weapons material capable of producing a nuclear explosion. An exploded IND achieving nuclear yield results in catastrophic loss of life, destruction of infrastructure, and contamination of a very large area. If nuclear yield is not achieved, the result would likely resemble an RDD in which fissile weapons material was dispensed locally. Appropriate radiation monitoring will be performed to determine safety. Fallout that is immediately hazardous will descend to the ground within about 24 hours. The most significant fallout hazard area will extend 10 to 20 miles (16 – 32 km) from ground zero (for a 10 KT explosion), varying with nuclear yield. Within a few miles of ground zero, exposure rates in excess of 100R/h during the first four to six hours post-detonation may be observed.

Action Checklist

Incident Command will quickly gain control of the scene of an RDD explosion and establish “safe” areas in order to protect responders and the public from unnecessary exposure to radiation. This will involve setting boundaries, controlling access, and surveying people and objects to determine if they are contaminated with radioactive materials. A staff member of the radiation control program VA Department of Health (VDH) should function as the Radiation Safety Officer (RSO) in the incident command post upon arrival at the scene.

Radiation Protection

There are three cardinal rules of radiation protection for external radiation exposure: *reduce time, increase distance, and use shielding.*

Setting up Zones

First responders establish an immediate evacuation area in the dangerous fallout zone where shelter-in-place is not effective

- RDD: 500 meters in radius (1650 feet/approximately 2.5 city blocks)

- IND: 4 miles initially; further decision made once radiation levels are measured- dangerous fallout may extend 10-20 miles from epicenter
- Minimize time operating within this dangerous fallout zone to lifesaving activities for *known* survivors
- Request radiation detection teams to assess radiation levels and establish decision area boundaries
- Establish & control access to an evacuee's safe area
- Survey personnel leaving for contamination prior to release to minimize nuisance contamination spread

Activities conducted by state/local radiation control

- Conduct surveys and adjust radiation zone boundaries
- Identify radioisotopes
- Establish initial monitoring and decontamination guidelines for the responder contamination control point near the outer boundary of the *low* radiation zone
- Provide guidelines for monitoring and decontamination of victims (including first responders)
- Provide guidelines for a remote monitoring and decontamination station for evacuees in a low radiation and contamination background area
- Provide technical support to medical personnel
- Provide technical support to the PIO
- Perform dose assessments
- Develop protective action recommendations

Operating in Designated Zones

Once radiation control program staff is on the scene, they will track and plan activities in high radiation areas to minimize doses to the responders. Radiation dosimeters will be worn for all entries into radiation zones. Some form of recordkeeping of exposure is maintained. This may include dosimetry records or basic recording of personnel assignments and time spent in various zones. If this is not feasible during the immediate response, an effort to obtain this information will be made as soon as possible after critical needs are met and before personnel leave the site. At a minimum, contact information for responders will be recorded. This effort will be coordinated through the RSO.

Note: For most RDD scenarios, personnel outside the immediate blast zone are likely to be outside of severe radiological conditions.

Perform Rescue

For outdoor RDD explosions, most of the airborne radioactive dust will have settled to the ground within about 10 minutes. Personnel not wearing protective clothing and respirator when entering a radiation hazard area will at minimum wear a dust mask and overshoes. Responders will assess and treat life-threatening injuries immediately. Treatment of such patients takes priority over all other activities, including decontamination. Responders will not delay treating life-threatening injuries to assess the victim's contamination status.

Note: Decontamination is a local responsibility. The Virginia Emergency Support Team (VEST) ESF 8 will assist local authorities with coordination of decontamination of victims, responders, and persons exposed to contamination by an RDD.

Decontamination of Personnel

- For patients with non-life-threatening conditions:
- Decontaminate if not medically contraindicated, and then treat
- Uninjured contaminated persons should *not* be directed to a medical facility
- Contamination is not an immediate medical issue when there are no physical injuries
- External contamination for an incident involving an RDD will not likely be a significant health risk
- Externally irradiated patients are not contaminated
- Exposure without contamination requires no decontamination
- Contaminated patients who do not have life threatening or serious injuries may be decontaminated on-site or at a designated decontamination center

Sheltering and Relocation

Once the radiation hazard area has been cordoned off from routine use, there may be persons that are prohibited from returning to their homes. ESF 6 will coordinate opening shelters for these victims. A monitoring and decontamination station will be established to screen intake of evacuees at the shelter site. While long term sheltering and relocation will most likely not be necessary for those temporarily displaced by an RDD attack, ESF 6 should also begin making provisional arrangements should these services be required.

Medical Countermeasures

Diagnostic assessment of victims potentially exposed to and internally contaminated by radiation is essential.

- Special analysis may be required to determine presence of radiation and possibly identification of the specific radionuclide
 - These analyses will be coordinated through the Centers for Disease Control (CDC) Radio-bioassay laboratory
 - When testing capabilities are unavailable patients will be managed clinically
- In an event with radioactive iodine present a decision will be made on issuance of radiation prophylaxis
 - Exposed children and young adults could be provided Potassium Iodide (KI) in pill or liquid form to prevent later development of thyroid cancer
 - Administration must be started promptly, ideally by 4-5 hours
 - Most of the efficacy is lost if more than 12 hours have elapsed
 - KI is not indicated for radionuclides other than radioactive iodine

Refinement of access control and Demobilization

After incident hazard areas are stabilized, protective action recommendations can be made based on measurements of residual exposure and on identification of levels of deposited hazardous materials

- ESF 8 and 13 will organize the release and return of hazard areas to routine operations
- Conduct incident debriefing on response execution
- Release personnel supporting response operations
- Reconstitute resources and facilities supporting response operations
- Conduct an AAR

Family Assistance Center Annex

Situation

The Family Assistance Center (FAC) will be established to provide a centralized location where a seamless service delivery system built on multi-agency coordination can result in the effective dissemination of information and assistance to all impacted families. The FAC will be the management and organizational framework to handle the victims dealing with an incident of mass casualties. The FAC will offer counseling and information on the current situation in a safe and secure location.

Scope

This plan pertains to an incident that results in mass casualties and/or missing individuals within the City of Danville. It will be activated in the event of multiple actual or perceived deaths. The plan will be used in conjunction with the Commonwealth of Virginia Family Assistance Center plan to develop procedures to establish and manage a FAC and to transition to a state managed FAC, if one is authorized.

Activation of FAC

A FAC will be established under a variety of mass-casualty situations. FAC operations should be activated as early into the event as possible. Preliminary services can be offered that include providing accurate information, meeting basic health and spiritual needs, and ensuring a safe place to gather. Once the incident commander or the operations section chief has determined the need for a FAC, consultation with other local support agencies will occur to determine:

- Severity of the incident
- Capabilities of the locality to include outside agreements and private business support
- Mobilization of resources
- Number of casualties

In addition to the event necessitating FAC services, normal day-to-day public resources may be affected by the incident, thus limiting local authorities' ability to adequately support the response without outside support. When the incident grows outside of the locality's capabilities/resources it is important to request outside assistance via mutual aid agreement or memorandums of understanding. Additional resources may be requested via the VEOC and Statewide Mutual Aid.

When a mass casualty incident occurs on property owned or operated by the Commonwealth of Virginia, the state will establish and operate the FAC. Local resources may be incorporated into the state FAC under procedures established in the Commonwealth of Virginia Family Assistance Center Plan.

Assumptions

- The ratio of family members seeking assistance from the FAC to victims is estimated to be 10 to 1. Based on this ratio, if five casualties occur due to a

human caused or natural disaster, an estimated 50 family members and victims could seek FAC services or information.

- The locality will notify the VEOC of the establishment of a FAC.
- The command structure for the FAC will follow the NIMS/ICS structure.
- FAC operations will require outside assistance and it is essential that all volunteers be credentialed to work the FAC.
- FAC service requirements may differ depending on type of incident.
- Family members who reside outside of the impacted area might travel to the incident site and may require accommodation; family members who choose to not travel to the site might need some of the same services offered to the family members at the scene.
- The locality will immediately contact Virginia Criminal Incident Compensation Fund and Department Criminal Justice Services to deploy when there are victims as required 44-146.19E Code of Virginia and as noted in the local EOP.
- In the event of a commercial aviation accident in your area, the National Transportation Safety Board will deploy to support on-scene coordination efforts, but will require local capabilities such as law enforcement for security and local medical examiner for victim identification to support their effort.
- If the incident occurs in a small jurisdiction, the individuals identified to provide services may themselves become victims and may not adequately be able to provide the level of care required.

CONCEPT OF OPERATIONS

General

Over the duration of the incident, the FAC will be modified both operationally and structurally/physically. The demands on the FAC will change as the response effort moves through its different stages. At the beginning of the response, there will be a surge of requests, calls, and clients to the FAC. The ability to accommodate this surge will require an analysis of the incident and the anticipated needs of the affected public. Once these needs have been identified, the appropriate FAC organizational structure can be determined and adequate staffing, facilities, and other resources can be acquired and operations implemented. The nature and scope of the event will determine the different entities that may be needed to provide for the needs of, and within the FAC.

The FAC should be established to provide families with accurate and timely information, and the best way to do so is in the form of Family Briefings. These briefings can occur on a scheduled basis determined by the locality. Ensure that the families are receiving information periodically to prevent anger and frustration towards the response and recovery efforts.

Functions of the FAC

- Collection of missing person reports and subsequent collection of ante mortem data, if necessary.

- Coordination with hospitals, shelters, and incident operations to identify missing persons
- Ensure availability of appropriate crisis counseling and spiritual support. Determine the needs of the families and victims and modify FAC operations to provide necessary services
- Maintain security from media and other individuals not requiring the services of the FAC
- Provide assistance to individuals dealing with the loss of life and subsequent destruction to the community
- Manage requests for sensitive information in such a way that does not hinder the purpose of having a FAC
- Ensure accurate information is being received in a timely and consistent manner and is only provided by qualified individuals who will control the information flow outside of the FAC
- Provide assistance in meeting the mental, emotional, and physical needs of those individuals that have been affected by the incident.
- Facilitate information sharing between hospitals to expedite reunification of loved ones

Site Selection

A FAC will function at its best when the chosen facility or site can be secured from the media and the general public. It is important to provide a safe and secure environment for the victims' families, where they are provided accurate information while being offered services to cope with the incident. With these considerations a sight appropriate to the specific need and nature of the event will be chosen.

Management Structure

The FAC should be operated under the Incident Command System with the appointment of a FAC Director, which most likely would be best served as a Unified Command scenario with the leads from each agency to serve as authority and decision maker to FAC operations. The determination of this individual will be based on the nature and scope of the event but will be an individual familiar with the needs of those to be served within the FAC. In addition to a FAC director, consider the appointment of Public Information Officer to conduct media briefings and ensure rumor control for the incident in concert with ESF 15 if implemented. Other important positions to consider when developing a staffing plan are liaison officer and safety officer.

FAC Director

- Oversees and manages of all FAC operations
- Ensures that all needs are being met inside the FAC to include those individuals providing the services
- Serves as the liaison to Emergency Operations Center and the Incident Commander
- Reports any significant issues to operations chief at the EOC

Public Information Officer (PIO)

- Coordinate with the FAC director to ensure that information is suitable to be shared with the media
- Serve as the spokesperson for the FAC and will conduct media briefings away from the site
- Responsible for rumor control and any media inquiries.

Liaison Officer

- Serve as point of contact in the FAC for agencies that are not present but are assisting in FAC operations
- Serves as point of contact for agencies interested in serving in the FAC
- Ensures all staff members have been vetted and credentialed by representing agency

Safety Officer

- Advises FAC director on operational health and safety
- Ensures ongoing assessment of the environment to continue to operate a safe and secure FAC

SERVICES

Primary Services

- FAC Security -- Provide safe secure environment from media and curiosity seekers. Security should be coordinated between the Danville Police Department (ESF 13) and the entity providing registration to properly identify and credential those utilizing the services. The FAC should be separate from the scene but close enough to provide site visits after the recovery effort has ceased. The media briefings should be held at a separate location from the FAC to ensure that families leaving the FAC will not have to share elevators or parking lots with media or the general population. Provide credentialing to all persons entering the FAC.
- Reception Center -- Welcome and greeting of FAC clients with initial registration of their contact information, other family or next of kin (NOK) information, and preliminary gathering of information of the missing or deceased loved one. During this time, an overview of services to be provided is given and an assessment of current behavioral health or first aid needs is taken. In addition, the reception center will serve as a security checkpoint for those individuals who may be trying to gain access to the FAC with intentions other than reuniting with loves ones.
- Family Briefings -- Should be conducted on a regular schedule even if no new information needs to be reported. These briefings become essential to developing a relationship with the families at the FAC. Ensure that accurate and timely information is disseminated. This should be the responsibility of

the DPD through their Liaison and with appropriate support of appropriate counselors and or faith oriented representatives.

- Crisis Counseling/Spiritual Care -- Assist family members, FAC staff, and volunteers in understanding and managing the full range of grief reactions. Provide interdenominational pastoral counseling and spiritual care for people of all faiths, who request it, and to serve on death notification teams. Ensure that individuals providing counseling services are not part of the affected population, as they may not be able to provide the best quality to care for the families.
- Victim Advocates -- Provided to families to assist them in understanding the processes and agencies they will likely encounter and receive assistance from, and to address the needs of each specific family. This will be accomplished locally through the Victim/Witness Director within the local Commonwealth Attorney's Office for acts that are of a manmade nature.. Advocates will help families with their knowledge of the criminal justice system and in the process of the Office of Chief Medical Examiner to include victim recovery, identification, and return of remains. These advocates will support families who may need to transport the descendant across state lines or to another country.
- Death Notification -- Is the formal notification that a positive identification has been made on the NOK or loved one to the surviving victims and family members. The process of death notifications is highly sensitive and should be handled by individuals with experience in these areas.
- Site Visits -- May be requested by the group or individual seeking answers to the incident or closure. It is important to provide visits to those requesting but to do so in a coordinated manner. Ensure the families and victims not view the site during evidence recovery or search and rescue operations. Also, ensure safety from the media and outside sources during the site visit.

Secondary Services

Services to be considered include but are not limited to:

- Child Care
- Adult Care (to be separate from the child care area)
- Assistance with death related paperwork (Funeral Services, dealing with life insurance, obtaining death certificates)
- Financial assistance (if the deceased was the head of household family may have difficulty paying bills)
- Assistance with basic needs (clothing, food, toiletries)

Roles and Responsibilities

It is essential that services are provided by subject matter experts that have additional training and/or experience in a mass casualty event. All staff should be vetted and credentialed by the local agency that they are representing.

Local Social Services

- Act as the liaison between the FAC and the Emergency Shelter Operations
- Assist in the determination of Child and Adult Care Facilities

Local Law Enforcement

- Provide site security
- Assist with the NOK notification

Mental Health Services

- Appoint or assist in the appointment of a FAC Manager
- Provide counseling Services
- Act as a Liaison with other Mental Health Service Organizations

Victim Support Services

- Provide assistance and counseling on financial issues
- Provide assistance for housing of victims' families
- Provide assistance with death related documentation and funeral services

Safety and Security

The family members, victims, and worker's safety and security will be a priority at the FAC. Credentialing will be conducted for all persons entering the FAC. The City of Danville will ensure that those working in the FAC have the proper clearance to be present and working with a sensitive population.

Demobilization

Planning for demobilization should begin upon activation. Demobilization can be done by scaling back services as they are no longer needed. For example having a staff of ante mortem interviewers can be scaled back and demobilized once all interviews have been conducted and data collected. Consider having one person capable of collecting ante mortem data on staff for the duration of the recovery process; often families will remember information that they may have forgotten during the interview. When considering closing the FAC ensure families are given local resources that can be helpful in their community such as victim advocates and behavioral health professionals.

Factors to consider when determining the closure of the FAC:

- Number of families or loved ones visiting the FAC each day
- Number of victims that remain unidentified
- Need for daily briefings (rapidly changing information)

Before deciding FAC operations will cease, the FAC director will ensure that all needs can and will be met outside of the FAC. Make sure that all persons coming to the FAC have been provided the appropriate resources to continue the process once operations have completed.

Plan Maintenance and Exercising

This plan should be exercised and updated every four years to be consistent with the adoption and promulgation of the jurisdiction's Emergency Operations Plan. This annex of the general plan will be incorporated with any exercise conducted that involves the City Wide EOP and may be exercised independently as well as deemed appropriate by the different agencies feel necessary. In addition, when the plan is exercised or activated the lessons learned should be incorporated and appropriate changes be made to this plan.

References

- Code of Virginia, Title 44, Military and Emergency Laws, Chapter 3.2, Emergency Services and Disaster Law
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
- Aviation Disaster Family Assistance Act of 1996, Public Law 104-264, as amended
- Foreign Air Carrier Family Support Act of 1997, Public Law 105-148, as amended
- VDEM Family Assistance Center Plan

Resources

Virginia Victim Assistance Directory

<http://www.dcjs.virginia.gov/victims/documents/victimAssistanceDirectory.pdf>

Locally will be through the Commonwealth Attorney's Office

Map of Regional Virginia Voluntary Organizations Active in Disasters(VAVOAD)

<http://www.vavoad.org/regional-voad-offices.htm>

Map of Victim Witness Programs in Virginia

<http://www.dcjs.virginia.gov/victims/documents/VWmap-phonelist.pdf>

Disaster Preparedness **VFDA Disaster Relief Committee contacts**

<http://www.vfda.net/disaster-preparedness/>

Family Assistance Center Toolkit, created by Seattle and King County Washington

<http://www.apctoolkits.com/family-assistance-center/>

TAB 1 Suggested Equipment and Potential Supplies

Identification and Accountability

- Badging system (Badge maker, reader; ID cards; camera)
- Parking Passes

Communications

- Cell phones and chargers
- Land-line telephones
- Local phone directories
- TV/DVD combination systems
- Cable and phone lines
- Portable radios (walkie-talkies)
- NOAA radio

Productivity

- Computers (Laptops and desktops)
- Keyboards, mice, cables, and other peripheral computer equipment
- Fax machine
- Copier/printer

Office Supplies

- Writing utensils (pens, pencils, paper, markers, etc.)
- Clipboards
- Bulletin boards
- Log books
- Steno pads
- Partitions
- Storage containers (boxes, plastic bins, etc.)
- Furniture (chairs, couches, and desks)
- Files and file holders
- Staplers and tape

Comfort Items

- Linens (pillows, blankets, etc.)
- Cots
- Kleenex
- Snacks, beverages, and meal passes
- Child care items (toys, cribs, diapers)

Other Items

- Batteries (AA, AAA, C, and D)
- Flashlights
- Waste receptacles (trash cans and trash bags)
- Pertinent instructions and directives (programs)

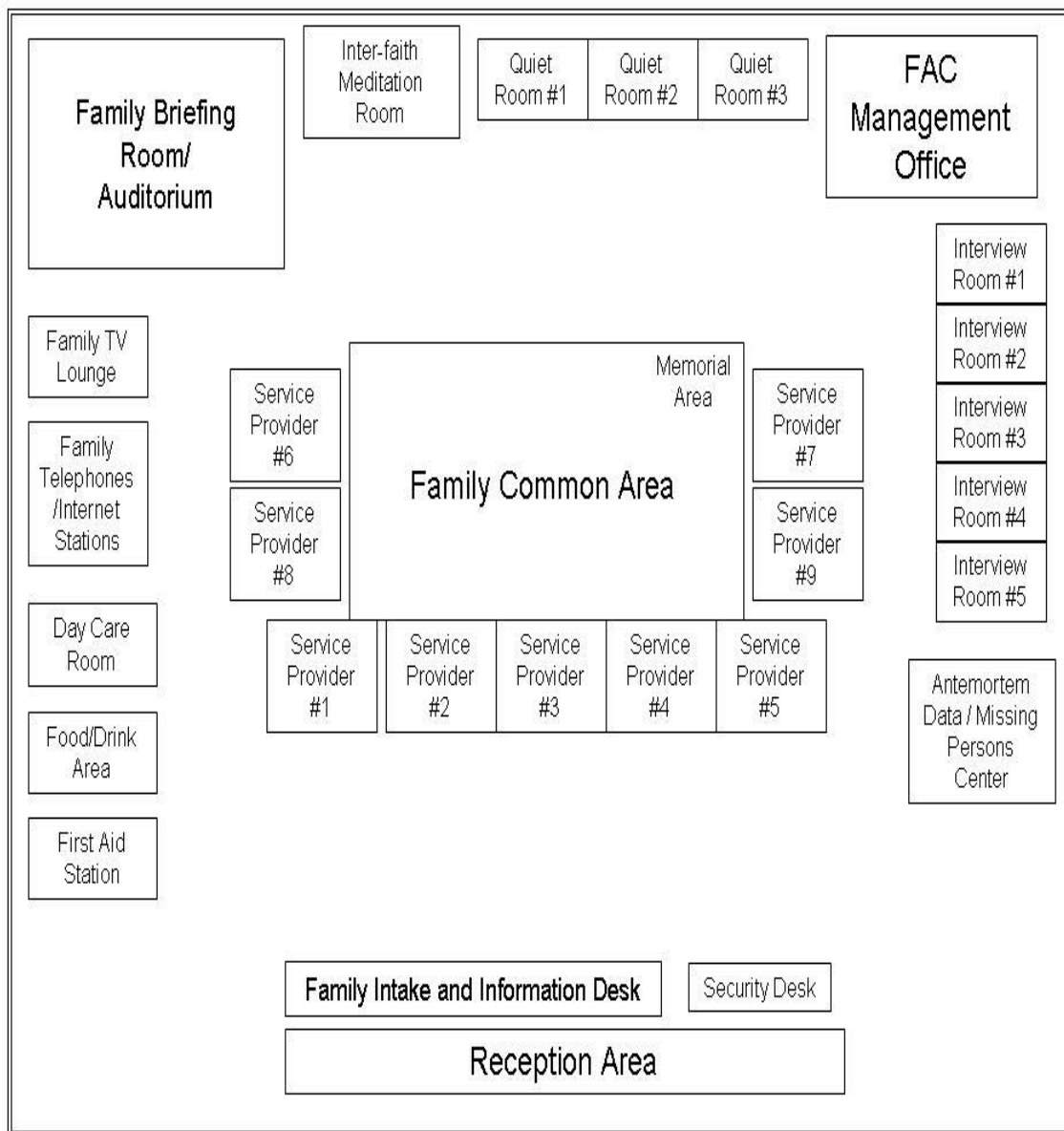
TAB 2 Planning Considerations Checklist

This checklist was developed by The National Association of County and City Health Officials' Advanced Practice Centers (APC) Program

Have you identified the lead agency to set up and run the Family Assistance Center?	☐ YES	☐ NO
Have you identified any possible Family Assistance Center locations?	☐ YES	☐ NO
Have you discussed the use of these facilities as a Family Assistance Center with the owner of the facility?	☐ YES	☐ NO
Have you defined the role of the Medical Examiner/Coroner in providing information to families at the Family Assistance Center?	☐ YES	☐ NO
Have you developed a security plan for the Family Assistance Center?	☐ YES	☐ NO
Have you defined the roles and responsibilities of local government, non-governmental organization (e.g. Salvation Army, American Red Cross), and community organizations in the Family Assistance Center?	☐ YES	☐ NO
Have you identified surge personnel to assist with conducting family interviews to collect ante mortem data?	☐ YES	☐ NO
Have you identified organizations/volunteers to help provide child care services?	☐ YES	☐ NO
Have you identified organizations/volunteers to help provide call center support?	☐ YES	☐ NO
Have you identified groups that could provide IT / communications assistance?	☐ YES	☐ NO
Have you identified groups that could provide supplies and accommodations to the families/friends visiting the Family Assistance Center (Food, hotel rooms, clothing, first aid, etc.)?	☐ YES	☐ NO
Have you identified a team to assess possible Family Assistance Center sites in advance?	☐ YES	☐ NO
Have you identified any agencies/resources that you could	☐ YES	☐ NO

access to provide equipment and supplies to a Family Assistance Center?		
Have you developed credentialing procedures for the Family Assistance Center?	☐ YES	☐ NO
Have you developed procedures for managing missing person information?	☐ YES	☐ NO
Have you identified a database for managing call center information?	☐ YES	☐ NO
Have you identified a database for managing ante mortem data collected through family interviews?	☐ YES	☐ NO
Have you identified a team and created procedure to inform families upon a positive identification of a victim by the Medical Examiner/Coroner?	☐ YES	☐ NO
Have you identified procedures for human remains and personal effects release?	☐ YES	☐ NO
Have you created procedures for handling press inquiries (including counseling families on press inquiries)?	☐ YES	☐ NO
Have you created training procedures for your staff/volunteers (including just in time trainings)?	☐ YES	☐ NO
Do you have a mental health/spiritual care plan for your Family Assistance Center?	☐ YES	☐ NO

TAB 3 Family Assistance Center Sample Layout



Explosive Incident Response Annex

Explosives are the weapon of choice for terrorism and are intended to cause a mass casualty incident (MCI). This can be achieved through utilizing coordinated attacks combining ambush tactics with strategic secondary explosive devices and/or through an explosive device intended to release CBRN material. This significantly increases response demands to include precautions to these additional hazards.

Action Checklist

Site Assessment

- An attack that includes simple or high-yield explosives is managed as a crime scene
- There are three categories of explosives incidents
 - Pre-Blast incident (unexploded device)
 - Post-Blast incident (exploded device)
 - Post-Blast contaminated, or dirty, incident (This is an exploded device that disseminates a toxic chemical, biological, or radiological agent)
- Identify stand-off distance for responders
- Identify potential hazards secondary to initial explosion such as structural damage, fire, utility hazards (gas and water lines; electrical power lines, etc.), spills or releases of toxic materials, etc.
- Coordinate for monitoring equipment to determine the presence or extent of contamination from a release of a toxic chemical, biological, or radiological agent at the incident scene.
- Coordinate with EOD personnel who are properly equipped to enter a pre-blast area to perform rescue

Casualty Management and Medical Facilities

- Relocate ambulatory and non-ambulatory casualties to a safe area
- Establish an on-scene triage, treatment, and transportation operation based on the number of casualties
- Due to the size of the incident, it may be necessary to establish an off-scene triage, treatment, and transportation operation
- Coordinate testing and monitoring of casualties for the presence of toxic chemical, biological, or radiological contamination
- Coordinate decontamination requirements and keep on standby in a pre-detonation incident
- Notify medical transport assets and facilities to prepare for potential casualties

Resource Coordination

- Start tracking utilized resources and costs as soon as possible and continue to do so throughout the duration of an incident
- Identify and log the incident start time and consider the need to rotate crews in a timely manner
- Identify other resources and their availability
 - Urban search and rescue (USAR) teams
 - Structural engineers
 - Damage assessment teams

- Heavy equipment contractors
 - Transportation
 - Shelters
- Arrange for fuel and maintenance of apparatus and equipment
- Evaluate needs for additional medical supplies, communications needs (e.g. radio batteries), personal protective equipment, etc.

Weather and Environmental Concerns

- Acquire weather information for the immediate area as well as a detailed projected forecast for at least the next twelve hours
- Consider the current and projected weather conditions and how it could affect casualties and responders

Public Welfare and Information

- Ensure that a public information staging area off-site of the scene is established
- Utilize the media to assist with general public information announcements
- Maintain a log and casualty-tracking information at the staging area
- Maintain a log of off-site shelters and medical care facilities where casualties have been transported
- Provide information to the media on a timely and consistent basis

Demobilization

- Conduct incident debriefing on response execution
- Release personnel supporting response operations
- Reconstitute resources and facilities supporting response operations
- Conduct an AAR

Active Shooter Response Annex

An *active shooter* is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Active shooter situations are often over within 10 to 15 minutes, therefore before law enforcement arrives on scene, individuals must be prepared both mentally and physically to respond to an active shooter. This preparation is accomplished through owners/operators development of facility emergency action plans (EAPs) and training on responsibilities outlined in those plans for all personnel regularly on site.

A single shooter attacking targets of opportunity at a fixed facility is the most likely attack a community will face; active shooter scenarios involving multiple shooters and multiple locations represents a currently less likely, but higher impact scenario, and has been identified as a potential tactic for which communities should prepare. This more deadly incident is recognized as *asymmetric warfare*, in which a weaker opponent uses unconventional tactics against a stronger, more conventional opponent. Asymmetric attacks involve different levels of sophistication and intensity along with multiple and sequential attacks. This requires response to a dynamic, complex incident which will likely exceed the response capabilities of any single jurisdiction in the Commonwealth; each jurisdiction must network with and seek support from neighboring jurisdictions.

Preparedness Planning and Training

- Assemble a multi-jurisdiction, cross-profession planning team
- Review current threat assessments for each jurisdiction
- Determine the capacity and capability of regional resources available to counter likely threats
- Identify extra-regional resources to fill local/regional gaps and develop mutual aid agreements to satisfy requirements of low frequency - high impact complex incidents
- Assist local facilities in the development of emergency action plans
Note: written EAPs are required for all facilities with 10 or more regular personnel (OSHA 1910.38(b)).
- Develop and implement a joint training program involving all stakeholders, including private sector facilities
- Develop common policies, tactics, techniques, and procedures for joint response

Action Checklist

Assessment of the Threat

Active shooter scenarios require immediate action and rapid deployment of police and other response personnel.

- Receive notification of the incident
- Receive and process information from those trapped in the danger area

- First law enforcement responders to arrive size up and communicate situation details
- Establish initial incident command
 - Begin formulation of an incident action plan
- EOC augments personnel and begins notifications and coordination of support
 - Begin formulation of a coordinated action plan
 - Communicate the situation and requests for assistance to neighboring jurisdictions and the VEOC

Initiate a Counter Offensive

Once recognized the intention of the attackers is not to take hostages, but to wound or kill civilians, the objective of law enforcement first responders should be to initiate a counter offensive. Conduct counter-attack with aggressive confrontation of the enemy at the earliest opportunity

- Establish a joint incident command post(s) and transition to unified command
 - Develop an incident action plan
 - Identify needs and communicate to EOC for coordination
 - Designate locations for perimeters, staging locations, and casualty collection point(s)

Identify Unique CIKR Prevention and Protection Activities

Consider the enemy may intend to take control of infrastructure or resources in order to develop a larger attack

- Identify critical infrastructure and key resources within the area of enemy operations
- Predict the likely intent of the enemy and consequences of same
- Consider need to declare a local emergency based on the scale of the incident and potential consequences
- Conduct direct action to limit loss of lives and deter enemy disruption of CIKR

Select Protective Actions

Unlike most criminals, active shooters are likely to continue an attack until intervention occurs.

- Utilizing the facility EAP, identify planned evacuation routes and prepare to receive evacuees
- Decide if protective action decisions (evacuation/shelter-in-place) need to be made given hazards under control of the enemy (e.g. deliberate release of hazardous materials, biological agents, explosives) and proximity of vulnerable populations

Conduct Public Warning

- Establish a joint information center (JIC) to disseminate information to the public
- Advise citizens to avoid danger areas
- Alert emergency medical facilities of potential mass casualty producing incident

Implement Protective Actions

- Facilitate the safe evacuation of citizens from danger areas
- Direct those who escape the danger area to a safe zone for follow on actions, including debriefing for information on the enemy, the facility, and personnel

Conduct Rescue Operations

- Determine the nature and priority of rescue operations including the numbers of victims involved
- Identify personnel and equipment requirements to execute rescue operations
- Coordinate rescue efforts with law enforcement to ensure safety of rescuers

Implement Short-Term Stabilization Actions

- Establish a family reunification center
- Establish a family assistance center
- Consider implementing the debris management plan

Demobilize Response and Transition to Recovery

- Conduct incident debriefing on response execution
- Conduct critical incident stress debriefings for all involved
- Release personnel supporting response operations
- Reconstitute resources and facilities supporting response operations
- Conduct an AAR
- Update risk assessments

ACRONYMS

AAR	After Action Review
CBRNE	Chemical, Biological, Radiological, Nuclear, High-Yield Explosives
CBIRF	Chemical, Biological Incident Response Force
CERFP	Chemical, Biological, Radiological, Nuclear and High-Yield Explosive Enhanced
CDC	Response Force
	Center for Disease Control
CIKR	Critical Infrastructure and Key Resources
COOP	Continuity of Operations
COVEOP	Commonwealth of Virginia Emergency Operations Plan
CST	Civil Support Team (Weapons of Mass Destruction)
DBHDS	Department of Behavioral Health and Development Services (Virginia)
DHS	Department of Homeland Security
DOE	Department of Energy
DOD	Department of Defense
DPW	Department of Public Works
DSS	Department of Social Services
EM	Emergency Management
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPZ	(Radiation Plume) Exposure Zone

ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
HAZMAT	Hazardous Materials
HHS	Department of Health and Human Services
IC	Incident Command/Commander
ICS	Incident Command System
IND	Improvised Nuclear Device
IPZ	Ingestion Pathway Zone
JFO	Joint Field Office
LE	Law Enforcement
LFA	Lead Federal Agency
MMRS	Metropolitan Medical Response System
NBC	Nuclear, Biological, Chemical
NIMS	National Incident Management System
OCME	Office of the Chief Medical Examiner
PAD	Protective Action Decision
POC	Point of Contact
RDD	Radiological Dispersal Device
SIP	Shelter-In-Place
SNS	Strategic National Stockpile
TRA	Terrorism Response Annex
UC	Unified Command
VDEM	Virginia Department of Emergency Management
VDH	Virginia Department of Health
VDSS	Virginia Department of Social Services
VEOC	Virginia Emergency Operations Center
VSP	Virginia State Police
WMD	Weapon of Mass Destruction

TAB 1 Agency ESF Assignment

2/2/2011																	
AGENCY	TRANSPORTATION	COMMUNICATIONS	PUBLIC WORKS	FIREFIGHTING	EMERGENCY MANAGEMENT	MASS CARE	LOGISTICS ANAGEMENT	HEALTH & MEDICAL	SEARCH AND RESCUE	OIL & HAZMAT	AGRICULTURE	ENERGY	PUBLIC SAFETY	LONG TERM RECOVERY	EXTERNAL AFFAIRS	MILITARY AFFAIRS	VOLUNTEER/ DONATION MGMT
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
FIRE																	
EMS																	
SHERIFF																	
POLICE																	
HAZMAT																	
DPW	S																
DSS																	
HEALTH																	
SCHOOLS						S											

*P for Primary Agency; S for Secondary Agency

**Agencies listed in this template are for example only, and the list is not inclusive of those available to every jurisdiction

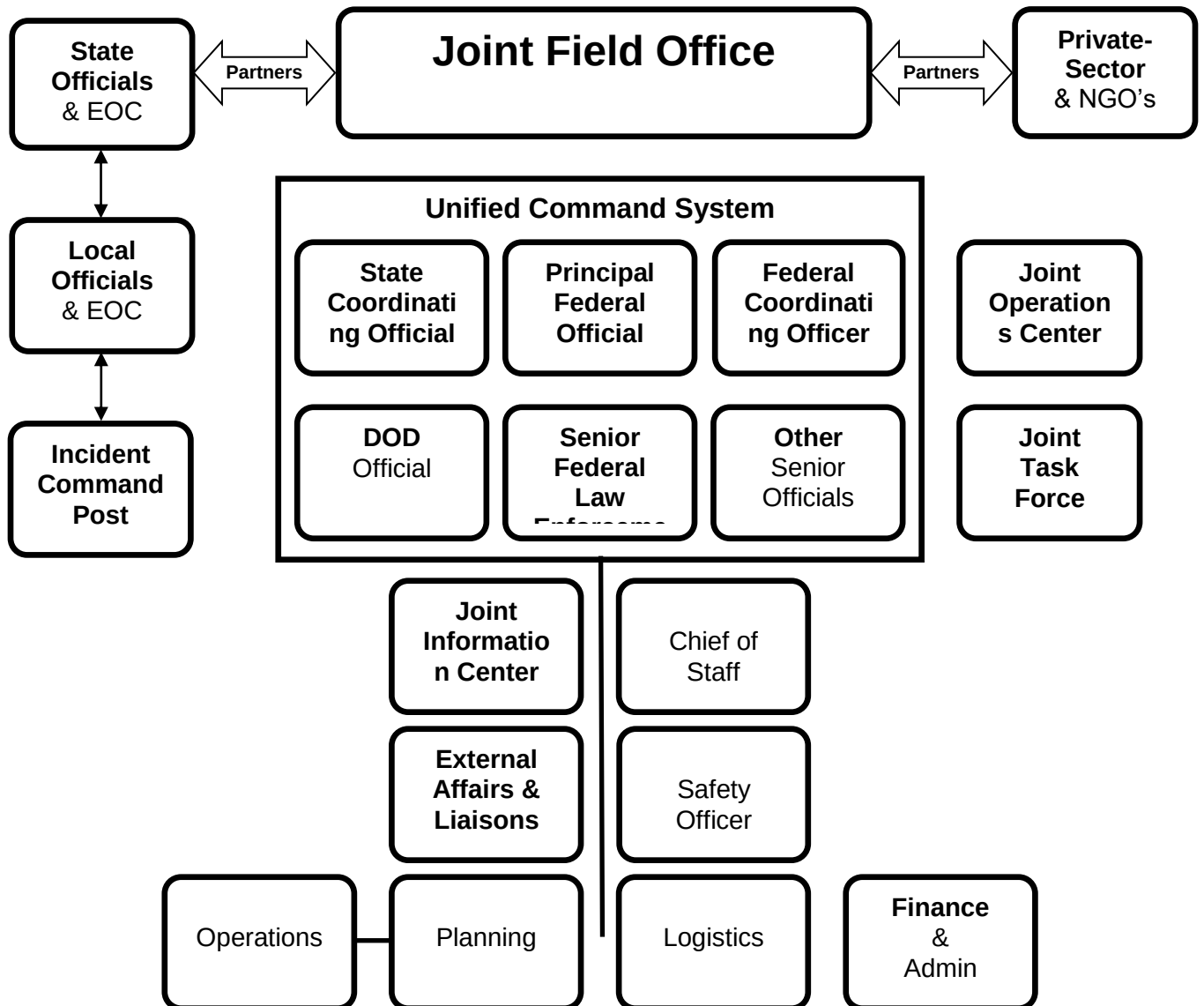
TAB 2 Agency Responsibilities

TERRORISM	
EVENTS	PARTICIPANTS
1. Incident occurs	First Responders
2. 911 Center receives calls, dispatches & relays information first responders, begins notification	911 Center
3. First responders arrive on scene a. Make initial assessment (size-up) b. Establish Incident Command (IC) c. Recognize CBRNE incident indicators d. Law enforcement (LE) establishes security e. Perform rescue as incident permits f. Begin triage and treatment g. Begin hazard agent identification h. IC determines needs for additional assistance including utilizing mutual aid agreements	Law Enforcement (LE) EOD Fire/EMS Local/Regional HAZMAT Team
4. 911 Center conducts initial notification a. Police Chief (notifies FBI) b. Fire Chief c. EOD/HAZMAT Team Leader d. EM Coordinator (notifies VEOC) e. Health Department Director f. EM Director	911 Center Police Chief EM Coordinator
5. IC manages incident response and directs transition to local Unified Command (UC) as appropriate	IC All Responders
6. Department Chiefs conduct conference call	Department chiefs and city officials Additional internal & external partners
7. Local EOC activated & staffing level determined a. EOC supports IC b. Coordinates consequence management activities c. Begin tracking costs of response efforts d. Consideration of declaration of local emergency e. Coordinates with VEOC	IC EOC VEOC
8. EOC continues extended notification of ESF's according to appropriate augmentation level	ESF's according to EOC staffing plan (See ESF 5)
9. Strategic coordination of crisis management activities. Provide support to JOC. Notification of FEMA.	IC EOC
10. FBI manages criminal investigation. Establish JIC. Local and state EOC's and FEMA coordinate consequence management activities	FBI & supporting LE EOC, VEOC, FEMA
11. VEOC supports local consequence management. Governor determines need for Commonwealth to declare a state of emergency. Coordinate requests for federal assistance through FEMA	EOC VEOC
12. FEMA representative coordinates with Consequence Management Group. Expedites federal consequence management activities and monitors crisis management response to advise on areas of decision that could impact consequence management activities	FBI, FEMA, EPA, DOD, DOE, HHS, and other federal agencies
13. An Emergency Response Team-Advance Element (ERT-A) deploys to State EOC and incident sites. Field sites identified for mobilization centers. Liaisons from WMD response agencies requested for Emergency Support Team (EST). Disaster Field Office (DFO) location & liaisons (local personnel) identified	ERT-A, Regional-level FEMA, and NRF primary support agencies
14. A consequence management support team provides operational	FEMA, DOE, DOD,

technical assistance to UC	HHS, EPA, and FBI
15. Recovery phase operations initiate transition of LFA from FBI to FEMA	EOC, VEOC, FEMA
16. Local Emergency Coordinator leads a formal after action review process	Inclusive

TAB 3 ICS – UCS Integration

As the local response transitions to a federally supported response, with the FBI or FEMA designated as the lead federal agency, the locality's incident command will integrate into the unified command (UC) (consistent with the NRF 2008).



TAB 4 INSTRUCTIONS TO THE PUBLIC WAITING FOR DECONTAMINATION AT THE SCENE OF AN INCIDENT

Do not panic, your health is not in immediate danger.

You may have been exposed to radioactive particles. The particles from the explosion may have settled as dust on your clothes or body. In order to protect your health, you may be asked to go to a decontamination center. You should follow these directions to prepare for decontamination:

1. Go to a designated area (_____).
2. Do not touch your face or put anything into your mouth.
3. Enter the screening area and stand for a screening (survey) of yourself with clothing, and provide the workers with necessary personal information.
4. After you are screened, you will be directed to leave if minimal or no contamination is present. If contamination is found, you will be directed to the wash area, or you may be sent home with instructions how to clean up (decontaminate) there.
5. If you are directed to enter the wash area, you will be segregated with individuals of the same gender. To the extent possible, families will be kept together through the decontamination process. Prepare to remove your outer garments behind a privacy curtain. If radioactive material is on your clothes, removing them will reduce the external contamination and decrease the risk of internal contamination. Prompt removal of outer clothing will also reduce the length of time that you are exposed to radiation. When removing the clothing be careful of any clothing that has to be pulled over the head. Try to either cut the article off or prevent the outer layer from coming in contact with the nose and mouth area. You may also hold your breath while carefully pulling the article over the head.
6. You will be provided with plastic bags. Place all of your clothing in one bag and your valuables in another plastic bag and seal them. You may be asked to double bag your belongings to minimize the potential for bag rupture. You will be instructed on how to handle these items at a later time when we know more about the hazards of the material used.
7. Pass through the wash area.
8. When you reach the end of the wash station, you will be given clothing to put on, and then be directed to the final staging area.

Aircraft Accidents Annex

Mission:

To develop emergency plans and procedures to provide for an effective and coordinated response by Danville and supporting organizations in the event of an aircraft accident occurring within Danville's jurisdictional boundaries.

Danville Regional Airport

Danville Regional Airport is a small, but growing uncontrolled airport. Depending on the size of aircraft involved and the number of people aboard, it will be the discretion of the Director, and/or Coordinator of Emergency Services to activate the EOC.

Assumptions

1. An aircraft accident may or may not involve buildings, vehicles, or persons on the ground in or near the crash site.
2. An aircraft accident may require the implementation of mutual aid agreements for Fire, Sheriff's, and EMS. Danville Fire Department and Danville Life Saving Crew equipment will respond to incidents off airport property when requested.
3. Other portions of Danville Emergency Operations Plan may need to be implemented, to include, but not limited to, Mass Fatalities, Mass Casualties, and Hazardous Materials.
4. The primary responsibility for response to and control at the scene of aircraft accidents involving military resources outside of military installation boundaries rests with the local jurisdictions.
5. If military aircraft is involved, a senior officer from the closest appropriate military installation will respond to aircraft accidents involving Department of Defense resources, to provide a military presence and assist as requested. The military official will not take control of the situation unless it is requested they do so by local authorities, or the nature of the aircraft and/or equipment involved requires them to declare a National Defense Area.
6. Once all life-saving and fire suppression/containment actions have been completed, control of the accident scene will be turned over to the appropriate Agency responsible for conducting the accident investigation (State Sheriff's, FAA/NTSB, or appropriate Military Service).

Organizations and Functions

1. Danville's organization for emergency operations consists of the Danville Fire Department, Danville Life Saving Crew, City departments and supporting organizations. The Director of Emergency Management, and the Coordinator of Emergency Management, with assistance from department heads and key personnel will direct and control emergency operations from the standpoint of sheltering, evacuation, and other related functions and assist the Incident

Commander from the EOC. The Director of Emergency Management will respond to the scene of the Incident to assist the Incident Commander with any logistical requests and be the liaison between Incident Command and the EOC.

2. The primary duties and responsibilities for the Aircraft Accident Annex are as assigned in the Basic Plan. Additional and more detailed tasking and procedures may need to be developed at the department level, but should reflect the procedures and responsibilities outlined in the Basic Plan and this Annex.
3. Depending on the size of aircraft involved, the Virginia State Police will be in charge of the investigation of small aircraft incidents. The National Transportation Safety Board (NTSB), and Federal Aviation Administration (FAA) – Flight Standards Districts Office (FSDO) will have responsibility for control in the conduct of investigations to include all types as defined by Federal Aviation Regulations.
4. If the incident involves an aircraft other than small private airplane, FAA Security will have responsibility for control in the administering of security as defined by applicable Federal Aviation Regulations and will be “on-scene” to provide security guidance throughout any given emergency situation.
5. United States Departments of Customs, Immigrations, and Public Health (if the emergency involves an in-bound international flight) will have control responsibility for the security and seclusion of passengers and property until required search and inspection procedures have been completed.

CONCEPT OF OPERATIONS

General:

1. The earlier command and control are established in an aircraft accident, the response and recovery phases will proceed smoother. Delays in establishing command and control will tend to compound the situation. Due to the complex nature of on-scene command at an aircraft incident, there are numerous agencies that will be involved. Consideration for the needs and responsibilities of these agencies during the incident is critical to the successful mitigation of the incident.
2. The first emergency responder on-scene will take control of the incident until relieved by someone of higher authority. Typically, the senior Fire fighter would be the Incident Commander during life-saving and fire suppression or containment operations, with the senior EMS officer in charge of all aspects of patient care.
 - a. If fatalities exist, Incident Command should be transferred to the Medical Examiner or Health Department Official, **after** all life-saving and Fire suppression actions are completed, to recovery and identification of the remains.

- b. The senior investigator from the FAA or NTSB will be in charge of the investigation when they arrive on scene.
 - c. Dependent on the situation, other personnel that may be in charge of the investigation would be the State Sheriff's (most often in small aircraft accidents) or Senior Military Representatives.
- 3. Early into the accident, a traffic pattern and staging area(s) should be established and used to minimize congestion in and around the incident scene.
- 4. Based on the scope of the situation, a Local Emergency may need to be declared putting disaster laws into effect, enhancing the response and recovery effort.
- 5. Dependent upon the scope of the accident/incident the Emergency Operations Center may or may not be activated.
 - a. If activated (Full or Functional) the EOC will be a support function for the Incident Commander to utilize.
 - b. If not activated, Emergency Services and key services representatives of other local departments/agencies needed for the emergency response and recovery will respond to the accident site and operate out of the Incident Command Post.
- 6. The procedures in this Annex are based on the requirement that the rescue of aircraft occupants and other related accident victims takes precedence over other operations.
 - a. Stabilization and emergency medical treatment of victims is of paramount importance. The speed and skill of such treatment is crucial in situations where life hazards exist.
 - b. The safety of emergency response personnel should take precedence over the rescue of victims, especially in incidents where hazardous materials are involved.
- 7. Aircraft accident sites can be dangerous areas with the possible presence of flammable fuels, hazardous materials and scattered pieces of wreckage. All necessary safety precautions in the crash area should be taken.
- 8. Those individuals/victims which are obviously dead should only be removed under the supervision of a Medical Examiner and with the approval of the NTSB once all documentation has been completed on each individual.
- 9. Stress is a natural reaction to large scale incidents, especially if it involves mass fatalities and mass casualties. **Critical Incident Stress Debriefing should be provided to all personnel working the incident.**
- 10.1 Depending on the scope of the incident and the length of time that would be needed to complete emergency response and recovery operations, a rehab area may need to be established for response personnel. This area should be separate, when possible, from the staging area and accident scene.

Potential BIO-HAZARD situation: Every direct contact with body fluids has the potential to be infectious. There is a high probability that workers at an incident involving mass casualties and/or fatalities will come in contact with body fluids. **All precautions for Infectious Disease Control shall be taken.**

1. Based on its scope (number and condition of fatalities and severity of injuries), the Incident Commander will direct a HAZMAT type response to an Aircraft Accident to assist in the containment of any Hazardous Materials and Bio-hazard wastes.
2. The Incident Commander, in coordination with the Health/Medical Officials, should determine the appropriate level of protection required for Response and Recovery personnel.
 - a. Safety equipment and approved protective clothing shall be worn by all personnel involved in response and recovery operations. This will include the Search and Recovery Teams recovering the bodies.
 - b. All other personnel should remain outside the inner perimeter until the Incident Commander declares it safe.
3. As will all HAZMAT incidents, Hot, Warm, and Cold Zones need to be established as well as suit-up and Decontamination Areas.
4. Decontamination of all equipment and recovered aircraft wreckage needs to be considered. Military Support to Civilian Authorities may need to be requested to handle this task.
5. A means to dispose of the large quantities of BIOHAZARD Materials that will be generated needs to be identified/established.
6. A source and means for providing Response and Recovery personnel with the appropriate immunizations (gamma-globulin, tetanus) for working a BIOHAZARD Incident needs to be established.

Communications Center: When receiving a telephone call or radio transmission regarding an aircraft crash the more information you are able to obtain, the more effective the response can be.

1. Information that will be of assistance to emergency responders includes:
 - Type and/or size of aircraft (military or civilian, large or small, plane or helicopter)
 - Location of crash (if not already known.)
 - Number of occupants (known or estimated)
 - Amount of fuel on board.
 - Any hazardous goods/cargo, and where they were on the aircraft (for military aircraft, inquire if any munitions were on board).
2. Some of the information may have to be obtained by contacting the company or military services that was operating the aircraft.
3. Relay all applicable information to responding emergency personnel in a timely manner.

4. Make mass casualty notifications to local medical facilities, as required based on the number of victims believed involved.

Approaching the Crash Scene

1. Approach the crash site with the wind at your back, when possible.
2. Avoid traveling on the same path the aircraft took after hitting the ground, especially in areas overgrown with high grass and brush.
 - a. Survivors may have been thrown where emergency vehicles may run over them, if caution is not used.
 - b. Wreckage important to crash investigations may be disturbed or damaged.
 - c. Wreckage may cause damage to emergency vehicles, especially with military aircraft where explosives may be involved.
3. If the path of the aircraft is the only feasible route into the scene, someone should dismount and guide the vehicle in on foot.
4. Always assume that there will be explosives or other hazardous materials aboard the aircraft. These may detonate, especially if there is a fire involved.
5. Be aware that fuel tanks are apt to explode as soon as any vapors released from the tanks or from spilled fuel is ignited.
 - a. Exploding fuel tanks can spread fuel and debris over a large area.
 - b. The **MINIMUM** safe distance to maintain from the aircraft for spectators is 2,000 feet which should be the same as the outer perimeter.
6. All flame producing devices and high heat sources, including flares, should be kept away from the incident scene until scene safety is established by Fire and Rescue and authorized by the Incident Commander.

First Responder on-scene. The first law enforcement officer, fire officer, emergency medical officer, to arrive at an aircraft accident scene will take initial control of the incident until relieved by the appropriate Fire, Rescue, Sheriff's, or emergency services personnel.

1. Access the situation and advise communications of:
 - a. The accident location and ingress/egress roads available for responding emergency personnel.
 - b. Any hazards that may affect responding Fire and Rescue units (downed power lines, hazardous materials, etc.).
 - c. Approximate number and extent of injuries.
2. Take steps to secure the crash site to prevent "sightseers" from getting injured or destroying evidence.
3. Attempt to assist survivors in initiating self-help and first aid activities. Try to keep uninjured survivors together and from wandering among the wreckage by identifying an area for them to assemble.

Crash Site Perimeter:

1. As soon as possible the extent of the site should be determined and protected. This will include:
 - a. The entire area covered by marks on the ground, in trees, on buildings, whereby the entry of the aircraft may be traced.
 - b. All wreckage, debris, victims, survivors, and fatalities, which were in and/or thrown from the aircraft.
2. This area should be secured by roping off the area as soon as possible with adequate manpower assigned to ensure the perimeter is respected.
3. It is usually beneficial to establish two perimeters:
 - a. An outer perimeter to restrict all unauthorized persons from approaching near the crash site and on-scene emergency operations.
 - b. An inner perimeter restricted to only those personnel with specific tasks to perform at the crash site, which will separate the on-scene emergency response and support functions from the actual crash site.
4. Utilizing the agencies involved in the Highway Incident Management System, barricades and detour signs may be required to assist in traffic flow at the outer perimeter of the crash site.
5. Additional Law Enforcement support may be required to provide adequate perimeter security 24 hours a day. Requests should be forwarded through the City EOC to the State EOC for State Police and/or National Guard support.
6. Site Security at night may require lighting to be set up around the perimeter.

Police Department Functions

1. The first officer to arrive at the accident scene should initiate/continue procedures for securing the scene and clearing pedestrians from routes to be used by responding emergency vehicles.
2. Police Department personnel will be required to handle traffic in the vicinity of the accident site and to prevent disturbance of materials scattered over the accident site.
 - a. Responding Police vehicles should avoid proceeding directly to the accident scene (unless instructed to do so) and will be needed to set up road blocks to expedite the rapid access of responding emergency vehicles, and limit access to the scene by unauthorized personnel.
 - b. Non-emergency traffic should be routed away from and around the accident site.
3. The emergency site should be cordoned off as soon as possible to preserve the accident scene and reduce the interference of rescue operations.
 - a. A visible cordon will help exclude intruders, press, sightseers, onlookers, and souvenir hunters from gaining access to the site.

- b. Appropriate markings should be prominently displayed to warn all persons of the possible hazards that may cause them serious injury should they enter the area.
- c. Flares are not to be used within the inner perimeter of the accident site to prevent ignition of flammable vapors and materials. Flares can be used in the outer perimeter only with the approval of the Incident Commander.
- d. Scene Identification
 - The use of an identification/security system will probably not be very effective during the initial stages of the incident, therefore extra caution should be used to screen people trying to gain access to the incident site.
 - Once life safety and fire suppression activities have concluded, the on-scene security system should be put into place for the remainder of the incident and monitored by Police Department to control access to the scene.
- 4. Special security provisions are necessary to protect:
 - a. The flight data and cockpit voice recorders,
 - b. Classified materials (military accidents),
 - c. Mail, and any other cargo,
 - d. Dangerous/Hazardous goods and materials,
 - e. Personal belongings of the victims and passengers.
- 5. Once any or all of these items have been located, cooperation with other interested agencies concerning the security of these above listed items must be initiated.

Fire And Rescue Functions

- 1. General
 - a. The primary responsibility of Fire and Rescue personnel is to save lives. Property endangered by aircraft incidents and accidents should be preserved as much as possible.
 - b. Staging areas for responding Fire and Rescue equipment and personnel may have to be located away from the incident scene to avoid restricting/blocking ingress and egress routes.
 - c. In accidents involving mass casualties, the first Rescue unit on-scene should identify casualty collection, triage areas, and ambulance loading points. This information needs to be passed on to the Incident Commander and Communications.
 - d. Accidents involving large aircraft that are on Fire may require mutual aid response to assist in Fire suppression and containment operations.
 - e. Only firefighters wearing approved firefighting protective clothing and equipment (including SCBA's) shall be allowed in close proximity to an

aircraft accident site (50 ft. from any point on the aircraft or any fuel spillage is usually considered a safe distance).

- f. **All precautions for Infectious Disease Control shall be taken.** The Incident Commander, in coordination with the Medical/Health Officials, and HazMat Officer should determine if a Decontamination Area needs to be established for the Decontamination of personnel and equipment coming out of the inner perimeter (Hot Zone).

2. MILITARY AIRCRAFT ACCIDENTS

- a. Always assume that the aircraft was carrying live ammunition, rockets, or high explosive, in addition to large amounts of fuel.
- b. Several military aircraft are made of, or contain composite materials that when burning, emit toxic fumes.
- c. Caution must be exercised when working around an aircraft cockpit area. In most military aircraft, an explosive charge is connected to the canopy and ejection seat which is triggered will blow (jettison) off the canopy and/or eject the pilot's seat(s).
- d. Rescue of victims and fire suppression/containment actions should be conducted from the side of the aircraft. Every precaution should be taken to keep clear of the front of the aircraft since many are equipped with rockets or missiles and guns (mounted internal and external to the fuselage) which Fire forward. **AT NO TIME SHOULD MUNITIONS OR ANY TYPE OF EXPLOSIVE DEVICE BE HANDLED BY UNQUALIFIED PERSONNEL AS THEY MAY BE ARMED.**
- e. High pressure water, fog, foam, carbon dioxide, or dry chemicals can be used to fight high octane or jet fuel Fires.
- f. When a weapon (rocket, missile, ammunition, bombs) is located, cool it over its entire surface. It should not explode if the temperature does not exceed 300 degrees F.
- g. Response from the closest appropriate military facility is a priority in order to render the weapons and ejection systems safe.

PRESERVATION OF EVIDENCE FOR AIRCRAFT ACCIDENT INVESTIGATIONS

- 1. All Public Safety personnel should be aware of the basic need for preserving evidence at an accident scene. Whenever possible, the wreckage should remain undisturbed until the arrival of the accident investigators.
 - a. Each piece of wreckage, it's location and exact post-crash position, is important to investigators in determining what occurred.
 - b. Nothing should be disturbed, including obviously dead persons and their personal belongings, **EXCEPT TO RESCUED SURVIVORS.**

2. When absolutely necessary for Rescue or Fire suppression activities, the wreckage may be disturbed. Disturbances should be kept to a minimum and when circumstances permit, any fatalities should be left as found.
3. When it becomes necessary to move bodies or parts of wreckage, a sketch, picture and/or video, should be made of the irrelative positions prior to them being moved.
4. Special precautions should be taken not to disturb anything in the cockpit area. Should anything be moved, accidentally or voluntarily, notes should be made.
5. As soon as practical after life-saving actions have been completed, all participants in the Fire suppression and Rescue efforts should be debriefed and their observations recorded by the proper authorities.
6. The sketches, diagrams, photographs, movie film, and tape and video recordings made on the accident site, as well as appropriate details on the tagging of bodies and wreckage parts that were removed from their positions, should be handled over to the investigator-in-charge upon his/her arrival.

Public Information Responsibilities

1. Due to the nature of aircraft disasters/accidents the primary PIO functions will be performed at the incident scene where the bulk of the media will gather.
2. At least two PIO's will be needed at the accident scene to control the media and support the Incident Commander, and a third will be needed at the EOC.
 - a. The Fire-Rescue PIO should be tasked with supporting the Incident Commander and the Police Department's PIO should be assigned to handle the media at the scene.
 - b. The City PIO should respond to the EOC to coordinate the staffing of the public information/rumor control phones.
3. A location near the scene needs to be identified early in the response phase for the media to assemble.
 - a. This will give the media a location to go to and wait for information updates rather than having them congregate around the entrance to the accident perimeter where they may interfere with responding emergency personnel.
 - b. If possible a media center should be set up in a facility near the accident site (outside of the outer perimeter).
4. Once the emergency response actions are completed and the scene is declared safe by fire officials, arrangements should be made to provide the media an ESCORTED tour around the crash site. The media should be advised on:
 - a. The hazards that exist at the crash site.
 - b. Not to take pictures of the dead or injured.
 - c. Not to disturb any of the wreckage.

5. In accidents involving military aircraft, press releases will be initiated by or coordinated with the military Public Affairs Officer from the appropriate military installation.

Glossary

CARE AREA: Location where first medical care is given to the injured.

COMMAND POST: (may also be called Incident Command Post) – The location at which primary command functions are executed; usually located near the incident scene. This is where the Incident Commander operates from.

EMERGENCY OPERATIONS CENTER (EOC): Located in Danville Fire Department headquarters, 600 Lynn Street. The EOC is activated during large scale emergencies and disasters to provide support to units conducting emergency services and operations at the incident/accident scene.

INCIDENT COMMANDER: The individual responsible for the management of all incident operations.

INNER PERIMETER: The area which is secured to allow effective command, communication and control, and to allow for the safe operations to deal with an emergency, including the immediate ingress and egress needs of emergency response personnel and vehicles. The inner perimeter will also serve to preserve the accident scene for required investigations.

INVESTIGATION: A process conducted for the purpose of accident prevention that includes gathering and analysis of information, the drawing of conclusions, including the determination of cause(s) and, when appropriate, the making of safety recommendations.

NATIONAL DEFENSE AREA (NDA): A declaration of an NDA is the temporary establishment of “Federal Areas” within the United States for the protection or security of DOD resources. The senior military or civilian representative can establish an NDA.

OUTER PERIMETER: The area outside of the inner perimeter that is secured for staged resources as well as triage and treatment areas, but outside of the actual crash site.

PASSENGER HOLDING AREA (PHA): A location/facility where uninjured passengers from an aircraft accident can be assembled and have their immediate needs provided for.

STAGING AREA: A prearranged, strategically placed area, where support and relief/reserve personnel, vehicles and equipment can be held in an organized State of readiness for use during an emergency.

TAGGING: Method used to identify casualties as requiring immediate care, delayed care, minor care, or deceased.

TRIAGE: Sorting and classification of casualties to determine the order of priority for medical treatment and transportation.

Railroad Incident Annex

INTRODUCTION

This Community Awareness Emergency Planning Guide has been developed by N&S Railway Company, Inc. (NSRC), to assist local emergency organizations with their efforts to plan for and respond to incidents, involving railroad property or equipment.

The purpose of the Guide is to supplement local emergency plans. It is designed to cover key information needed by planners and responders should an incident involving NSRC occur. Among other things the Guide outlines:

- Important phone numbers and points of contact to initiate NSRC response processes.
- NSRC's emergency response organization and use of the incident command system and unified command under a NIMS system.
- Rail car placarding requirements and sources of additional information on hazardous materials.
- Hazardous materials shipping documents.
- Incident response guidelines
- NSRC resource management during an incident.
- Population protection.
- Passenger – commuter train incident considerations.
- Bridge and tunnel incident considerations.
- Security planning and preparation
- Training and exercise opportunities available from NSRC.

This information will assist emergency planners in the evaluation of their capability to respond to an incident involving rail transportation. The information also provides emergency responders access to NSRC staff to ensure that necessary local and private resources are engaged.

Emergency Planning Information

Emergency preparedness activities, programs and response systems are carefully planned and implemented prior to an incident. They support and enhance the response to an incident.

Planning, coordinating, training and conducting exercises are among the activities performed under this phase of emergency management. NSRC participates in TRANSCAER (Transportation Community Awareness and Emergency Response), a nationwide community outreach program that helps communities develop and

evaluate emergency response plans for hazardous materials transportation incidents.

NSRC encourages local emergency management and response groups to incorporate this guide into their own plans and take the opportunity to preplan NSRC facilities in their area of responsibility. Local emergency response personnel are encouraged to familiarize themselves with the layout and operation of NSRC properties in their area. NSRC personnel are available to assist in making facilities available for pre-planning and informational tours.

Location And Identification Of NSRC Rail Lines

It is important for local emergency planners to familiarize themselves with the ownership and location of local rail lines to identify possible access route for response vehicles.

The best way to identify ownership of rail lines is to communicate with railroad companies before an incident occurs. As part of the highway-rail intersection public safety program, NSRC posts an emergency telephone number (1-800-453-2530) and a unique identification number at each NSRC highway-rail intersection. This program allows the reporting of malfunctioning traffic control devices or other emergencies at or near these intersections, and may also be used by emergency responders to identify NSRC rail lines in the event of a railroad incident.

Rail Grade Crossing Identification Database

The United States Department of Transportation (DOT), Federal Railroad Administration (FRA), maintains an excellent Internet website containing data that is particularly useful to emergency planners when implementing the NTSB's recommendation. The web site is:

<http://safetydata.fra.dot.gov/officeofsafety/Default.asp>

All national highway-rail crossing inventory files are available. Queries can be made by state, county, city, street name, crossing number, railroad and railroad milepost, etc. Maps, accident history and accident prediction data are also readily available. Emergency response planners can easily obtain milepost designations by railroad, for every grade crossing, in each county, city and state. NSRC highly endorses the use of this up-to-date information by emergency planners.

Hazardous Materials Transported By Rail

Information on the types of hazardous materials being transported through a community is useful for local emergency planners in developing an effective and realistic pre-emergency response plan for rail emergencies.

Historically, the types of hazardous materials transported by rail nationwide do not vary much by location, although the ranking order of products transported through each community may differ slightly. The top 25 hazardous materials transported by NSRC (as measured by origination of loaded tank cars) are summarized and on file. The risks associated with hazardous materials also vary depending on the hazard class of the material and potential for public or environmental impact. The majority of hazardous materials shipped by rail do not have the potential for impact beyond a small, localized area. Those commodities which represent the highest potential for impact to the community (TIH materials and division 1.1 or 1.2 Explosives) are present in less than 5% of NSRC trains.

Agency Preparedness – Initial Notification

NSRC personnel report most incidents from the scene to the NSRC NS Police Communications Center (NSPCC) in Jacksonville, Florida. The PSCC can be reached 24 hours a day **for emergencies** at 1-800-453-2530.

In some cases the NSPCC may be notified by the Chemical Transportation Emergency Center (CHEMTREC) based upon a call CHEMTREC has received. CHEMTREC is a 24 hour public service of the chemical industry that provides immediate emergency response information and assistance during emergencies involving chemicals.

Local observers also sometimes report incidents directly to the NSRC PCC. NSRC provides local emergency dispatch centers with the PCC number to report any local emergency that could affect train operations.

It is very important the local responders reporting an incident to NSRC provide the rail car initials and number for the car(s) involved. These letters and number are stenciled on the left-hand side of the railcar as you face either side of the car and on both ends of the railcar. This information will facilitate response efforts by enabling NSRC to determine the type and capacity of the car involved and its contents.

NSRC has partnered with CHEMTREC to provide access to the railroad's Network Operating Workstation (NOW), the system that tracks all NSRC trains and railcars. This allows CHEMTREC to provide real-time information to emergency responders concerning railcar contents or train makeup. Use of this system by CHEMTREC operators enables responders to have faster access to critical information during incidents.

Hazardous Materials Railcar Requirements

This section describes the United States Department of Transportation's (DOT) requirements regarding placarding of hazardous materials being transported, the

types of hazardous materials information being carried on a train, and where this important information can be found.

Hazardous materials are products or chemicals capable of posing a risk to health, safety or the environment. The Code of Federal Regulations (CFR), at 49 CFR Section 172 required that diamond-shaped placards be placed on the outside of certain rail cars carrying hazardous materials or residues of such material. Placards must also be placed on the exterior of some intermodal containers carrying amounts of hazardous materials in excess of certain regulatory thresholds.

Hazardous Materials Shipping Documents

1. A Train Consist is the primary shipping paper used by NSRC in railroad operations. When hazardous materials are present in a train, a NSRC train consist contains the following four (4) basic sections:
2. A "Tonnage Graph" listing each car in the train by initial and number beginning with the first car and showing each car's numerical position in the train; marking all cars containing hazardous materials with a series of capital "H's."
3. A "Position-In-Train" document bearing a Notice of Rail Cars/Units Containing Hazardous Materials: the individual product's "Four-digit ID number"; with car initials and numbers repeated and whether or not the car is loaded (L) or empty (E) and what the car last contained (Residue)
4. A "Train Listing and Hazardous Material Descriptions" list again showing each car's initials and number, its position in train, the DOT proper shipping description that includes: the proper shipping name, hazard class, identification number, packing group and emergency contact number. The name of the shipper and receiver of the shipment are also included as well as the Standard Transportation Commodity Code (STCC) Number. (The STCC system assigns a unique number to each specific article/commodity or group of articles/commodities when offered for transportation by rail).
5. A "Hazardous Special Handling Instructions" section describing Emergency Handling Precautions.

Hazardous Material Special Handling Instructions

Hazardous material special handling instructions contain valuable information on dealing with specific commodities on board a train in the event of a spill or fire. Conductors are trained to provide this information to emergency responders in the event of an accident. These instructions conform to DOT requirements for providing emergency response information during transportation and are used widely throughout the rail industry. For each hazardous material present in a train, the documentation contains the cars' initials and numbers, positions in the train and the following detailed information:

- General product information and physical description.

- Instructions if the material is, or is not, involved in a fire.
- Personnel protection.
- Land spill instructions.
- Water spill instructions
- Vapor spill instructions
- First aid exposure response.

The train consist is kept by the train's conductor who is responsible for updating the document as cars are added to or removed from the train.

Bridge Incidents Annex

Railroad bridges can present unique obstacles to emergency response personnel. Prior identification and pre-planning are essential to safe, successful emergency incident response.

Railroad bridges are custom built structures designed specifically to handle train traffic. They are generally narrow and are not for use by motor vehicles. Railroad bridges can be classified based on the type of deck construction; open deck or ballast deck. Open deck structure utilize timber bridge ties spaced between 12 and 15 inches on center.

Ballast deck structures have solid decks that contain the normal track structure. Most railroad bridges do not have walkways. When walkways are provided, they are for use by railroad personnel only, while there are no trains passing over the structure. **Clearances do not allow for persons to be on the bridge during train operations.**

Proper track protection is needed to occupy or cross railroad bridges and should be done only with the assistance and at the direction of a qualified railroad employee.

Like tunnels, the limited access associated with bridges may require special techniques for emergency responders to deploy fire-fighting hoses and equipment. In some cases, water supply lines may have to be stretched onto and across the span of a bridge in the event of a fire on or in the bridge structure. In other cases, pumping from watercourses or use of firefighting vessels could be necessary. In most cases every effort will be made to pull the cars of a train across a bridge to solid ground. Railroad “hi-rail” equipment can be made available to transport personnel and equipment onto and across bridge structures.

Pre-planning to identify points of access, clearances, and equipment requirements is strongly encouraged. Emergency personnel should coordinate informative inspections with local railroad officials in their area of responsibility. Close coordination with railroad officials is essential in the event of a train emergency on a bridge. Emergency responders should limit their movement onto the bridge structure until it is deemed safe.

Dam Safety Incident Annex

Coordination Agency

City of Danville Police Department

City of Danville Office of Emergency Management

Cooperating Agencies

City of Danville Manager

Virginia Department of Conservation and Recreation (DCR)

INTRODUCTION

Purpose:

To facilitate the evacuation of downstream residents in the event of an imminent or impending dam failure.

Scope:

The Virginia Department of Conservation and Recreation provides detailed guidance to dam owners in developing an emergency action plan in the event of dam failure. City of Danville is also responsible for developing compatible procedures to warn and evacuate the public in the event of dam failure.

Policies:

Dam owners will:

- Develop an Emergency Action Plan for warning and evacuating the public in the event of dam failure;
- Obtain an Operation and Maintenance Certificate from the Virginia Department of Conservation and Recreation; and
- Operate and maintain the dam to assure the continued integrity of the structures.

City of Danville will:

- Develop compatible procedures to warn and evacuate the public in the event of dam failure.

CONCEPT OF OPERATIONS

General:

Dam owners are responsible for the proper design, construction, operation, maintenance and safety of their dams. They are also responsible for reporting abnormal conditions at the dam to the local law enforcement and Coordinator of

Emergency Management and to recommend evacuation of the public below the dam if it appears necessary. Owners of dams that exceed 25 feet in height or impound more than 50 acre-feet (100 acre-feet for agricultural purposes) of water must develop and maintain an “Emergency Action Plan.” A copy must be provided to the local Director of Emergency Management, the State Department of Emergency Management, and The State Water Control Board. This “Emergency Action Plan” is required prior to issuance of an Operation and Maintenance Permit by the State Water Control Board.

Standards have been established for “Dam Classifications” and “Emergency Stages”. The affected public will be routinely notified of conditions at the dam during Stage 1. If conditions escalate to Stage II, Emergency Management personnel will immediately notify the public affected to be on alert for possible evacuation of the areas that would be flooded. If conditions deteriorate and overtopping or failure of a dam has occurred or is imminent, as in Stage III, the Director of Emergency Management will notify the Danville Director of Emergency Management who will warn the public, cooperate with and assist Danville in ordering an evacuation from the affected area, and assist Danville with declaring a local emergency. If appropriate, he will recommend that the Governor declare a state of emergency.

Authorities

In addition to those listed in the Basic Plan:

- Code of Virginia, Title 62.1, Chapter 8.1, Dam Safety Act, 1982.
- Virginia Soil and Water Conservation Board, Regulation VR 625-01-00, Impounding Structure Regulation, February 1, 1989.

Emergency Management Actions – Dam Safety

1. Normal Operations
 - a. Dam Owners
 - Operate and maintain the dam to assure the continued integrity of the structure.
 - Develop an Emergency Action Plan for warning and evacuating the public in the event of dam failure.
 - b. Government
 - Develop compatible procedures to warn and evacuate the public in the event of dam failure.
2. Increased Readiness
 - a. Stage I Conditions
 - Alert Danville Director of Emergency Management
 - Alert on-duty emergency response personnel
 - b. Stage II Conditions
 - Notify Danville Director of Emergency Management

- Alert on-duty emergency response personnel.
- Notify public of possible dam failure.
- Review warning and evacuation plans and procedures.
- Place off-duty emergency response personnel on alert.

3. Emergency Operations

a. Mobilization Phase – Latter Part of Stage II or at Stage III Conditions

- Notify Danville Director of Emergency Management
- Activate EOC (manning as appropriate).
- Notify State EOC, (804) 674-2400 or 1-800-468-8892.
- Alert emergency response personnel to standby status.
- Begin record keeping of all incurred expenses.

b. Response Phase – Stage III Conditions

- Notify Danville Director of Emergency Management
- Cooperate and assist Danville with immediate evacuation of residents in expected inundation areas.
- Sound warning through use of sirens, horns, and vehicles with loudspeakers, Emergency Alert System, telephone calls, and door-to-door notification to evacuate individuals immediately out of the area or to high ground in area for later rescue.
- Call in all emergency response personnel to provide help required to protect lives and property.
- Activate EOC, if not previously accomplished.
- Follow established procedures within designated functional areas specified in this plan.

4. Recovery

- a. Cooperate and assist Danville providing assistance to disaster victims.
- b. Cooperate and assist Danville cleaning up debris and restoring essential services.
- c. Cooperate and assist Danville agencies tasked to implement recovery procedures.
- d. Review emergency procedures used and revise, if necessary, to insure lessons learned are applied in future disasters.
- e. Determine what mitigation measures, if any, should be initiated (zoning, design of dams, etc.).

Dam Classifications And Emergency Stages

Dam Classifications

Dams that exceed 25 feet in height or impound more than 50 acre-feet --100 acre-feet for agricultural--must be classified as to the degree of hazard potential they impose should the structure fail completely.

Class I (High Hazard) – Probable loss of life; excessive economic loss.

Class II (Moderate Hazard) – Possible loss of life; appreciable economic loss.

Class III (Low Hazard) – No loss of life expected; minimal economic loss.

Emergency Stages

When abnormal conditions impact on a dam, such as flooding or minor damage to the dam, the dam owner should initiate specific actions that will result in increased readiness to respond to a potential dam failure. The following stages identify actions that may be appropriate readiness actions.

Stage 1 – Slowly developing conditions; five days or more may be available for response. Owner should increase frequency of observations and take appropriate readiness actions.

Stage II – Rapidly developing conditions; overtopping is possible. One to five days may be available for response. Increase readiness measures. Notify local Coordinator of conditions and keep him/her informed.

Stage III – Failure has occurred, is imminent, or already in flood condition, over-topping is probable. Only minutes may be available for response. Evacuation recommended.

Tab A Directory Of Dams Requiring Emergency Action Plans in City Of Danville

Class I – High hazard, probable loss of life, and excessive economic loss in the event of complete failure.

Class II – Moderate hazard, possible loss of life, and appreciable economic loss in the event of complete failure.

Class III – Low hazard, no loss of life expected, and minimal economic loss in the event of complete failure.

Directory of regulated and non-regulated dams monitored by the Virginia Department of Conservation and Recreation.

DAM NAME AND LOCATION INFORMATION

Schoolfield Dam

Near Memorial Drive between Bishop Ave and Robertson Bridge

Class III

Union Street Bridge Dam

Class III

Low head Dam near YMCA

REFERENCE

DOCUMENTS

Animal Custody Record

___ Danville Police Department ___ Danville Animal Control ___ Danville Area Humane Society ___ Pittsylvania Animal Control
Public

TIME	AM/PM	CUSTODY DATE				I.D. Case/No.	
REASON FOR CUSTODY (mark appropriate box)						LOCATION WHERE CUSTODY WAS TAKEN	
Stray	Owner Surrender	Seized	Bite Case	Transfer from other locality/facility	Other		
OWNER'S NAME & ADDRESS (if known)				ADDITIONAL INFORMATION			
Telephone:							
ANIMAL DESCRIPTION							
SPECIES	BREED	COLOR/MARKINGS	SEX	APPROX. AGE	APPROX. WEIGHT	OTHER	
ANIMAL IDENTIFICATION (complete all that apply, or indicate "none")							
CITY/COUNTY LICENSE NUMBER	RABIES TAG NUMBER	TATTOO	COLLAR (Color, type, etc.)	OTHER IDENTIFICATION (specify)			
CUSTODY RECORD PREPARED BY						DATE	
SIGNATURE & TITLE							
DISPOSITION OF ANIMAL						DATE	

This form may be used by animal control officers, custodians of any pound or shelter, representatives of a humane society, or humane investigators to record and maintain the information required by the Code of Virginia. **This record shall be maintained for at least five years, and must be made available for public inspection upon request.** Information on this form is to be summarized and submitted annually to the State Veterinarian in the prescribed format. Questions regarding this form may be directed to the Office of the State Veterinarian, (804) 786-2483, P.O. Box 1163, Richmond, VA 23218.

Name _____ Date _____
Address _____ Telephone _____

Characteristics: Good with children _____ Lived Inside/Outside _____
Housebroken _____ Disposition _____ Health _____
Gets along well with other pets _____
Has the animal bitten or scratched a person or animal within the past 10 days? _____

STATEMENTS OF SURRENDER

I do not own the above described animal and I relinquish custody to the Danville Area Humane Society. Signature _____
Or

- I am the rightful owner of the above-described animal, and I surrender all property rights in such animal. No other person has a right of property in the animal. I acknowledge the animal may be immediately euthanized or disposed of in accordance with 3.2-6546, subsection D, subdivisions 1 through 5. When possible, the Danville Area Humane Society will keep owner-released animals for 24 hours before allowing them to be adopted. I acknowledge that may not be possible in all cases, and I also acknowledge that I will be required to follow the adoption policies and procedures if I decide I want the above-described animal back.

Signature _____

Contact Info for CICF and DCJS

July 2012

Per amendments in the Code of Virginia 23-0.2:9 and 44-146.18 state institutions of higher education and local governments must include a provision in the EOP that “In the event of an emergency when there are crime victims involved as defined by §19.2-11.01 of the Code of Virginia the City of Danville will contact the Virginia Department of Virginia Criminal Justice Services(DCJS) and the Virginia Criminal Injuries Contact Fund(VCICF) to deploy. Both entities will serve as the lead for coordinating services and assistance to the victims.”

Criminal Injury Compensation Fund

Kassandra (Kay) Bullock, Director, CICF
Criminal Injuries Compensation Fund (CICF) Department
Virginia Workers' Compensation Commission
1000 DMV Drive
Richmond, VA 23220
CICF Toll Free: 1-800-552-4007
Phone: (804) 367-1018
Email: maryvail.ware@vwc.state.va.gov
804-399-8966 (after hours)

Leigh Snelling (alternate).
800-552-4007 (normal business hours)
804-614-5567 (after hours)

Virginia Department of Criminal Justices Services

Melissa Roberson
Training and Critical Incident Response Coordinator
1100 Bank Street
Richmond, VA 23219
Phone: (804) 840-4276
Fax: (804) 786-3414
Link: <http://www.dcjs.virginia.gov/research/reportemergency/>

“The plan shall include, but not be limited to, responsibilities of all local agencies and shall establish a chain of command, and a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in § [19.2-11.01](#). The Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be the lead coordinating agencies for those individuals determined to be victims, and the plan shall also contain current contact information for both agencies.”

Critical Facilities

Danville Regional Medical Center
142 South Main St
Danville, VA
434-799-2100

Piney Forest Health and Rehabilitation Center
450 Piney Forest Road
Danville, VA
434-799-1565

Riverside Health and Rehabilitation Center
2344 Riverside Drive
Danville, VA
434-791-3800

Roman Eagle Memorial Home
2526 North Main Street
Danville, VA
434-836-9510

Danville Municipal Building
427 Patton Street
Danville, VA
Per Department by Directory

Emergency Contact Information

POSITION	NAME	PHONE #
Mayor	Alonzo Jones	
Vice-Mayor	J. Lee Vogler	
City Council Member	Sherman Saunders	
City Council Member	L. G. Campbell	434-793-9493
City Council Member	Dr. Gary Miller	434-799-0908
City Council Member	James Buckner	
City Council Member	Madison Whittle	
City Council Member	Fred O. Shanks, III	434-797-3355
City Council Member	Adam Tomer	
City Manager (Director of Emergency Management)	Ken Larking	434-799-5100
Assistant City Manager (Deputy Director of Emergency Management)	Earl Reynolds	434-799-5100
Fire Chief Coordinator of Emergency Management	David R. Eagle	Central Office 434-799-5226 434-799-5228
Deputy Coordinator of Emergency Management	Steve Dishman	434-799-6535
Fire Department – Station 1 Station 2 Station 3 Station 4 Station 5 Station 6 Station 7		434-799-5226 434-799-6586 434-799-6584 434-799-6582 434-799-6580 434-799-5104 434-799-5103
Danville Life Saving Crew	Robbie Woodall	434-792-2739
Police Department	Chief – Scott Booth Deputy Chief R. Dean Hairston	Emergency 9-1-1 434-799-6515
Health Department	Chris Garrett	434-766-9822 – w 434-251-6913 – c 434-685-7570 – h
Commissioner of Revenue	James M. Gillie	434-799-5145
City Treasurer	Sheila Williamson-Branch	434-799-5140
Sheriff	Michael S. Mondul	434-799-5135
Community Development	Ken Gillie	434-799-5261
Housing and Development	Diane Morris	434-799-5260
Human Resources	Sarah Weller	434-799-5240
Transportation Services	Marc Adelman	434-799-5110
Division of Social Services	John Moody	434-799-6543
School Superintendent Transportation Dept.	Dr. Michael Adkins	434-799-6400 434-799-6451

Director of Public Works	Rick Drazenovich	434-799-5245
City Engineer	Brian Dunevant	434-799-5245
Building Official	Jerry Rigney	434-799-5263
Director of Utilities	Jason Grey	434-797-8963
Director of Economic Development	Telly Tucker	434-793-1753
Information Technology	Inez Rodenburg	434-799-5205
Parks, Recreation & Tourism	Bill Sgrinia	434-799-5200
Director of Community Development	Ken Gillie	434-799-5261
Director of Finance	Michael Adkins	434-799-5185
Department of Transportation	Marc Adelman	434-799-5110
Danville Regional Medical Center	Brian Trent	434-799-2100
Southern Virginia Mental Health Institute	Bobbie Grogan	434-799-6220
American Red Cross	Ralph Lawson	434-845-1234
Salvation Army	Capt. Allen Tanner	434-792-3963 434-251-0005
Pittsylvania County Caswell County, N. C.		434-432-7710 336-694-4193
Forest Hill Elementary School	James Kirkpatrick	434-799-6430
Grove Park Preschool	Rhonda Wright	434-799-6437
Northside Preschool	Rhonda Wright	434-773-8201
Johnson Elementary School	Thomas Takacs	434-799-6433
Park Avenue Elementary School	Sandy Mitchell	434-799-6452
Schoolfield Elementary School	Everett Johnson	434-799-6455
Adult Education Center	Daphne Wall	434-799-6471
Woodrow Wilson Intermediate	Jo Beth Clark	434-773-8393
Woodberry Hills Elementary School	Wayne Mayo	434-799-6466
W.W. Moore Education Program	Dr. Richard Weringo	434-773-8170
Bonner Middle School	Kim Agnor	434-799-6446
Gibson Middle School	Dr. Jay Jones	434-799-6426
Westwood Middle School	Dr. Dave Cochran	434-797-8860
Galileo High School	Angela Ramsey	434-773-8186
George Washington High School	William "Jay" Lancaster	434-799-6410
Langston Campus	Daphne Wall	434-799-5249
Extension Office	Stuart Sutphin	434-799-6558
City Attorney	W. Clarke Whitfield	434-799-5122
Amateur Radio Service		
National Weather Service	Weather Desk	800-221-2856
Hazardous Materials Coordinator	Steven R. Dishman	434-548-4500
Virginia Hazardous Materials Officer	Ray Earp	434-251-9742

Emergency Medical Service Resources

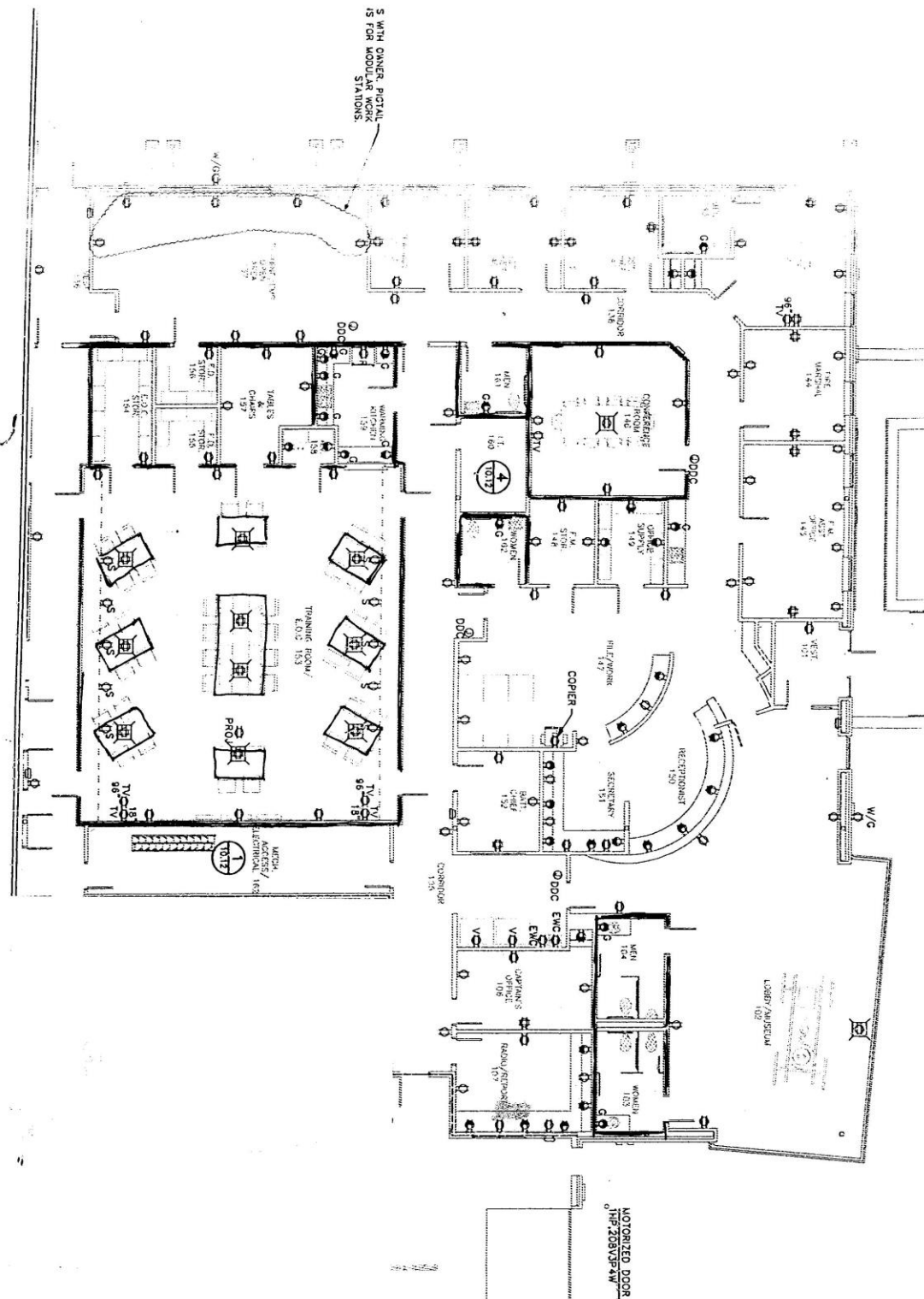
Danville Life Saving Crew – 202 Christopher Lane

Medic 20	Crash 21
Crash 22	Rescue 23
Rescue 24	Rescue 25
Rescue 26	Rescue 27
Rescue 28	Rescue 29
Rescue 30	Rescue 31
Rescue 32	Rescue 33

Boat #1 Lowe-dive boat 16'
Boat #2 Lowe-dive boat 16'
Boat #3 Avon Super Spt S4.00 Rib 13.2'
Boat #4 Avon FRB 380 Inflatable 12.5'
Boat #5 Avon FRB 380 12.5'
Boat #6 Lowe

Haulmark Trailer
Haul Rite Trailer
Cox Trailer
Homemade Trailer

Emergency Operations Center ESF Layout



Exotic Animal Listing

Listed examples are not to be construed as an exhaustive list or limit the generality of each group of animals, unless otherwise specified.

1. Non-human primates and prosimians – examples: monkeys, baboons, chimpanzees
2. Felidae (excluding domesticated cats) – examples: lions, tigers, bobcats, lynx, cougars, jaguars
3. Canidae (excluding domesticated dogs) – examples: wolves, coyotes, foxes, jackals
4. Ursidae – examples: all bears
5. Reptilia – examples: snakes, lizards, turtles
6. Crocodilia – examples: alligators, crocodiles, caiman
7. Proboscidae – examples: elephants
8. Hyanenidae – examples: hyenas
9. Artiodatyla (excluding livestock) – examples: hippopotamuses, giraffes, camels
10. Procyonidae – examples: raccoons, coatis
11. Marsupialia – examples: kangaroos, opossums
12. Perissodactylea (excluding livestock) – examples: rhinoceroses, tapirs
13. Edentara – examples: anteaters, sloths, armadillos
14. Viverridae – examples: mongooses, civets, genets

Guidelines for Reporting and Managing Mass Fatality Events with the Virginia Medical Examiner System

For a copy of this document visit: <http://www.vdh.virginia.gov/medexam/>

GUIDELINES FOR REPORTING AND MANAGING MASS FATALITY EVENTS WITH THE VIRGINIA MEDICAL EXAMINER SYSTEM



DEATHS TO BE REPORTED AND INVESTIGATED BY THE MEDICAL EXAMINER SYSTEM

These guidelines supplement the customary death reporting procedures for the Medical Examiner System as outlined in the Code of Virginia §32.1-283A. REPORT the following types of deaths to the Local and District Medical Examiner REGARDLESS OF HOSPITALIZATION OR THE DURATION OF SURVIVAL FOLLOWING THE UNDERLYING DISEASE OR INJURY.

Deaths due to or suspected of being due to:

- Suspected infectious diseases that may represent a bio-terrorism event or the initial presentation of an emerging infection that may result in an epidemic. The Medical Examiner does not have jurisdiction over clearly natural deaths due to natural disease under non-suspicious circumstances e.g. influenza deaths.
- Events due to nature (hurricane, earthquake), nuclear, biological, chemical or other mass fatality event.
- Homicidal, suicidal, accidental or undetermined causes related to a mass casualty event. Bioterrorism deaths are homicides.

The Medical Examiner will assume jurisdiction over all of the deaths described above based upon the Code of Virginia § 32.1-277 to 32.1-288. Do not release remains from your facility to the next of kin if the death resulted from one of the scenarios listed above. The Medical Examiner will release remains to the next-of-kin after investigation and examination.

HOW TO CONTACT THE MEDICAL EXAMINER

NOTIFY the Local Medical Examiner and the District Office of the Chief Medical Examiner.

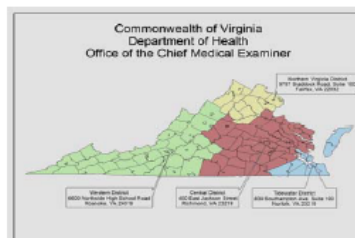
Local Medical Examiners may be contacted through most Hospital Emergency Rooms or through the local police department. The Medical Examiner District Offices are:

Central District
Phone (804) 786-3174
Fax (804) 371-8595
OCME_CENT@vdh.virginia.gov

Tidewater Eastern District
Phone (757) 683-8366
Fax (757) 683-2589
OCME_TIDE@vdh.virginia.gov

Western District
Phone (540) 561-6615
Fax (540) 561-6619
OCME_WEST@vdh.virginia.gov

Northern District
Phone (703) 764-4640
Fax (703) 764-4645
OCME_NOVA@vdh.virginia.gov



WHAT DO I TELL THE MEDICAL EXAMINER WHEN THERE IS A MASS CASUALTY EVENT?

- The reporting organization and a staffed 24/7 call back number.
- Names of the deceased and number of deceased individuals that are being reported.
- The place where the disease or injuries occurred.

- Known hazards (chemicals, radiation, biological, nuclear, explosives, etc.)
- Law enforcement agency investigating the deaths.
- Location and capacity of the reporting institution's morgue or staging area to store and secure remains.

HOW DO I MANAGE AND TRACK MEDICAL EXAMINER CASES/ REMAINS UNTIL THE MEDICAL EXAMINER AUTHORIZES MOVEMENT

IDENTIFY EACH BODY SEPARATELY

If the name of the deceased is known, seal and label each body, body bag, clothing and personal effects bag and medical record with the deceased's name. If the name is unknown, mark each of the above with a unique identifier (i.e. Hope Hospital #1, Hope Hospital #2, Hope Hospital #3, etc.), chart number, and the address of origination. This identifier should match the hospital chart number to enable the Medical Examiner to review the clinical record. DO NOT use John or Jane Doe. If bar coded triage tags are available, ensure each item listed above is marked with the same barcode number.

PERSONAL EFFECTS

Clothing and personal effects (PE) should not be separated from the body. PE may be the only clue to confirming a person's identity. Personal effects may represent evidence of a crime and be a useful clue to police in solving a crime. Request permission from the OCME before releasing clothes or effects to next of kin. If approved, release all items using standard evidence receipting procedures. Effects and clothes or any other items going to the Medical Examiner should accompany the body.

STORAGE AND TRANSPORT OF REMAINS

Hospitals, in cooperation with localities, are responsible for identifying body staging locations that can be secured and cooled for preservation of remains until a Medical Examiner incident morgue can be established. Arrangements for transportation from local holding sites to an incident morgue will be made by the Incident Command System when the OCME morgue is ready to receive the remains.

INCIDENT MORGUES

The OCME, in cooperation with localities and the Virginia Department of Emergency Management (VDEM), will determine the site of any incident morgue other than the District OCME office. Localities should preplan, in cooperation with hospitals and adjacent jurisdictions to identify sites that may be suitable in their localities for morgue staging areas and incident morgues. The OCME will make the final decision as to where their operations will be established.

WHAT ARE THE REQUIREMENTS FOR AN INCIDENT MORGUE?

Space

- Facility available for the time frame necessary
- Retrofit capability and cost considered
- Space Requirements
 - Less than 100 fatalities – 6,000 sq. ft. facility
 - 101-200 fatalities – 8,000 sq. ft. facility
 - More than 200 fatalities 10,000 sq. ft. facility
- Non-porous flooring or disposable flooring
- Room for two 400-600 sq ft office spaces
- Tractor-trailer accessible
- Showers
- Hot and cold water
- Heat or air conditioning (depending upon season)
- Electricity (110 volt, 300 amps minimum)
- Drainage
- Ventilation
- Restrooms
- Space for staff support and rest
- Parking areas for staff and trucks

Communications:

- Communication capabilities, including multiple telephone lines capability and satellite

Security Considerations:

- Secure entrances into general area
- Secure entrances into facility with uniformed guards
- Security for entire site
- Removed from public view
- Removed from the Family Assistance Center in a "need to know" location

Support Equipment Needs:

- If the OCME requests a federal Disaster Portable Morgue Unit (DPMU) to be brought into the area for

augmentation, the Disaster Mortuary Operational Response Team (DMORT) will require an 8 ton forklift with 6 foot forks (pallets are 10' X 10' X 10'), and a 2000 lb forklift for inside the facility.

- Ample space for storage of personal effects.
- Hazardous Material waste storage capacity (for x-ray chemicals and biohazardous materials).

NOTES: Modular tents with sealed floors may be better suited for incidents with contaminated remains. Forty foot refrigerated trucks will hold 22 remains without shelving. Shelving should be considered for a large number of remains to increase capacity. Shelving should not be above the waist to prevent back injuries to morgue staff. If trucks are utilized, ensure appropriate ramps are also provided.

WHO CALLS FOR ADDITIONAL STATE AND FEDERAL RESOURCES?

Decisions regarding mobilization of the National Guard, DMORT, a DPMU, and other ancillary personnel to recover and manage dead bodies are the purview of the Medical Examiner System in cooperation with the lead law enforcement agency and VDEM.

WHO IS RESPONSIBLE FOR NOTIFYING THE FAMILIES OF DEATHS AFTER A MASS FATALITY INCIDENT AND WHAT DO I TELL THE FAMILIES WHEN THEIR LOVED ONES ARE MEDICAL EXAMINER CASES?

If hospital identification is secure, family may be notified of the death. Otherwise, positive forensic identification procedures may be required to properly identify the deceased. In a mass causality event, the locality, in cooperation with the OCME, Social Services, and VDEM will establish a Family Assistance Center (FAC). The OCME will supervise only the Family Victim Identification Section of the FAC which will receive inquiries on identification, prepare Victim Identification Profiles (VIP), and collect any materials, records or items needed for confirmation of identification.

Medical Examiner cases may or may not require additional examination into the cause and manner of death. Each death will require a determination by the OCME as to the appropriate steps to take. PLEASE DO NOT make any assumptions about the procedures the OCME may or may not take.

Revision date: 07/08/05

WHO ANSWERS INQUIRIES?

When families make inquiries into the status of their loved ones who are believed to be deceased or are missing, refer them to the Family Assistance Center, if established, or in the interim refer them to the OCME district office. The OCME and law enforcement will make the official notification of death in mass fatality incidents through the Family Victim Identification Unit of the FAC.

My local Medical Examiner(s) is (are):

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

My District Office of the Chief Medical Examiner is:

City: _____

Phone: _____

Fax: _____

NOTES: _____

For a copy of this document visit our website at:
<http://www.vdh.virginia.gov/medexam/>

Major Suppliers and Users of Resources

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

Major Retail Food Stores:

Food Lion

1461 South Boston Rd. – 434-793-8580
3305 North Main Street – 434-836-5335
540 Westover Drive – 434-793-1513
607 West Main Street – 434-793-4346
South Main Southwyc Plaza 434-793-4905

Old Dutch

2368 North Main St. - 434-836-3324
425 Memorial Dr. – 434-791-2407
2306 West Main St. – 434-792-8148

George's Market – 1501 North Main Street – 434-799-8848

Piggly Wiggly – 1304 South Boston Rd. – 434-793-8355

WalMart – 515 Mount Cross Rd. – 434-793-4672
211 Nor Dan Dr. – 434-441-4253

Sam's Club – 215 Piedmont Place – 434-797-3029

Fuel Storage:

Sheetz – 3425 Riverside Drive – 434-799-8949
Apple Market 4103 – 2120 Franklin Turnpike – 434-836-8117
4220 – 2100 West Main Street – 434-791-0322
Arnett Amoco – 540 Arnett Blvd. – 434-799-1611
BP Station – 434-836-8117
3027 Riverside Drive – 434-792-0824
Gate Petroleum Station – 2010 West Main Street – 434-791-2777
Hilltop Exxon – 730 Piney Forest Drive – 434-793-7517
Main and Holbrook Exxon Station – 1009 Main Street – 434-792-7444
North Main Texaco – 2434 North Main – 434-836-5556
Parkview Citgo – 601 West Main – 434-793-8927
Piney Forest Exxon - 1415 Piney Forest Road – 434-836-0672
Danville Quality Plus - 1414 Westover Dr. – 434-822-1324
Danville Quality Plus - 1090 Franklin Tnpk. – 434-836-0051

Riverside Exxon – 3007 Riverside Dr. – 434-799-5955
West Main Sun Service Station – 2744 West Main Street – 434-793-4405
West Main Exxon – 595 West Main Street – 434-792-2825
Wilco Service Station #1 - 1264 South Boston Road – 434-791-3896
Woodson Marathon Service Station – 3019 Riverside Drive – 434-792-7097

Food Processing Plants:

Danville Food Distributors – 1509 South Boston Road – 434-822-9199
Danville Produce Company – 712 River Park Drive – 434-793-8830

Gas/Oil:

Abercombie Oil – 1375 South Boston Road – 434-797-5567
Abercombie L. P. Gas/Davenport – 200 River Road – 434-793-5811
Hardy Petro – 1912 Westover Dr. – 434 – 822-2601

Memorandum of Understanding with the Red Cross

Red Cross MOU - Page 1 of 3

STATEMENT OF UNDERSTANDING BETWEEN THE AMERICAN RED CROSS AND THE CITY OF DANVILLE

PURPOSE

To define the role and responsibilities of the American Red Cross in the event of any type of disaster or large-scale emergency situation that threatens the safety and well being of the City of Danville and its citizens.

SCOPE

The American Red Cross will cooperate with all City of Danville agencies whose activities are directed toward the alleviation of suffering and needs caused by any type of disaster or large-scale emergency situation.

RESPONSIBILITIES

1. American Red Cross

The American Red Cross will provide assistance in accordance with the Statement of Understanding between the Commonwealth of Virginia and the American Red Cross and as amplified in this agreement. The American Red Cross will pay emergency response related costs only when such activities are under the administrative control of or authorized by the American Red Cross, or when prior written agreements have been made for some other organization to provide emergency services on behalf of the Red Cross.

In Preparation for an Emergency, the American Red Cross will:

- a. Maintain a liaison with the City of Danville for the coordination of emergency response planning and operations, as well as the participation in planning, preparedness and operations meetings and exercises. Also included in this requirement is the participation of Red Cross personnel in post response critique or evaluation meetings.
- b. Recruit and train shelter managers, disaster feeding personnel, nurses, volunteer operating personnel and supervisors to serve in mass care shelters.
- c. Make provisions for persons to be contacted immediately to establish or coordinate Red Cross activities at the shelter(s).

In Response to an Emergency, the American Red Cross will:

- a. Assist with the registration of evacuees, mass care shelter and feeding operations at the shelter(s) placed into operation during an

emergency. These operations will consist of providing assistance or support to the following assignments:

- (1) Registration of evacuees remaining at the shelter.
- (2) Food service
- (3) Sleeping accommodations
- (4) Emergency medical assistance supervised by a registered nurse
- (5) Recreation services if the evacuees remain for an extended period of time.
- (6) Assign a representative to the City of Danville Emergency Operations Center, as requested.
- (7) Keep the City of Danville Emergency Management Coordinator or his designee advised of actions taken in the shelter.
- (8) Maintain contact and coordination with the City Office of Emergency Management and the Division of Social Services, Education and Health.
- (9) Assume responsibilities for coordinating the services of other voluntary agencies or groups during and immediately following an emergency or disaster event upon request of the City of Danville Coordinator of Emergency Management and with the consent of such agencies and groups.

2. City of Danville

In Preparation for an Emergency, the City of Danville will:

- a. Provide the Red Cross with a listing of pre-designated shelters.
- b. Arrange for adequate staffing at the shelter.
- c. Provide facilities for use as shelters, the utilities (heat, lighting and maintenance) and Administrative and logistics support, as required. All attempts will be made to ensure that all facilities are accessible to the handicapped.
- d. Perform monitoring of evacuees, equipment and vehicles and perform decontamination, if necessary.
- e. Provide limited medical assistance and referral service.
- f. Provide emergency clothing to replace evacuee's clothing lost due to radiological contamination from a radiological event.
- g. Assure that all required equipment and supplies to operate the shelter are already available and serviceable to include radiological monitoring equipment, exposure forms and decontamination supplies.

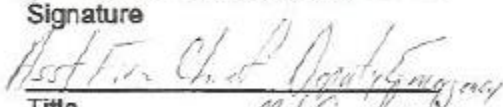
PLANNING AND IMPLEMENTATION

1. Cooperative arrangements for planning, exchange of information and continuing liaison regarding preparedness and response to any disaster or large-scale emergency situation will be established and maintained by the City of Danville and the American Red Cross as required.
2. This Statement of Understanding is effective upon signature by both parties and will remain in force until one or both of the parties request that it be revised or updated.

AUTHORITIES AND REFERENCES

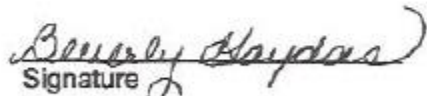
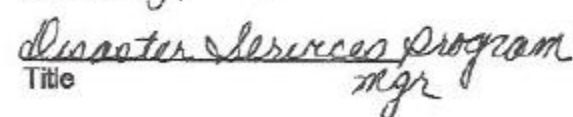
1. U.S. Public Law 4, 58th Congress, January 5, 1905.
2. U.S. Public Law 93.288, Disaster Relief Act of 1974, Section 303.
3. Statement of Understanding between the Federal Emergency Management Agency and The American Red Cross, January 22, 1982.
4. Statement of Understanding between the local government chief executives and local Chapters of the American Red Cross.
5. Statement of Understanding between the Commonwealth of Virginia and the American Red Cross, September 2, 1982.
6. Annex 1-W to Volume II Commonwealth of Virginia Emergency Operations Plans, Peacetime Disasters, July, 1982.

City of Danville


Signature

Title *Asst. Fire Chief / Deputy Emergency Mgt. Coordinator*

Effective Date: 21 Jan 2014

American Red Cross-Local Chapter


Signature

Title *Disaster Services Program mgr*

Effective Date: Jan 21, 2014

*On file for review in Department of Emergency Management

Mental Health Providers -- Danville and Pittsylvania County

A & B Counseling Services
753 Main St. Suite 1A
Danville, VA 24540
In Gretna
110 Henry St
(434)791-4140
Medicaid, private pay, and most insurances

Crossroads Christian Counseling Services
625 Piney Forest Road, Suite 180
Danville, VA 24540
(434)791-2767
Certified Christian Counselors
Sliding scale fee
*Group on Boundaries (8wk session)
www.crossroadschristiancounseling.org

Life Changes, Inc.
1525 South Boston Road
Danville, VA 24540
(434)822-6600
www.lifechangeseap.com
Substance Abuse, DWI and EAP counseling only

Mental Health Resources
291 Park Avenue
Danville, VA 24541
(434)799-3310

Pastoral Counseling Services of Central VA
186 Deer Run Road
Danville, VA 24540
(434)799-8948

Play Therapy Works, Inc./Therapy Works for Adults
25 Reid Street Chatham 24531
434-432-8602
Most Insurances accepted (no Medicaid),
no sliding scale (\$85/hr)
P/T Resident (sees all ages) \$55/hr

Danville CBOC (veterans only)
705 Piney Forest Rd.
Danville VA 24540
434-710-4210

Strategic Therapy Associates
508 Piney Forest Road
Danville, VA 24540
434.793-0567
www.strategictherapyassociates.com
Medicaid

Whole Counsel Associates
Dr. Richard and Susan Bindewald
3448 Franklin Turnpike, Suite B
Danville, VA 24540-8210
(434)836-2260
www.wholecounselassociates.com
Medicaid, most private insurances, & private pay

Labyrinth Counseling Services-Linda Oberst
5656 HWY 29 N, Suite A-1
Blairs, VA
(434)836-7770
Substance abuse treatment

Counseling and Psychological Services, LLP (CAPS)
1045 Main Street, Suite 5
Danville, VA 24541
(434)792-2277
All major insurances and private pay

Triad Behavioral Resources
212 South Main Street Suite 2
Danville, VA 24541
(434)483-2012
Substance Abuse Treatment
Do not accept Optima Insurance

Deborah Berkley
150 West Main Street
Danville, VA 24541
(434)791-2144
In Lynchburg:
18697 Forest Road
Lynchburg, VA 24502
(434)239-0003

G & G Treatment Center/Holistic Addiction Treatment
311 Edgewood Drive
Danville, VA 24541
(866)301-7881
Accepts most insurances and private pay
Substance Abuse Treatment

Life Support LLC
520 Piney Forest Road
Danville, VA 24541
(434)797-1094

Norfolk Southern Railroad Company Hazardous Commodities Report for Danville, VA 2014

HAZARDOUS MATERIALS					
LOCATION 235 DANVILLE VA					
SUMMARY					
TOP 25 COMMODITIES					
LOADED SHIPMENTS					
LATEST 12 MONTHS ENDING			JUNE30 14		
HMRC	PROPER SHIPPING NAME	CLASS	PKG GROUP	HAZ ZONE	UN/NA
4950150	FAK-HAZARDOUS MATERIALS	FAK			
4909152	ALCOHOLS, N.O.S.	3	II,III		UN1987
4950130	FAK-HAZARDOUS MATERIALS	FAK			
4961605	ELEVATED TEMPERATURE	9	III		UN3257
4918311	AMMONIUM NITRATE	5.1	III		UN1942
4935240	SODIUM HYDROXIDE SOLUTION	8	II,III		UN1824
4930040	SULFURIC ACID	8	II		UN1830
4917403	SULFUR, MOLTEN	4.1	III		UN2448
4950110	FAK-HAZARDOUS MATERIALS	FAK			
4905792	VINYL CHLORIDE,	2.1			UN1086
4905752	PETROLEUM GASES,	2.1			UN1075
4945770	SULFUR, MOLTEN	9	III		NA2448
4930228	HYDROCHLORIC ACID	8	II,III		UN1789
4932342	FERRIC CHLORIDE, SOLUTION	8	III		UN2582
4960196	ENVIRONMENTALLY HAZARDOUS	9	III		UN3082
4918723	SODIUM CHLORATE	5.1	II		UN1495
4932376	BISULFITES, AQUEOUS	8	III		UN2693
4875648	HAZARDOUS WASTE,	9	III		NA3077
4907265	STYRENE MONOMER,	3	III		UN2055
4966109	OTHER REGULATED	9	III		NA3082
4961609	ELEVATED TEMPERATURE	9	III		UN3257
4905424	BUTANE	2.1			UN1075
4909230	METHANOL	3	II		UN1230
4930247	PHOSPHORIC ACID SOLUTION	8	III		UN1805
4909205	ISOPROPANOL	3	II		UN1219

Resolution to Adopt the National Incident Management System

Resolution - Page 1 of 2

PRESENTED: November 19, 2013

ADOPTED: November 19, 2013

RESOLUTION NO. 2013- 11 . 10

A RESOLUTION TO ADOPT THE NATIONAL INCIDENT MANAGEMENT SYSTEM.

WHEREAS, the City of Danville, Virginia, recognizes that the President directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS) which would provide a single, comprehensive approach to domestic incident management to ensure that all levels of government across the Nation have the capability to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity; and

WHEREAS, it is necessary and desirable that all emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

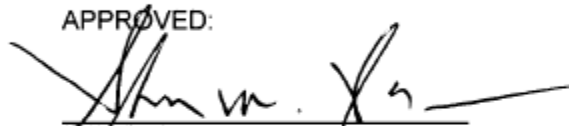
WHEREAS, to facilitate the most efficient and effective incident management it is critical that the City of Danville utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualifications standards, uniform standards of planning, training and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities, and resources will improve the local ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

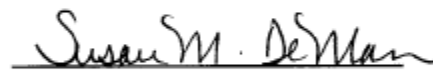
WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the City, including current emergency management training programs.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Danville, Virginia, that it hereby establishes and adopts the National Incident Management System (NIMS) as the standard command and control for incident management during emergency operations.

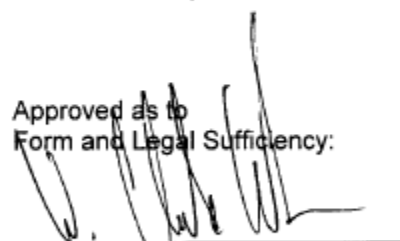
APPROVED:


MAYOR

ATTEST:


CLERK

Approved as to
Form and Legal Sufficiency:


City Attorney

Special Facility Listing

Apple Tree Children's Center	1218 West Main St	434-792-775
Bb's Daycare	104 North Hills Court	434-792-1149
Chiqiuta's Daycare	1575 Richmond Rd	434-792-4054
Emma's Daycare	725 E. Green St	434-792-1766
Gabdau's Chritian Daycare	412 Freeze Rd	434-836-6546
Just Kids Child Development	120 Shavers Johnson St	434-793-2404
	541 Piney Forest Rd	434-793-2404
Karen's Daycare	1515 Washington St	434-791-3035
Keandra's Day Care Center	144 New Hope Way	434-791-2669
Monica's Daycare	159 Melbourne Circle	434-797-1151
Mother Goose Child Care Center	182 Holcomb Street	434-797-1478
N the Beginning Child Care Center	50 E. Southampton Ave.	434-792-4135
Pittsylvania County Community Action Headstart	6620 Old Richmond Rd	434-793-2411
Play-N-Pretend	2276 Franklin Tpke	434-836-8953
Price Day Care	109 Peters Ct	434-799-2411
	269 Epps St	434-792-2661
Rashawnda's Childcare	228 Locust Lane	434-792-0186
Rosa Farmer's Daycare	211 Stephens St	434-799-4221
Tot Spot Child Care Center & Kindergarten	130 Camden St	434-797-4586
	130 Clarkson St	434-797-1771
	712 N. Main St	434-797-5806
Trinity United Methodist Church Day Care Center	409 Arnett Blvd	434-793-4196
Vonze Daycare	103 Pleasant View Ave.	434-797-1655
Walters Daycare	868 Stokes St.	434-797-3307
Liberty Home Care & Hospice	500 Piney Forest Rd.	434-799-2308
Loyalton of Danville	432 Hermitage Dr.	434-791-3180
Robertson Home Care	128 Chatelaine Ave.	434-797-1120
Robinson Assisted Living	1426 Aspen St.	434-793-3533
Roman Eagle Nursing Home	2526 North Main St	434-836-9510
Commonwealth Home Nursing And HDS	159 Executive Dr	434-792-4663
Danville-Pittsylvania Community Services	245 Hairston St.	434-799-3920
Danville Regional Medical Center	142 South Main St.	434-799-2100
	158 Executive Dr.	434-792-4081
	441 Piney Forest Rd.	434-799-6662
Riverside Health and Rehab	2344 Riverside Dr	434-791-3800
First Step Treatment Center of the Memorial Hospital of Danville	142 S. Main St	434-799-4423

Foundation House	136 W. Main St.	434-791-3766
Health Care Center of the Piedmont	705 Main St.	434-791-4122
	800 Memorial Dr.	434-791-4122
Humana	515 Mt. Cross Rd.	434-793-4122
Piney Forest Healthcare	450 Piney Forest Rd	434-799-1565
Southern Virginia Mental Health Institute	382 Taylor Dr.	434-799-6220
Danville Airport	424 Airport Dr.	434-799-5110
Forest Hills Elementary School	155 Mount View Ave.	434-799-6430
G.L.H. Johnson Elementary School	680 Arnett Blvd.	434-799-6433
Park Avenue Elementary School	661 Park Ave.	434-799-6452
Schoolfield Elementary School	1400 West Main St	434-799-6455
Woodberry Hills Elementary School	614 Audubon Dr.	434-799-6466
Woodrow Wilson Elementary School	1005 North Main St.	434-773-8204
Bonner Middle School	300 Apollo Dr.	434-799-6446
Gibson Middle School	1215 Industrial Ave.	434-799-6426
Westwood Middle School	500 Apollo Dr.	434-797-8860
Galileo High School	230 South Ridge St.	434-773-8186
George Washington High School	701 Broad St.	434-799-6410
GW-Langston Campus	228 Cleveland St.	434-799-6443
Title I Parent Resource Center	1070 South Main St.	434-799-6437
Adult & Career Education Center	141 Goode St.	434-799-6471
Grove Park Preschool	1070 South Main St.	434-799-6437
J. M. Langston Focus School	228 Cleveland St.	434-799-5249
Abundant Life Christian Academy	955 Mount Cross Rd.	434-799-5249
B & P Young Seventh-Day Adventist School	212 Ingram Rd.	434-822-0356
Fresh Start Academy	540 Gay St.	434-799-5249
Sacred Heart Elementary School	540 Central Blvd	434-793-2656
Westover Christian Academy	5665 Riverside Dr.	434-822-0800
Averett University	420 W. Main St	434-791-5600
Danville Community College	1008 S. Main St	434-797-2222
DRMC School of Nursing	245 Gray St	434-799-4510
National College of Business Technology	734 Main St	434-793-6822

StormReady Information

General Information and Instructions

- Upon a report of severe weather the E-911 center will contact the National Weather Service to report weather conditions (insert NWS office phone number) and the Emergency Management Coordinator.
- Emergency service vehicles equipped with public address systems may be used to warn the general public
- Should an evacuation become necessary, warning and directions for evacuation and/or protect in place will be disseminated via all appropriate means. Responding agencies will use mobile loudspeakers, bull horns and/or go door-to-door to ensure that residents in the threatened areas have received evacuation warning.

Veterinarian Services in the Area

Animal Medical Center – 2815 Riverside Drive – Danville Plaza | Danville, VA 24541 | 434-793-6477

Brosville Animal Clinic – 10480 Martinsville Hwy. | Danville, VA 24541 | 434-685-2011

Carolina-Virginia Animal Hospital – 46 Shady Grove Rd. | Providence, NC 27315 | 336-388-2021

Chatham Animal Clinic – 34 Pruden St., P.O. Box 1113 | Chatham, VA 24531 | 434-432-2273

Elmwood Veterinary Clinic – 1125 Elmwood Tr. (58 East) | Sutherlin, VA 24594 | 434-822-8305

Gretna Animal Hospital – Center Street | Gretna, VA 24557 | 434-656-1221

Mt. Hermon Animal Clinic – 3620 Franklin Turnpike | Danville, VA 24541 | 434-836-2499

Town & Country Veterinary Clinic – 209 Washburn Dr. | Danville, VA 24541 | 434-822-0020

HAZARDOUS

MATERIALS

EMERGENCY

RESPONSE

PLAN

Emergency Contacts

On File

Section #1 – Hazardous Materials Incident Response

I. Mission

To provide a preplanned, coordinated, systematic response to a release or a potential release of oil or hazardous materials that may affect the health and well being of the general public, property or the environment. The WMD information is contained in the City of Danville EOP.

II. Authorities

Legal and Regulatory authorities upon which this plan is based and which are referenced herein:

A. LOCAL

1. City of Danville Emergency Operations Plan

B. STATE

1. Commonwealth of Virginia Department of Emergency Services and Disaster Law of 2000, as amended.
2. Commonwealth of Virginia Emergency Operations Plan, Volume II, Annex I-U, December 2007, as amended.
3. Commonwealth of Virginia, Department of Environmental Quality Hazardous Waste Management Regulations, as amended.
4. Code of Virginia, Title 62 (Water Control Law), as amended.
5. Commonwealth of Virginia Hazardous Materials Transportation Regulations, as amended.
6. Virginia Waste Management Act, Section 10.1-1400 of the Code of Virginia (1950), as amended.
7. Code of Virginia, Fire Protection, Section 27-15.1, as amended.

C. FEDERAL

1. Public Law 96-510, December 1980, Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), commonly known as "SUPERFUND".
2. Public Law 99-499, October 17, 1986, Superfund Amendments and Reauthorization Act, Title III, Emergency Planning and Community Right-to-Know, commonly known as "SARA Title III."
3. Public Law 92-500, Federal Water Pollution Control Act, commonly known as the "Clean Water Act (CWA)", as amended.
4. Public Law 93-288, The Robert T. Stafford Disaster Relief and Emergency Assistance Act.
5. National Hazardous Substance Contingency Plan, 40 CFR, Part 300, November 1985, U.S. Environmental Protection Agency.
6. Federal Region III Oil and Hazardous Substance Pollution Contingency Plan, November 1988, as well as 40 CFR.

III. Purposes

The purposes of this plan are to:

1. Integrate planned actions for all oil and hazardous materials responses.
2. Establish the organization of local departments and agencies with specific task assignments for emergency response to oil or hazardous materials incidents.
3. Define the special tasks with the roles and responsibilities of these agencies to reduce the threat to human health and to minimize the damage to natural resources and property that could result from the release of oil or hazardous materials.
4. Describe the assistance available through programs of the State and Federal government and the procedures for requesting this assistance.
5. Establish procedures for reporting spills or releases or threats of releases to proper authorities through established channels of communication.
6. Establish procedures for coordinating Federal, State, local, and private resources to facilitate their most efficient use in mitigating, containing, and cleaning up of an oil or hazardous material spill or release.

IV. Scope

1. This plan applies to any incident involving any substance identified as an oil or hazardous material particularly those hazardous materials identified in the Title III List of Lists, a consolidated list of chemicals subject to reporting under SARA Title III Section 302, Extremely Hazardous Substances, and Section 313, Toxic Chemicals, and CERCLA, Hazardous Substances.
2. This plan applies to all local, state, and federal agencies and private organizations responding to a release or threat of release into the environment of an oil or hazardous material from a fixed operating facility or transportation mode.
3. It provides for the coordination of multi-agency, multi-governmental response to an incident that poses a threat to the public health and welfare and/or the environment and its living resources.

V. Plan Development

1. The City of Danville Local Emergency Planning Committee (LEPC) (to include Pittsylvania County as a joint member), composed of members appointed by the Mayor, is responsible for the development and maintenance of this plan. Membership, as required by SARA Title III, is composed of representatives from the City of Danville Police Department, City of Danville Fire Department and the Danville Life Saving Crew, City of Danville Department of Emergency Management, media representatives, community groups, facility owners and operators, and an elected public official. Each department or agency tasked with a response role will provide input for the development of this plan. Other interested individuals may petition the LEPC for membership.

2. The facility owner/operator for each facility in the City, reporting under Section 302 of SARA Title III, will promptly inform the LEPC of any relevant changes in identification or quantities of chemicals at their facility as they occur.
3. Information regarding fixed facilities near jurisdictional boundaries that could pose a threat to neighboring jurisdictions will be shared with the LEPC of the jurisdiction that may also be affected.
4. The LEPC will conduct an annual review and update of this plan and submit corrections or updates to the Virginia Emergency Response Council, c/o Virginia Department of Emergency Management, Technological Hazards Division, Chemical Emergency Planning Branch, 10501 Trade Court, Richmond, Virginia, 23236-3713.
5. The LEPC may review the plan at the conclusion of a response to an actual event or an exercise and make corrections or changes as a result of lessons learned.

VI. Organization

1. The Emergency Management organization for response to an oil or hazardous materials incident is a flexible organization built on a nucleus composed of the City of Danville Police Department, City of Danville Fire Department/Division of Emergency Management and the Danville Lifesaving Crew. This basic response organization is augmented, as necessary, by other departments and agencies of the City and volunteer organizations, which are assigned specific tasks in Section VIII. This organization may be expanded further by implementing mutual aid agreements or by requesting assistance from State and/or Federal sources. The Fire Chief or senior fire official on-scene is in tactical command of the deployment of responding units. The Director of Emergency Management, who is the city's emergency coordinator as defined in SARA Title III, will coordinate response of local resources and requests for outside assistance.
2. Other City government and private organizations that may be required to provide supporting actions, dependent upon the magnitude of the situation, are:
 - Superintendent of Schools
 - Division of Social Services
 - Building Official
 - City of Danville Attorney
 - Health Department
 - City of Danville Department of Public Information
 - American Red Cross
 - Salvation Army
 - City of Danville Electric Comm.
 - City of Danville Engineer
 - Director of Public Works
 - Director of Utilities
 - Director of Public Works
 - Treasurer

- Commissioner of the Revenue
 - Transportation Department
3. Other State and Federal agencies which are available to provide technical assistance, special equipment, or response team members are:
 - a. State
 - Virginia Department of Emergency Management
 - Virginia Regional Hazmat Response Teams
 - Virginia Department of Environmental Quality
 - Virginia Department of Health
 - Consolidated Laboratory
 - Virginia Department of State Police
 - Virginia Department of Transportation
 - b. Federal
 - U. S. Environmental Protection Agency
 - U. S. Department of Transportation
 - Occupational Safety and Health Agency
 - Federal Emergency Management Agency

VII. Concept Of Operations

1. This annex is designed to be supported by other Incident Annexes of the City of Danville Emergency Operations Plan (EOP) to address the specific threat of oil or hazardous materials located at fixed facilities within or transported along the major transportation routes through the City of Danville.
2. Response to an oil or hazardous material incident is executed under the authority of the Director of Emergency Management through the Emergency Services Coordinator who is responsible for coordinating all response by the City and private agencies and requests for outside assistance. The City of Danville Fire Department is the lead agency in response to oil or hazardous materials emergencies assisted by the City of Danville Police Department.
3. The LEPC is responsible for maintaining an Incident Annex to the Emergency Operations Plan for response to an incident involving known Extremely Hazardous Substances (EHS) at fixed facilities within the City or to accidents along transportation routes through the City that may involve an unknown EHS. These plans and procedures developed for use in responding to an incident involving an EHS material are essentially the same as for any oil or hazardous material; therefore, this plan will be used as the basis for response to all oil or hazardous material incidents.
4. General
 - a. The telephone will be the most likely means by which the Fire Department/Emergency Management will be notified of oil or hazardous materials incidents at either a fixed facility or at the site of a transportation accident. Notification of a transportation accident may also be received over radio networks monitored by Emergency Communications Division. In most incidents it is unlikely that there will be any advanced warning. However, should a situation arise that might develop into a release of an oil or

- hazardous material, an alerting notification will be made to the City of Danville Emergency Management Coordinator through the Emergency Communications Center (ECC). When an advanced warning is received the Coordinator will evaluate the threat and give consideration to directing precautionary actions such as, in-place sheltering, preparing evacuation assembly centers, and/or evacuating the threatened areas.
- b. Upon notification of a release the ECC dispatcher will obtain as much of the information as possible on the **“Hazardous Material Incident Report Form”** (Section 6) without delaying dispatch of response units. All information available will be relayed to the emergency response units. If an EHS is involved the Emergency Management Coordinator will be notified and a report sent to the Virginia State EOC (VEOC) using the same **“Hazardous Material Report Form”**. Additional follow-up reports will be submitted as significant changes occur.
 - c. If an oil or hazardous material release or threat of release has the potential to affect an adjoining jurisdiction the Emergency Communications Center (ECC) dispatcher will also relay the reported information to the ECC serving that jurisdiction. If the adjoining jurisdiction is in another state, notification of that State’s Emergency Response Council is also required.
 - d. The initial response to a known or possible hazardous materials release will be the appropriate Engine Company and the Hazardous Materials Coordinator (HMC) or Engine 7 (HM Engine).
 - e. The Fire Chief, or senior fire official on the scene, will be the on-scene commander and will have the authority to direct in-place sheltering or voluntary evacuation. This decision will be based on a number of factors; the amount and toxicity of the substance released, the duration of the release, weather conditions, wind speed and direction, number and type of population affected, the effectiveness of available shelter to provide protection, the availability of usable evacuation routes and other related data.
 - f. If the situation dictates that an evacuation be directed, the on-scene commander may request that a local emergency be declared and that the EOC be staffed to coordinate the response of other agencies with assigned tasks supporting evacuation and sheltering. The City of Danville Police Department will assist the City of Danville Fire Department and Danville Life Saving Crew in assuring the evacuation of the affected area.
 - g. If an evacuation is necessary the boundaries for the evacuation zones will be defined by easily recognized landmarks, such as streets, roads, rivers, etc. These boundary landmarks will be used in the emergency instructions to the public in emergency public information releases. The City of Danville Public Information Officer (PIO) or the Emergency Management Coordinator will contact radio and television stations serving the area to issue warnings and evacuation or in-place shelter instructions to the public. These instructions will also be disseminated in the affected area by public announcements over law enforcement, fire and rescue public address systems, bullhorns, and/or door-to-door and Reverse 911 System as required by the nature of the threat.

- **Daily Newspapers**

Danville Register and Bee – 434-793-2311
Star Tribune (Weekly) – 434-432-2791

- **Radio Stations**

WAKG – 434-797-4290
WBTM – 434-793-4411
WDVA – 434-797-1266
WKBY – 434-432-8108

- **Television**

City TV20 - 434-773-8106
WSET TV 13 – 434-797-9713 (Danville Office)
434-528-1313 (Lynchburg Office)
WDBJ TV 7 – 540-344-7000
WSLS TV 10 – 540-981-9126

- Other Outlets, including social media, as the PIO deems appropriate from the list in that office.

- h. The City of Danville Police Department will assist the on-scene commander in controlling access to the hazard area by the placement of traffic barriers with the assistance of Public Works Crews and redirecting traffic. The Police Department will also provide security for any evacuated area and prevent unauthorized access to the area until the residents are allowed to return.
- i. Rescue personnel transporting injured or contaminated individuals will make every attempt to obtain a Material Safety Data Sheet for the material involved. Patient transport will notify the hospital they are transporting a possibly contaminated patient and the contaminant, if known. This data sheet will be given to the medical personnel to assist them in decontamination of the victims and determining proper medical treatment. In addition, an individual contamination record will be initiated for individuals, both victims and emergency response personnel, who have been exposed to hazardous materials.
- j. The City of Danville Department of Public Works or VDOT will provide or coordinate acquisition of heavy equipment, such as front-end loaders, dump trucks, etc., with operators, to assist in containment of hazardous materials runoff. To prevent contamination of sewer systems, streams, and rivers, the Public Works Department, assisted by the Utilities Department, will supply personnel and materials to close off storm gutters, drains, etc. to keep runoff from firefighting or wash down operations or liquid materials from entering the systems. Contaminated soil, runoff equipment, etc. will be neutralized or removed in accordance with established procedures for the particular material involved.
- k. In emergencies requiring the implementation of mutual aid agreements, assistance of the regional response team, or assistance from State agencies,

a local emergency will be declared. A State On-Scene Coordinator (SOSC) will be requested to coordinate the response of State agencies at the site of the incident. The SOSC will be provided by either the Virginia Department of Emergency Management, for releases that do not involve state waters, or by the Department of Environmental Quality when the release threatens state waters.

- I. If the incident requires the assistance of Federal agencies, the Fire Chief with the Local On-Scene Coordinator (LOSC) will work with the Federal On-Scene Coordinator (FOSC) and the SOSC at the scene of the incident. The Director of Emergency Management or his/her designee will be the Local Coordinating Officer (LCO) to work with the Federal Coordinating Officer (FCO) and the State Coordinating Officer (SCO) to facilitate Federal, State, and Local coordination.

5. Fixed Facility

- a. Representatives of the chemical industry are responsible for identifying and providing to the LEPC the Material Safety Data Sheets for and the quantities of those chemicals located at, or shipped to or from, their place of business which are identified as an Extremely Hazardous Substance (EHS) by the Environmental Protection Agency (EPA). They will provide specialized training, as required by the oil or hazardous materials used, manufactured, or stored at their location, to the firefighters, emergency medical personnel, law enforcement and other emergency personnel who may be required to respond to an incident involving these materials at their facility.
- b. Fixed facility operators will maintain an automatic monitoring system to detect a release of hazardous materials. In the absence of such an automatic monitoring system, employees of the facility should be trained in detailed procedures for detecting a release by facility and appropriate safety standards.
- c. Fixed facility management will maintain an in-house response capability to contain a release of hazardous materials within their property boundaries. They are required to develop an emergency response plan for their facility which, in addition to OSHA or other State and Federal Regulations, provides:
 - An interface for incorporating assistance from City of Danville emergency response units.
 - Procedures for making timely notifications and warnings of a release to City Emergency Management Officials.
 - Procedures for reporting to the National Response Center; Department of Environmental Quality and the Department of Emergency Management.
 - Provisions for clean up or supervision of contractor operations for cleanup of released materials.
- d. When a release is detected the Facility Emergency Coordinator, Shift Supervisor or Facility Manager will implement the in-house emergency response plan notify emergency responders by calling 911 and notify the Emergency Management Coordinator through the City of Danville ECC using the "Facility Hazardous Materials Incident Report" form.

6. Transportation Incidents
 - a. Transporters of hazardous materials may fulfill reporting requirements by dialing 9-1-1 or the operator. Calls to the operator are not expected to provide much information on which response decisions can be made.
 - b. Responding units will be warned to approach the scene of an accident involving transportation vehicles with extreme caution on the possibility that hazardous materials are involved.
 - c. Responding personnel will visually check the involved vehicle(s) for placards or other evidence of the involvement of oil or hazardous materials. This inspection will also check for leaks or other signs of a release of hazardous materials before coming in close proximity to the vehicle.
 - d. When approaching the involved vehicle(s), responding personnel will be in full protective clothing using available detection devices while being alert for other indications of a chemical release such as sounds of escaping pressurized gas, strange odors, or physical manifestations such as burning of skin or eyes, dizziness, difficulty in breathing, etc.
 - e. After conducting a safe reconnaissance mission, personnel will establish an outermost perimeter until the specifics of the product can be confirmed and a plan established to handle the situation safely.

VIII. Task Assignments

City Of Danville Division of Emergency Management

1. Provide coordination and leadership of public and private organizations for the development and maintenance of this plan, including mutual support agreements with adjacent jurisdictions.
2. Provide overall direction and coordination of emergency operations.
3. Initiate actions to declare a local emergency when necessary.
4. Provide direction and coordination for the emergency staff in the EOC when activated.
5. Ensure required reports are submitted to the VEOC and other State and/or Federal agencies.
6. Coordinate release of public information through the City of Danville Public Information Officer and implement rumor control procedures.
7. Ensure an accurate record of incident-related expenses is maintained.
8. Arrange for cleanup contractors when the spiller is unable, unwilling, or unknown.
9. Coordinate cleanup activities to ensure proper disposal of contaminated materials.
10. Provide training and conduct exercises of the plan.
11. Maintain a point of contact (POC) for notification and verification of an oil or hazardous materials release.

Emergency Communications Center Dispatcher

1. Maintain knowledge of the requirements to submit reports to the VEOC as directed by the Emergency Management/HM Coordinator.

2. Be prepared to act on reports received from facility emergency coordinators, law enforcement officers, private citizens, 9-1-1 or telephone operator calls, or any other source.
3. Obtain as much of the information required on the Hazardous Materials Incident Report as possible.
4. Dispatch initial response units, providing them as much information as possible.
5. Alert key officials as instructed.
6. Alert neighboring jurisdictions if they may be affected.
7. Transmit initial and follow-up reports to the VAEOC as directed by the Emergency Management Coordinator

City of Danville Police Department

1. Provide assistance to the on-scene commander to:
 - a. Warn and evacuate the public as required.
 - b. Control access to the area and provide traffic control.
2. Provide security for evacuated area.

City of Danville Fire Department

1. Ensure personnel are properly trained and equipped to respond to incidents involving known toxic materials in the area.
2. Maintain a list, by facility, of hazardous materials in the City of Danville and their related Safety Data Sheets.
3. Review and retain facility response plans submitted by oil or hazardous materials facilities.
4. Develop and train on response action checklists or SOP's to Public Safety Agencies unique for each oil or hazardous materials facility to ensure coordination with their emergency plans.
5. Develop SOP's and train for response to a transportation incident with potential involvement of oil or hazardous materials.
6. Ensure personnel are properly trained and equipped to respond to incidents involving known oil and hazardous materials in the area.
7. Develop response action checklists or SOP's unique for each chemical facility.
8. Develop SOP's and train for response to transportation accidents with potential involvement of oil or hazardous materials.
9. Provide monitors (personnel and equipment) in public shelters to monitor evacuees for symptoms of exposure to the hazardous materials involved when an evacuation has been implemented and public shelters are occupied.

City of Danville Health Department

1. Provide emergency health management and coordinate with Regional Health Director to develop plans for response to a mass exposure.
2. Inspect water supplies and foodstuffs to ensure they are free of contamination.
3. Maintain a listing of and issue warnings to operators of water treatment plants whose water supply may become contaminated as a result of an oil or hazardous materials release within the City.

4. Coordinate with Social Services and the Superintendent of Schools to provide proper sanitation and health care in evacuation assembly centers.
5. Issue public health notices to primary health care physicians and facilities.
6. Ensure water supplies and foodstuffs are free of contamination after cleanup.

City of Danville City Attorney

1. Assist in the preparation of the Declaration of a Local Emergency.
2. Provide legal advice to the City Manager, local officials and staff regarding issues relating to the response and recovery.
3. Support taking the necessary legal actions against the responsible parties for failure to comply with applicable hazardous materials, environmental and safety regulations and laws, and/or any criminal actions associated with the incident.

City of Danville Superintendent of Schools

1. Have the necessary plans and procedures to implement the appropriate protective actions for school facilities located within the identified risk areas, and ensure the timely implementation of these plans by conducting exercises, providing training to staff and facility population.
2. In coordination with the Department of Social Services, the Department of Health, and the Red Cross develop plans to provide food and shelter to evacuees in schools outside the risk area.
3. Support the expedient distribution of pharmaceuticals to populations at risk following a chemical, biological, radiological/nuclear event by making school facilities within communities available.

City Of Danville Department of Social Services

1. Assist the Superintendent of Schools and the Red Cross in shelter operations.
2. Identify and maintain a list of individuals and groups within risk areas who need special evacuation transportation.
3. Supply emergency clothing if required.
4. Coordinate assistance from private relief organizations when such assistance is made available.

City of Danville Department of Public Works / Public Utilities

1. Develop and maintain in-house SOP's for preventing oil or hazardous materials runoff from entering the sewer storm drain system.
2. Provide heavy equipment, such as front-end loaders and dump trucks, etc., with operators.
3. Ensure employees are trained in protective measures.
4. Prevent contamination of the water supply.
5. Maintain map drawings of water, storm drains, sewer.

Hospital

The hospital is equipped to care for contaminated patients; they will maintain the appropriate equipment and continually develop the skills necessary to provide emergency care to exposed or contaminated victims. To attain this end they will:

1. Maintain Emergency Room procedures to treat incident victims exposed to hazardous materials known to be in the area.
2. Maintain procedures to decontaminate victims to ensure that the Emergency Room and supporting departments such as x-ray, etc. do not become contaminated.
3. Maintain procedures to ensure materials used in decontamination are safely secured for proper disposal.
4. Maintain procedures to ensure that contaminants do not enter the hospital heating and ventilation system.
5. Ensure Safety Data Sheets and/or recommended treatment information for hazardous materials that have been identified as being in the area are readily available in the Emergency Room.
6. Maintain triage criteria to deal with large numbers of exposed victims.

City of Danville Department of Mass Transit

1. Provide Transportation resources to support evacuation initiatives associated with special needs populations, special facilities and the general population at risk.

Adjacent Jurisdictions

Provide assistance through mutual aid agreements to:

1. Issue warnings and direct appropriate protective actions for citizens located in threatened areas within their jurisdiction.
2. Be prepared to provide evacuation assembly centers and shelters upon request.
3. Assist with coordination of medical facilities.
4. Provide backup emergency equipment and personnel in accordance with mutual aid agreements upon request.

State Agencies

The Virginia Department of Emergency Management Emergency Operations Center (e.g. VEOC) is the common point of contact for the Department of Environmental Quality, and the Virginia Emergency Response Council. VDEM is the primary agency for coordinating response of other State agencies to support local emergency operations. The Virginia Department of Emergency Management Regional Hazardous Materials Officer will provide technical assistance and will be the State On-Scene Coordinator (SOSC) for incidents involving hazardous materials when other State agencies or resources are involved in the response. The Department of Environmental Quality will provide the SOSC for incidents involving oil or hazardous materials that will affect the water resources of the Commonwealth. The State Emergency Operations Center will report oil or hazardous material events, which meet pre-determined criteria, to those State and Federal agencies which require notification of the event even though direct assistance is not required.

Federal Agencies

Federal agencies will provide technical assistance in accordance with their area of responsibility. Other assistance may be provided by agencies within their statutory, regulatory, or discretionary authority.

IX. Chemical Facilities

(Private Companies and Public Utilities)

1. Develop, implement, and maintain a system and/or procedures to detect a release of oil or hazardous materials.
2. Maintain a trained and properly equipped team of employees to combat and control an incident involving their oil or hazardous materials.
3. Maintain a readily available source of Safety Data Sheets to provide emergency medical personnel for use in treating contaminated or exposed victims.
4. Maintain and have readily available "Oil or Hazardous Material Incident Report" forms and a roster of emergency notification telephone numbers.
5. Develop an alternate means of communication with the local emergency dispatcher.
6. Provide specialized training to local emergency response personnel for on site hazardous materials if specialized procedures are required.
7. Be responsible for neutralization and cleanup of contamination resulting from the operations at their facility(ies).
8. Transporters are responsible for cleanup and neutralization at the site of their transporting vehicle.

X. Emergency Management Actions on Haz Mat Incidents

Normal Operations

1. Conduct an annual meeting of the LEPC to review and update this plan to ensure planned response remains appropriate for current needs.
2. Conduct a critique of emergency operations after this plan has been implemented in response to other than a routine hazardous materials response and make revisions as indicated by the evaluation.
3. Conduct exercises and drills and revise this plan as required.
4. Ensure response personnel receive adequate training on a recurring basis.

Emergency Operations

1. Emergency Communications Center
 - a. Complete Hazardous Materials Incident Report (Section 6).
 - b. Dispatch emergency response units as required. Include CAS number, emergency health information, and other known information from the incident report if available.
 - c. Notify the Emergency Management Coordinator.
 - d. Ensure public facilities identified on the facility data sheet for the reporting facility are notified.

- e. Prepare to notify public facilities in the vicinity of a transportation incident if oil or hazardous materials may be involved.
- f. Make other notifications on the alert roster as directed by Emergency Management Coordinator.
- g. The Emergency Management Coordinator will submit a follow-up written report as soon as more complete information is known and a complete report as soon as practical but no later than 72 hours after termination of the event.

2. Emergency Management

The Coordinator of Emergency Management shall:

- a. Evaluate the situation and the magnitude of the threat and report as needed to the Director of Emergency Management.
- b. Ensure that proper reports are submitted to the VEOC for all oil or hazardous materials incidents that meet or exceed the reportable quantity established by CERCLA or SARA Title III.
- c. Accomplish alert, as required, and direct special facility notification.
- d. Activate the EOC, if appropriate.
- e. Declare a local emergency, if appropriate.
- f. Alert adjacent jurisdictions, as required, if:
 - Toxic substances will cross jurisdictional borders.
 - Mutual aid assistance may be required.

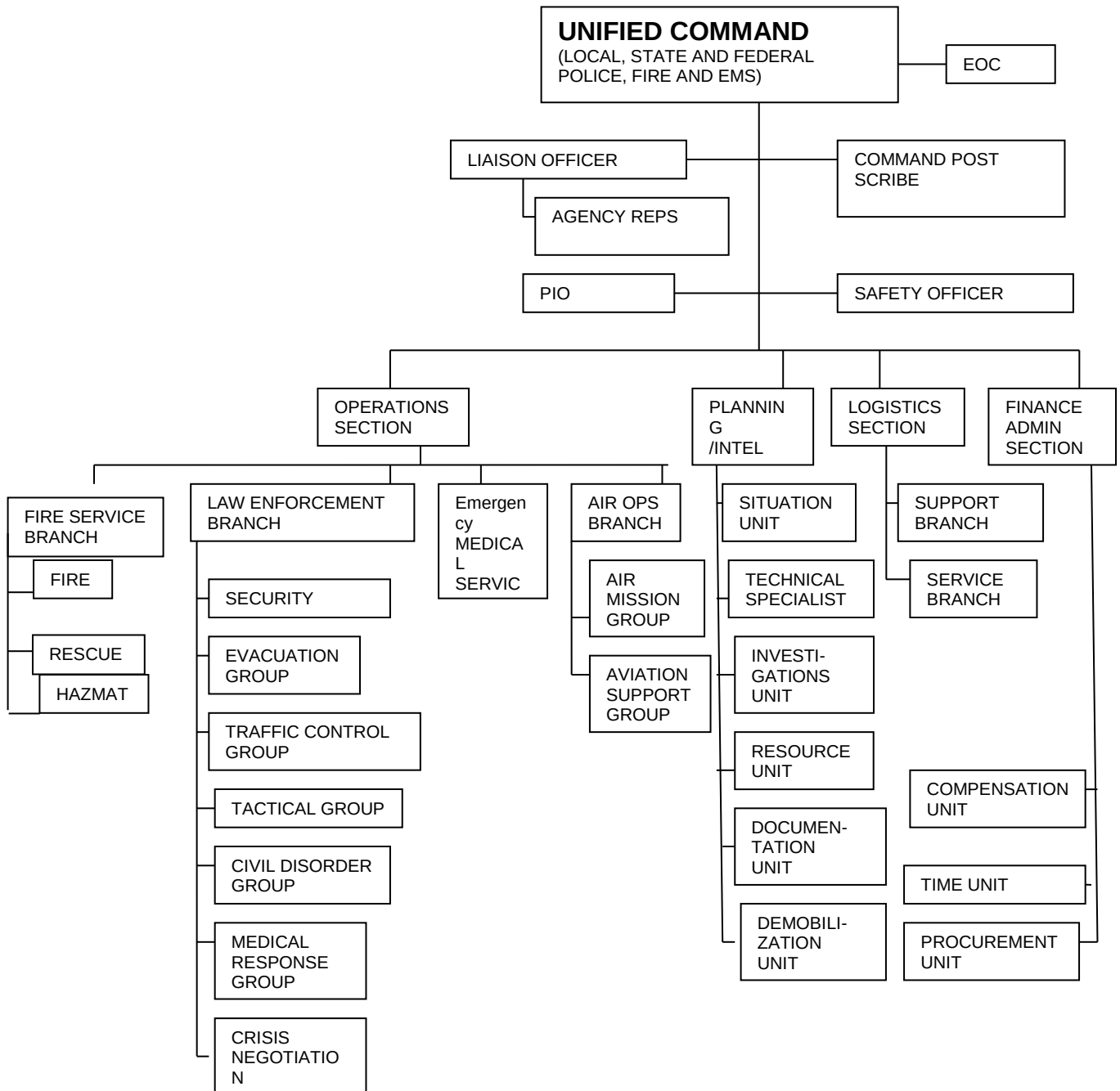
ADJACENT JURISDICTION	NON-EMERGENCY PHONE
Pittsylvania County	434-432-7920
Caswell County, N. C.	336-694-4193

- g. Alert evacuation support organizations and implement evacuation plans, if evacuation is required.
- h. Alert the VEOC and submit "Hazardous Materials Incident Report" and request notification of applicable State agencies.
- i. Ensure that required reports are submitted to:
 - VEOC
 - Department of Environmental Quality
 - Virginia Emergency Response Council
 - LEPC – (City of Danville Division of Emergency Management).

3. Recovery

- a. Coordinate Federal and State agency action with local efforts. (City of Danville Division of Emergency Management)
- b. Ensure cleanup is completed in accordance with procedures for the material involved. (City of Danville Fire Department)
- c. Initiate procedures for recovery of funds expended in response to the incident. (City of Danville Fire Department)
- d. Review and update this plan, as required by lessons learned.

TAB 1 Unified Command System



Section #2 – Emergency Facilities and Equipment

Emergency Operations Center

The City of Danville Emergency Operations Center is located in the Headquarters Fire Station located at 600 Lynn Street. The Director and/or Coordinator of Emergency Management, or his/her designee, may activate the EOC.

Police Department

The Police Department is located at 427 Patton Street. All emergency calls are received and dispatched through the City's ECC system in a building adjacent to the EOC. The highest ranking officer on duty is in charge of law enforcement operations.

Fire Department

The City of Danville Fire Department maintains 7 stations. The Fire Chief or highest ranking officer on scene is in charge of the Hazardous Material Operations.

Medical, Health, and Rescue

1. The Danville Regional Medical Center administrator is in charge of hospital operations and the district Public Health Officer is in charge of health department operations.
2. At the present time the Danville Regional Medical Center is equipped to handle limited hazardous materials victims.
3. The City of Danville Fire Department and Danville Life Saving Crew will be conducting rescue operations. The Chief of the Fire Department or the ranking officer on scene will be in charge of operations.

Emergency Shelters

Emergency shelters and evacuation assembly centers will be selected from the City school facilities dependent upon their location relative to the site of the hazardous materials incident. The principal of each school will be responsible for opening and operating their facility in conjunction with the Department of Social Services.

With Generators:

- Westwood School, 500 Apollo Drive
- Schoolfield School, 1400 West Main Street
- O. T. Bonner School, 300 Apollo Drive
- G.W. High School, 701 Broad Street
- Langston Campus of George Washington, 228 Cleveland St.

Section #3 – Reporting Requirements

Emergency Management

The Coordinator of Emergency Management shall:

1. Ensure that proper reports are submitted to the VEOC for all oil or hazardous materials incidents that meet or exceed the reportable quantity established by CERCLA or SARA Title III.
2. Ensure that an initial report is submitted to adjoining jurisdictions when the released material may cross jurisdictional boundaries.
3. Ensure that a written follow-up report is submitted to applicable State and Federal agencies.

Fire Department

1. Use “Hazardous Materials Incident Report” in Section 6 to submit a report to the VEOC. Request relay of report to the Department of Environmental Quality, Coast Guard, and/or EPA as required. Copy of reports submitted to City of Danville EOC immediately following VAEOC.
2. Do not delay the initial report to obtain all the information on the report form.
3. Submit a follow-up written report as soon as more complete information is known and a complete report as soon as practical but no later than 72 hours after termination of the event.

Facility Reporting

1. If an oil or hazardous materials release poses an immediate or imminent threat to public health or the environment beyond the boundaries of the facility, equals or exceeds the reportable quantity, or is required under CERCLA, Section 103 (a) or SARA Title III, Section 304 to report to the National Response Center, the City shall be notified immediately through its 24 hour emergency response telephone number 9-1-1 by use of the report form in Section 6.
2. If the release substance poses a threat across state boundaries, the State Emergency Response Committee will also be informed of the release.
3. If an oil or hazardous materials release poses no immediate or imminent threat to the public health or the environment beyond the boundaries of the facility and is not required by law to be reported to the National Response Center, the City of Danville officials and the LEPC shall be notified through the Office of the Emergency Management Coordinator the next business day.
4. Written follow-up reports will be submitted as soon as possible to provide updated information as it becomes available or within 72 hours after termination of the event. A complete follow-up report (Hazardous Materials Incident Report) will be submitted to the City of Danville Emergency Management Coordinator, Virginia Department of Emergency Management, Technological Hazards Branch; and the VERC through the Department of Environmental Quality, as soon as possible but no later than 72 hours after termination of the event.

Section #4 – Report Forms

Hazardous Materials Incident Report

Report of an oil or hazardous materials incident should contain as much of the following information as possible. Do not delay reporting to obtain missing information before taking response actions. Use follow-up reporting to complete requirements.

HAZARDOUS MATERIALS INCIDENT					
NOTE: Report of an oil or hazardous materials incident should contain as much of the following information as possible. Do not reporting to obtain missing information before taking response actions. Use follow-up reporting to complete					
DATE:	TIME:	INITIALS:	HM#:	HAZ. CLASS:	
CALLER::		PHONE #:		AGENCY:	
INCIDENT LOCATION:					
CONTACT NAME:			OIC ON-SCENE:		
JURISDICTION:			HAZ-MAT AREA:		
PRODUCT(S) INVOLVED				EHS?* ☐ Yes ☐ No	
FORM: ☐ SOLID ☐ LIQUID ☐ GAS			QUANTITY LOST: ☐ GALLONS ☐ POUNDS		
CHEMICAL NAME:			TRADE NAME:		
ID NUMBERS: UN#		CAS#	STCC#		
DATE/TIME INCIDENT OCCURRED			DURATION OF RELEASE		
MEDIA AFFECTED: ☐ AIR ☐ WATER ☐ WATERWAY				FISHKILL: ☐ YES ☐ NO	
DEQ-WATER NOTIFIED ☐ YES ☐ NO			PROFS:		DUTY OFFICER:
SITUATION DESCRIPTION:					
TYPE OF CONTAINER					
☐ DRUM ☐ BOX/CRATE ☐ SADDLE TANK ☐ ABOVE GROUND TANK ☐ UNDERGROUND TANK ☐ TRANSFORMER ☐ CARBOY ☐ PIPELINE ☐ SHIP/BARGE ☐ RAIL TANK CAR ☐ CARGO TANK ☐ BOX TRUCK ☐ INTERMODAL ☐ CYLINDER ☐ BOTTLE ☐ UNKNOWN ☐ PRESSURE ☐ NON-PRESSURE					
ID MARKS:					
CONDITIONS					
☐ LEAKED ☐ LEAKING ☐ ON FIRE ☐ SPILLED ☐ OVERFILL ☐ ILLEGAL DUMP ☐ NOT LEAKING ☐ UNKNOWN					
OTHER (specify):					
EVACUATION CONDUCTED ☐ YES ☐ NO			IF YES, WHAT DISTANCE		
INJURIES? ☐ YES ☐ NO			IF YES, HOW MANY		
RESPONSE					
HMO RESPONDING? ☐ YES ☐ NO		RESPONSE TYPE: ☐ EMERGENCY ☐ INVESTIGATIVE		TIME OUT:	IN SERVICE:
LEVEL TEAM RESPONDING ☐ YES ☐ NO			TEAM:		TIME NOTIFIED:

*Extremely Hazardous Substance, Complete Page 2 if possible

REV1/01

The following additional information is required when the material involved is on the EPA's list of extremely hazardous substances.

[illegible]

Safety Data Sheet (SDS) Request Form

CHEMTREC® accepts all calls for assistance related to **hazardous materials emergencies**. Callers **DO NOT** need to be registered with CHEMTREC. Upon receipt of an emergency call, CHEMTREC will ask for important details about the incident.

The following list includes the questions and information that will be requested. Some of this information may not be available, but the more details given, will improve CHEMTREC's ability to obtain the needed information.

a. CALL 1-800-424-9300

Full name and title of caller _____

Callback telephone number _____

and secondary number _____

Specific location, description of incident _____

Time of incident and local weather conditions _____

What actions have been taken _____

Product information from shipping documentation including:

Name of shipper _____

Name of carrier _____

Placard Information (UN # and/or STCC number of the product(s))

Trade name of the products, or chemical/DOT shipping name

Shipper and point of origin

Consignee and destination

Identification numbers or stencil markings from cars, trailers, or other containers

MATERIAL SAFETY DATA SHEET (MSDS) REQUEST FORM (Cont'd..)

Type or description and number of containers/packages _____

.

Amount of material involved, how much has spilled or released _____

Any fatalities/injuries/exposures _____

.

Specific information that is needed as a priority (MSDS, shipper/manufacturer contact, medical assistance, etc) _____

What actions have been taken thus far _____

.

What resources are on the scene or in route _____

.

Industry representatives on the scene or in route _____

Depending on the specific incident, some of the information on this list may not be required. Additionally, this list should be used as a guideline only. Callers should not delay or hesitate to call CHEMTREC if some of this information is not known or not available. For more Information visit www.chemtrec.org

Section #5 – Maps

On File

HAZARDOUS MATERIALS SITE MAPS

HIGHWAY MAP

HAZARDOUS MATERIALS NATURAL GAS PIPELINE MAP

HAZARDOUS MATERIALS RAILROAD MAP

Section #6 – Chemical Facility Responsibilities

1. Each facility in the City of Danville that has present on its premises a substance listed on the EPA list of Extremely Hazardous Substances in quantities equal to or greater than the threshold planning quantity will report the presence and quantity of such substances to the City of Danville LEPC (City of Danville Department of Emergency Management), the City of Danville Fire Department Headquarters, and the VERC. Any subsequent change in the status of chemical inventory at the facility will be reported to the LEPC and the VERC within 60 days of the effective date of the change. This notification includes changes as a result of the addition or deletion of a substance by EPA or a change in the threshold planning quantity.
2. Each facility meeting the above requirements will identify, by name, a facility emergency coordinator and an alternate who shall have the authority to make the determinations necessary for reporting releases of an EHS and to implement emergency response.
3. Fixed facility operators will maintain an automatic monitoring system to detect a release of hazardous materials. In the absence of such an automatic monitoring system, employees of the facility will be trained in detailed procedures for detecting a release by human sensory perceptions.
4. Fixed facility management will maintain an in-house response capability to contain a release of hazardous materials within their property boundaries. They are required to develop an emergency response plan for their facility which provides:
 - a. An interface for incorporating assistance from emergency response units.
 - b. Procedures for making timely notifications and warnings of a release to the City of Danville Emergency Management officials.
 - c. Procedures for reporting to the National Response Center; Department of Environmental Quality and the Department of Emergency Management.
 - d. Provisions for cleanup or supervision of contractor operations for cleanup of released materials.
5. When a release is detected that poses an immediate or imminent threat to public health or is required by law to be reported to the National Response Center the facility emergency coordinator, shift supervisor or facility manager will implement the in-house emergency response plan and notify the Emergency Management Coordinator and the LEPC through the Emergency Communications Center using the "Hazardous Materials Incident Report" form in Section 6.
6. If the release poses no immediate or imminent threat to public health or is not required by law to be reported to the National Response Center, the City and the LEPC shall be notified no later than the next business day through the Emergency Management Coordinator.
7. Written follow-up reports will be submitted as soon as possible to provide updated information as it becomes available. A complete follow-up report (Hazardous Materials Report) will be submitted to the Emergency Management Coordinator; Virginia Department of Emergency Management, Technological Hazards Branch; and the VERC through the Department of Environmental

Quality, Waste Division, as soon as possible but no later than 72 hours after termination of the event.

8. Copies of all correspondence to State and Federal agencies concerning an oil or hazardous materials release will be provided to the Emergency Management Coordinator, which chairs the LEPC.

Section #7 – Facility Data Information

Facility

Adams Construction N. Danville Asphalt Plant
225 Gypsum Rd.
Danville, VA 24541

Scott Thompson – 434-251-9007

Gary Wright – 24 hour – 800-424-9300

Ron Robson – work 540-982-2366 Ext. 37; 24 Hour 800-424-9300

EHS CHEMICALS REPORTED

CHEMICAL NAME CAS #	HAZARDS	INVENT. MAX	AVG. DAYS ON SITE	CONTAINER TYPE	LOCATION(S)
Asphaltic Bitumen 8052-42-4	Fire; Delayed (chronic)	04	365	A – 1 – 5	Left of plant entrance

NON-EHS CHEMICALS REPORTED

CHEMICAL NAME CAS #	HAZARDS	INVENT. MAX	AVG. DAYS ON SITE	CONTAINER TYPE	LOCATION(S)
#2 Heating Fuel 68476-34-6	Fire: Delayed (chronic)	05	365	B – 1 – 4	Adjacent to asphalt plant
Gasoline 8008-20-6	Fire; Immediate (acute); Delayed (chronic)	04	365	B – 1 – 5	Adjacent to site

Facility

Chandler , Inc.
1088 Industrial Ave..
Danville, VA 24541

Ronnie Sowers – plant 434-792-1233; 24 hour 434-548-5366

Jamie Nelms – work 919-563-1514; 24 hour 339-516-2655

EHS CHEMICALS REPORTED - NONE

NON-EHS CHEMICALS REPORTED

CHEMICAL NAME CAS #	HAZARDS	INVENT. MAX	AVG. DAYS ON SITE	CONTAINER TYPE	LOCATION(S)
Coal Ash 68131748	Acute (delayed); Chronic (acute)	05	365	H – 2 – 4	Next to truck load point behind office
Diesel Fuel 68476346	Fire: Acute (delayed); Chronic (acute)	04	365	A – 1 – 4	Parking lot across Pearl St.
Natural Sand 14806607	Fire: Acute (delayed); Chronic (acute)	04	365	R – 1 – 4	Bins behind buildings at north end of property
Portland Cement 65997151	Acute (delayed); Chronic (acute)	04	365	H – 1 – 4 H - 1 - 4 H – 1 – 4	Tall silo next to truck load point near railroad Behind block plant Truck silo over to truck load point behind office
Slag 65996692	Acute (delayed); Chronic (acute)	05	365	H – 1 – 4	Behind block plant
Stone Aggregate 1317653	Acute (delayed)	06	365	R – 1 – 4	Bins behind building at North side of property

Facility

Columbia Flooring

100 Maxine Drive

Danville, VA 24541

David Moore – work 434-793-4647 Ext. 3161; 24 hour 804-337-5033

Clay Kirkland – work 434-793-4647 Ext. 3183

EHS CHEMICALS REPORTED

CHEMICAL NAME CAS #	HAZARDS	INVENT. MAX	AVG. DAYS ON SITE	CONTAINER TYPE	LOCATION(S)
Formaldehyde 50-00-0	Immediate (acute); Delayed (chronic)	02	300	C – 1 – 4	Press Department
Sulfuric Acid 7664-93-9	Immediate (acute); Delayed (chronic)	03	365	E – 1 – 4	Press Department

NON-EHS CHEMICAL REPORTED

CHEMICAL NAME CAS #	HAZARDS	INVENT. MAX	AVG. DAYS ON SITE	CONTAINER TYPE	LOCATION(S)
Nitrogen Gas 7727-37-9	Sudden Release of Pressure; Immediate (acute); Delayed (chronic)	04	180	A – 2 – 6	Tank in rear of plant Removed in 2008

Facility

Commonwealth Home Health Care, Inc.

479 Piney Forest Rd.

Danville, VA 24540

Brian Wilson – 24 hour 434-797-2332; cell 434-441-0882
Shane Mitchell – 24 hour 434-797-2332; cell 434-441-0896

EHS CHEMICALS REPORTED - NONE

NON-EHS CHEMICALS REPORTED

CHEMICAL NAME CAS #	HAZARDS	INVENT. MAX	AVG. DAYS ON SITE	CONTAINER TYPE	LOCATION(S)
Oxygen 7782-44-7	Fire; Sudden Release Of Pressure; Immediate (acute)	04	365	A – 2 – 7 C - 2 - 7 L – 2 – 4	North side of building North side of lower level Interior, center of lower Level

Facility

Comcast
320 Coleman Estates Rd.
Danville, VA 24540

Herb Carter – 434-791-5114
Steve Sowers – 434-791-5133; 24 hour 434-251-2194

EHS CHEMICALS REPORTED

CHEMICAL NAME CAS #	HAZARDS	INVENT. MAX	AVG. DAYS ON SITE	CONTAINER TYPE	LOCATION(S)
Sulfuric Acid 7664-93-9	Reactivity; Immediate (acute); Delayed (chronic)	02	365	R – 1 – 4 R – 1 – 4 R – 1 – 4	In batteries in headend In batteries in Telco hut In batteries associated with generator

NON-EHS CHEMICALS REPORTED - NONE

Facility

Con-way Freight
2249 Goodyear Blvd
Danville, VA 24541

Con-way Freight, Inc – 734-994-6600
Kenny Shaver – 24 hour 704-907-5406

EHS CHEMICALS REPORTED - NONE

NON EHS CHEMICALS REPORTED

CHEMICAL NAME CAS #	HAZARDS	INVENT. MAX	AVG. DAYS ON SITE	CONTAINER TYPE	LOCATION(S)
Diesel Fuel 68478-34-6	Fire;Immediate acute); Delayed (chronic)	04	365	B – 1 – 4	100 feet southwest of main building

Facility

DANCHEM Technologies, Inc.
1975 Old Richmond Road
Danville, VA 24540

Scott Veselicky – 434-250-3559
Charlie Martin – 434-251-3132

EHS CHEMICALS REPORTED

CHEMICAL NAME CAS #	HAZARDS	INVENT. MAX	AVG. DAYS ON SITE	CONTAINER TYPE	LOCATION(S)
Acrylonitrile 107-13-1	Fire; Reactivity; Immediate (acute);	04	365	D – 1 – 4	Warehouse

	Delayed (chronic)				
Anhydrous Ammonia 7667-41-7	Sudden release of pressure; Immediate (acute)	03	330	L – 2 – 4	Warehouse
Isophorone Dilsocyanate 4098-71-9	Immediate (acute); Delayed (chronic)	04	365	D – 1 – 4	Warehouse
Nitric Acid 7697-37-2	Immediate (acute)	03	365	D – 1 – 4	Warehouse
Phenol 108-95-2	Immediate (acute)	04	365	D – 1 – 4	Flammable Shed
Sulfuric Acid 7664-93-9	Immediate (acute)	03	365	E – 1 – 4	Warehouse
Vinyl Acetate LHQ 108-05-4	Fire; Reactivity; Immediate (acute); Delayed (chronic)	04	365	A – 1 – 2	Plant 3 Tank Farm

NON-EHS CHEMICALS REPORTED

CHEMICAL NAME CAS #	HAZARDS	INVENT. MAX	AVG. DAYS ON SITE	CONTAINER TYPE	LOCATION(S)
290-4250 Polyester Dispersion	Fire; Immediate (acute); Delayed (chronic)	04	365	D – 1 – 4	Warehouse
290-4251 Polyester Dispersion	Immediate (acute)	05	328	D – 1 – 4	Warehouse
Abex	Immediate (acute)	04	365	E – 1 – 4	Warehouse

EP-110					
Acetone 67-64-1	Fire; Immediate (acute)	05	365	A – 1 – 4 D – 1 – 4	Lower Tank Farm Flammable Shed
Aerosol A – 102 39354-45-5	Immediate (acute)	04	365	I – 1 – 4	Warehouse
Agitan P803	Immediate (acute)	05	180	J – 1 – 4	Warehouse
Agitan P823	Immedaite (acute)	04	210	J – 1 – 4	Warehouse
Alimet 583-91-5	Immediate (acute)	05	365	Q – 1 – 4	Plant 1 Rail Dock
Alphadium 90 SBK 67701-33-1	Immediate (acute)	04	90	D – 1 – 4	Warehouse
Ancamine 2441 Intermediate	Immediate (acute)	04	30	D – 1 – 4	Warehouse
Ancamine 2441 Solution	Fire: Immediate (acute); Delayed (chronic)	04	30	D – 1 – 4	Warehouse
Ancamine 2442 Intermediate	Immediate (chronic)	04	30	D – 1 – 4	Warehouse
Ancamine 2442 Solution	Fire: Immediate (acute)	04	30	D – 1 – 4	Warehouse
Antimony Oxide 1309-64-4	Immediate (acute)	04	365	I – 1 – 4 J – 1 – 4	Warehouse Warehouse
Aquaflow AQU D-3927	Immediate (acute)	04	365	D – 1 – 4 E – 1 – 4	Warehouse Warehouse

Aradur 360 US	Fire; Immediate (acute)	04	30	D – 1 – 4	Warehouse
Ardur 9120	Immediate (acute)	04	233	D – 1 – 4	Warehouse
Aradur 9130	Immediate (acute)	04	233	D – 1 – 4	Warehouse
Armeen 2HT 61789-79-5	Immediate (acute)	05	365	A – 1 – 4	Lower Tank Farm
AW-875	Fire; Immediate (acute)	04	60	D – 1 – 4	Warehouse
Azoxystrobin Technical 131860-33-8	Fire: Immediate (acute)	04	180	D – 1 – 4	Warehouse
Azoxystrobin Technical Drying 131860-33-8	Fire: Immediate (acute)	04	30	D – 1 – 4	Warehouse
Bonding Agent P-1 101-65-5	Immediate (acute)	04	330	I – 1 – 4	Warehouse
Cab-o-Sil H55 Untreated Fumed Silica 112945-52-5	Immediate (acute)	04	270	J – 1 – 4	Warehouse
Cab-o-Sil TS240 68583-49-3	Immediate (acute)	04	270	J – 1 – 4	Warehouse
Calcium Polycarbophil 25987-55-7	Immediate (acute)	05	300	A – 1 - 4 I – 1 – 4	Plant 5 Warehouse
Carbowax 350 9004-74-4	Immediate (acute)	04	353	D – 1 – 4 I – 1 – 4 E – 1 – 4 J – 1 - 4	Warehouse Warehouse Warehouse Warehouse

Castor Oil #1 8001-79-7	Immediate (acute)	04	90	D – 1 – 4	Warehouse
Catalyst MC 7791-18-6	Immediate (acute)	04	189	A – 1 – 4 I – 1 – 4 E – 1 – 4	Warehouse Warehouse Warehouse
Caustic Potash Solution 45% 1310-58-3	Immediate (acute)	04	150	D – 1 – 4 E – 1 – 4 D – 1 – 4 E – 1 – 4	Warehouse Warehouse Plant 2 Plant 2
Caustic Soda Liquid 1310-73-2	Immediate (acute); Delayed (chronic)	04	365	E – 1 – 4 E – 1 – 4	Warehouse Plant 2
Caustic Soda Liquid 50% 1310-73-2	Immediate (acute)	04	365	E – 1 – 4 E – 1 – 4	Warehouse Plant 2
Chitosan Acetate Aqueous Solution	Immediate (acute)	05	60	D – 1 – 4	Warehouse
Cyclohexane 110-82-7	Fire: Immediate (acute)	04	30	A – 1 – 4	Plant 3 Tank Farm
Desmodur W 5124-30-1	Immediate (acute); Delayed (chronic)	04	270	D – 1 – 4	Warehouse
Dimethyl- Acetamide 127-19-5	Fire: Immediate (acute); Delayed (chronic)	04	365	D – 1 – 4	Flammable Shed
Dresinate X Rosin Soap	Immediate (acute); Delayed (chronic)	04	120	E – 1 – 4	Warehouse
Dritex PST Flakes 68514-74-9	Immediate (acute)	04	119	I – 1 – 4	Warehouse
Duro-tak 927-29	Fire: Immediate (acute)	04	60	D – 1 – 4	Warehouse

DW-10	Immediate (acute)	04	150	D – 1 – 4	Warehouse
DW-3	Immediate (acute); Delayed (chronic)	04	30	D – 1 – 4	Warehouse
Eco Cryl 9790	Immediate (acute)	04	351	D – 1 – 4	Warehouse
Epon 9310	Fire; Reactivity; Immediate (acute); Delayed (chronic)	04	30	D – 1 – 4	Flammable Shed
Epon Resin 828 25068-38-6	Immediate (acute)	04	365	D – 1 – 4	Warehouse
Ethyl Acetate 141-78-6	Fire: Immediate (acute)	04	150	D – 1 – 4	Flammable Shed
Ethylene Glycol 107-21-1	Immediate (acute); Delayed (chronic)	04	365	A – 1 – 4 E – 1 – 4	Lower Tank Farm Warehouse
FC 9436	Fire; Immediate (acute); Delayed (chronic)	04	151	D – 1 – 4	Flammable Shed
FS-042 2HT	Immediate (acute)	05	361	D – 1 – 4	Warehouse
Gantrez AN119BF 9011-16-9	Immediate (acute)	04	30	I – 1 – 4 I – 1 – 4	Warehouse Plant 3
Gantrez AN169BF 9011-16-9	Immediate (acute)	05	330	I – 1 – 4 I – 1 – 4	Plant 3 Warehouse
Genapol ID 060 61827-42-7	Immediate (acute)	04	365	D – 1 – 4	Warehouse
Genox EP	Fire; Immediate	04	60	E – 1 – 4	Warehouse

204933-93-7	(acute)				
Geropon T/36 37199-81-8	Immediate (acute)	04	120	E – 1 – 4	Warehouse
GGP 617 34345-47-6	Immediate (acute)	04	90	A – 1 – 4 P – 1 – 4	Lower Tank Farm Lower Tank Farm
GGP 786 34345-47-6	Immediate (acute)	04	60	A – 1 – 4 P – 1 – 4	Lower Tank Farm Lower Tank Farm
Glacial Acetic Acid 64-19-7	Fire: Immediate (acute)	04	330	E – 1 – 4 E – 1 – 4	Warehouse Plant 5
Glacial Acrylic Acid 79-10-7	Fire: Immediate (acute); Delayed (chronic)	04	365	E – 1 – 4	Warehouse
Hercules PTV M-5256	Immediate (acute)	05	355	O – 1 – 4	Warehouse
Hydrochloric Acid 7647-01-0	Immediate (acute); Delayed (chronic)	04	363	A – 1 – 4 A – 1 – 4 D – 1 – 4	Upper Tank Farm Plant 2 Warehouse
Hydrogen Peroxide 35% 7722-84-1	Fire: Immediate (acute)	04	365	D – 1 – 4	Peroxide Shed
Hydrosize HP-1632	Immediate (acute)	04	364	D – 1 – 4 E – 1 – 4	Warehouse Warehouse
Hydrosize HP4-01	Immediate (acute)	04	90	D – 1 – 4 E – 1 – 4	Warehouse Warehouse
Intermediate P588	Immediate (acute)	04	150	E – 1 – 4 D – 1 – 4	Warehouse Warehouse
Irgasan DP300, 2,4,4	Immediate (acute)	04	150	E – 1 – 4 D – 1 – 4	Warehouse Warehouse

Trichloro-Hydroxv 3380-34-5					
Irgasan PG60	Immediate (acute)	04	74	J – 1 – 4	Warehouse
Isobutanol 78-83-1	Fire; Immediate (acute); Delayed (chronic)	04	365	A – 1 – 4 D – 1 – 4	Plant 3 Tank Farm Flammable Shed
Isopropyl Alcohol 67-63-0	Fire: I mmediate (acute)	04	365	A – 1 – 4 D – 1 – 4	Plant 3 Tank Farm Flammable Shed
Krasol LBH 2040	Immediate (acute)	04	60	D – 1 – 4	Warehouse
L-Aspartic Acid 56-84-8	Immediate (acute)	04	295	J – 1 – 4 I – 1 – 4	Warehouse Warehouse
Larin 1447	Immediate (acute)	04	180	E – 1 – 4 D – 1 – 4	Warehouse Warehouse
Latex SKWD	Immediate (acute)	04	363	D- 1 – 4 E – 1 – 4	Warehouse Warehouse
Lauryl Bromide 70/30 Brominate Aliphatic Hydro	Immediate (acute)	04	30	E – 1 – 4 D – 1 – 4	Warehouse Warehouse
Lime 1305-62-0	Immediate (acute)	04	365	A – 1 – 4 J – 1 – 4 J – 1 – 4 J – 1 – 4	Plant 2 Plant 2 Warehouse Plant 5
LLC 1400	Immediate (acute)	04	365	D – 1 – 4	Warehouse
LLC 1402	Immediate (acute)	04	60	D – 1 – 4	Warehouse
LLC 1403	Immediate (acute)	04	30	D – 1 – 4	Warehouse

Luperox Di/ Di-T-Butyl Peroxide 110-05-4	Fire; Reactivity; Immediate (acute)	04	270	D – 1 – 4	Flammable Shed
Magnesium Sulfate Anhyd 7487-88-9	Immediate (acute)	05	365	I – 1 – 4	Warehouse
Maleic Anhydride 108-31-6	Immediate (acute)	05	365	A – 1 – 5	Plant 3 Tank Farm
Manganous Oxide 1344-43-0	Immediate (acute)	04	62	J – 1 – 4 J – 1 – 4	Plant 1 Warehouse
MAT-105 127-19-5	Immediate (acute)	05	300	D – 1 – 4	Warehouse
MDI 101-68-8	Reactivity; Immediate (acute); Delayed (chronic)	04	365	D – 1 – 4	Warehouse
MEK 78-93-3	Fire: Immediate (acute); Delayed (chronic)	04	365	D – 1 – 4 P – 1 – 4 A – 1 – 4 D – 1 – 4	Flammable Shed Plant 3 Tank Farm Plant 3 Tank Farm Maintenance Shop
Methacrylic Acid A-102 794-01-4	Fire; Immediate (acute)	04	365	E – 1 – 4	Warehouse
Methyl Alcohol 67-56-1	Fire; Immediate (acute)	04	337	D – 1 – 4	Flammable Shed
Methyl Methacrylate	Fire; Immediate (acute)	04	365	D – 1 – 4 A – 1 – 4	Warehouse Plant 3 Tank

M-205 80-62-6					Farm
Metolat P588	Immediate (acute)	04	180	J – 1 – 4	Warehouse
Metolat P871 Wetting/ Dispersing Agent	Immediate (acute)	04	240	J – 1 – 4	Warehouse
Mineral Spirits 8052-41-3	Fire; Immediate (acute)	04	338	D – 1 – 4	Flammable Shed
Mintrex Mn 292140-32-0	Immediate (acute); Delayed (chronic)	05	6	J – 1 – 4	Warehouse
Mixture P803	Immediate (acute)	04	300	E – 1 – 4	Warehouse
MPA-3000 MS	Fire; Immediate (acute)	04	357	D – 1 – 4 N – 1 – 4	Warehouse Warehouse
MWM Latex 30% 107240-58-4	Immediate (acute)	04	365	D – 1 – 4 E – 1 – 4	Warehouse Warehouse
Myristic- Myristoleic Acid 544-63-8	Immediate (acute)	04	313	I – 1 – 4	Warehouse
n-Butanol 71-36-3	Fire; Immediate (acute)	05	365	D – 1 – 4	Flammable Shed
n-Butyl Methacrylate 97-88-1	Fire; Reactivity; Immediate (acute)	04	365	D – 1 – 4	Flammable Shed
n-Octane 95% 111-65-9	Fire; Sudden Release of Pressure; Immediate (acute)	04	365	D – 1 – 4	Flammable Shed
Naptha	Fire; Immediate	05	365	D – 1 – 4	Flammable

	(acute); Delayed (chronic)				Shed
Neodox 23-4 AEC 70750-17-3	Immediate (acute)	04	120	D – 1 – 4	Warehouse
Neodox 23-6 AEC 70750-17-3	Immediate (acute)	04	365	D – 1 – 4	Warehouse
Nitrogen 7727-37-9	Sudden Release of Pressure; Immediate (acute)	04	365	A – 2 – 4	Plant 3
No Sil PA30	Immediate (acute)	04	351	D – 1 – 4 E – 1 – 4	Warehouse Warehouse
Noveon CA-1 & CA-2 25987-55-7	Delayed (chronic)	04	300	I – 1 – 4	Plant 5
Ortho-Xylene 95-47-6	Fire; Immediate (acute); Delayed (chronic)	04	365	D – 1 – 4	Flammable Shed
P861	Immediate (acute)	04	180	E – 1 – 4	Warehouse
Perkasil SM 500 7631-86-9	Immediate (acute)	04	180	E – 1 – 4	Warehouse
PMA 50 26099-09-2	Immediate (acute)	04	365	D – 1 – 4 A – 1 – 4 E – 1 – 4 R – 1 – 4	Warehouse Plant 1 Warehouse Warehouse
Polysuccinimide	Immediate (acute)	04	30	E – 1 – 4	Warehouse
Pro 10466	Fire: Immediate (acute)	04	60	D – 1 – 4	Warehouse
Pro 6254	Immediate (acute)	04	30	D – 1 – 4	Warehouse

Pro 7530	Fire; Immediate (acute)	04	110	D – 1 – 4	Warehouse
PTV D37390 Detackifier	Immediate (acute)	04	365	E – 1 – 4 D – 1 – 4	Warehouse Warehouse
PTV D37392 Detackified	Immediate (acute)	04	252	D – 1 – 4 E – 1 – 4	Warehouse Warehouse
PVPP Wet Cake 25249-54-1	Immediate (acute)	04	38	E – 1 – 4	Warehouse
Quadris WDG 131860-33-8	Immediate (acute)	04	183	E – 1 – 4	Warehouse
Rheolate 1 28430-58-2	Immediate (acute)	05	365	A – 1 – 4 I – 1 – 4 N – 1 – 4 O – 1 – 4 E – 1 – 4 D – 1 – 4	Plant 1 Warehouse Warehouse Warehouse Warehouse Warehouse
Rheolate 420 7732-18-5	Immediate (acute)	05	300	E – 1 – 4	Warehouse
Rheolate 425	Immediate (acute)	04	149	E – 1 – 4	Warehouse
Rheolate 450 7732-18-5	Immediate (acute)	05	327	E – 1 – 4	Warehouse
Rhodoline III	Immediate (acute)	04	120	E – 1 – 4	Warehouse
RSW 3821	Immediate (acute)	04	150	E – 1 – 4	Warehouse
Sipernat 22S 112926-00-8	Immediate (acute)	04	210	D – 1 – 4 E – 1 – 4	Warehouse Warehouse
Sipomer SEM 25	Immediate (acute)	04	365	D – 1 – 4 E – 1 – 4	Warehouse Warehouse
Sodium Hypochlorite	Immediate (acute); Delayed (chronic)	04	362	E – 1 – 4	Warehouse

Stabilieze 06 Rewet 136392-67-1	Immediate (acute)	04	351	E – 1 – 4	Warehouse
Stabilizer DR-9 ES	Immediate (acute)	04	351	D – 1 – 4	Warehouse
T-Butyl Diethanola- mine 2160-93-2	Immediate (acute)	04	365	E – 1 – 4	Warehouse
TD-180 66071-12-3	Immediate (acute)	05	140	D – 1 – 4	Warehouse
TD-20 66071-12-3	Immediate (acute)	04	30	D – 1 – 4	Warehouse
Tetrahydro- furan 109-99-9	Fire: Immediate (acute)	04	365	D – 1 – 4	Flammable Shed
Toluene 108-88-3	Fire; Immediate (acute)	05	365	A – 1 – 4 D – 1 – 4	Plant 3 Tank Farm Flammable Shed
Tomadol 23-5 66455-14-9	Immediate (acute)	04	251	E – 1 – 4	Warehouse
Treated Coll Silica TG-C32 EXP	Immediate (acute)	04	120	J – 1 – 4	Warehouse
UCAR AW- 875	Immedaite (acute)	04	60	E – 1 – 4	Warehouse
Unicoat Phytex Beads	Immediate (acute)	05	352	I – 1 – 4 E – 1 – 4	Warehouse Warehouse
VAGC 41618-91-1	Immediate (acute)	04	365	J – 1 – 4	Warehouse
Vinyl Methyl	Fire; Sudden	05	360	F – 2 – 4	Plant 3 Tank

Ether 107-25-5	Release of Pressure: Immediate (acute)				Farm
Viviprint 540	Immediate (acute)	04	30	E – 1 – 4	Warehouse
X29455 Binder	Fire; Immediate (acute); Delayed (chronic)	04	60	D – 1 – 4	Warehouse
Xylene 1330-20-7	Fire; Immediate (acute); Delayed (chronic)	04	365	A – 1 – 4 D – 1 – 4	Lower Tank Farm Flammable Shed
Y-25X	Fire; Immediate (acute); Delayed (chronic)	04	30	D – 1 – 4	Warehouse

Facility

Danville Wastewater Facility
229 Northside Drive
Danville, VA 24540

Barry Dunkley – 434-799-6473

Ron Kettelman – 434-799-5137; 24 hour 434-441-0887

Robert Clifton – 434-799-5137; 24 hour 434-836-2232

EHS CHEMICALS REPORTED

CHEMICAL NAME CAS #	HAZARDS	INVENT. MAX	AVG. DAYS ON SITE	CONTAINER TYPE	LOCATION(S)
Oxygen, Liquid 7782-44-7	Fire; Sudden Release of Pressure; Reactivity; Immediate (acute)	05	365	A – 1 – 4	GI-2 (PSA Area)
Sulfur Dioxide	Fire; Sudden Release	04	365	L – 1 – 4	B-1 (Chlorination/ Dechlorination)

7446-09-5	of Pressure; Reactivity; Immediate (acute); Delayed (chronic)				Bldg.)
Calcium Hydroxide 1305-62-0	Reactivity	05	365	A – 1 – 4	G-1 (Alkaline Bldg. Area)
Caustic Alkali Liquids 1310-73-2	Reactivity; Immediate (acute); Delayed (chronic)	04	365	C – 1 – 4	B-2 (Caustic Bldg.)
Liquid Chlorine 7782-50-5	Sudden Release of Pressure; Reactivity; Immediate (acute); Delayed (chronic)	04	365	L – 1 – 4	B-1 (Chlorination/ Dechlorination Bldg.)

NON-EHS CHEMICALS REPORTED - NONE

Facility

The Goodyear Tire & Rubber Company
1901 Goodyear Blvd.
Danville, VA 24541

Andrew Harper – 434-791-1204

Chris Bagley – 434-791-9173; 24 Hour 336-388-2156

Mike Baker – 434-791-9167; 24 hour 434-489-9630

EHS CHEMICALS REPORTED

CHEMICAL NAME CAS #	HAZARDS	INVENT. MAX	AVG. DAYS ON SITE	CONTAINER TYPE	LOCATION(S)
Formaldehyde 64742-53-6	Immediate (acute); Delayed (chronic)	02	365	O – 1 – 4 O – 1 – 4	Main Buidling Receiving Main Building Mixing Area
Sulfuric Acid 7664-93-9	Immediate (acute); Delayed (chronic)	04	365	R – 1 – 4	Fork Truck Batteries

NON-EHS CHEMICALS REPORTED

CHEMICAL NAME CAS #	HAZARDS	INVENT. MAX	AVG. DAYS ON SITE	CONTAINER TYPE	LOCATION(S)
2-2'-Dibenza- mido Dephenyl Disulfide 135-57-9	Immediate (acute)	04	365	J – 1 – 4 J – 1 – 4	Main Building – Receiving Main Building – Mixing Area
4-Morpholinyl 2-benzothia- zole 95-32-9	Immediate (acute); Delayed (chronic)	03	365	J – 1 – 4 J – 1 – 4	Main Building – Receiving Main Building – Mixing Area
Aliphatic,	Immediate	04	365	J – 1 – 4	Main Building –

Aromatic & Naphthenic Resin	(acute)			J – 1 – 4	Receiving Main Building – Mixing Areas
Berolic Resin (Phenol-Novolak Resin)	Immediate (acute); Delayed (chronic)	04	365	J – 1 – 4 J – 1 – 4	Main Building – Receiving Main Building – Mixing Areas
Carbon Black 1333-86-4	Immediate (acute); Delayed (chronic)	06	365	H – 1 – 4 J – 1 – 4 J – 1 – 4	Outdoor Carbon Black Silos Main Building – Receiving Main Building – Mixing Area
Cobalt Neodecanoate 2725-31-2	Delayed (chronic)	04	365	J – 1 – 4 J – 1 – 4	Main Building – Receiving Main Building – Mixing Areas
Distillates, Hydrotreated Light Naphthenic 64742-53-6	Immediate (acute); Delayed (chronic)	05	365	A – 1 – 5	Outdoor Tank Farm
Glycerolester 65997-13-9	Fire; Immediate (acute)	04	365	J – 1 – 4 J – 1 – 4	Main Building – Receiving Main Building – Mixing Areas
Hexamethyl-Enetetramine 100-97-0	Immediate (acute)	05	365	J – 1 – 4 J – 1 – 4	Main Building – Receiving Main Building – Mixing Areas
Hydrated Amorphous Silica 7631-86-9	Immediate (acute)	05	365	J – 1 – 4 J – 1 – 4	Main Building – Receiving Main Building – Mixing Areas
Isopropanol 67-63-0	Fire; Immediate (acute);	04	365	D – 1 – 4 D – 1 – 4	Main Building – Tire Building Areas

	Delayed (chronic)				Hazardous Waste Storage Building
Kaolin 1332-58-7	Immediate (acute)	04	365	J – 1 – 4 J – 1 – 4	Main Building – Receiving Main Building – Mixing Areas
Melamine Formaldehyde Resin 682002-20-0	Immediate (acute); Delayed (chronic)	04	365	O – 1 – 4 O – 1 – 4	Main Building – Receiving Main Building – Mixing Areas
Mercapto-benzothiazole Disulfide 120-78-5	Immediate (acute); Delayed (chronic)	04	365	J – 1 – 4 J – 1 – 4	Main Building – Receiving Main Building – Mixing Areas
Micro-crystalline Wax 63231-60-7	Immediate (acute)	04	365	J – 1 – 4 J – 1 – 4	Main Building – Receiving Main Building – Mixing Areas
Mineral Oil, Petroleum Distillates, Hydrotreated Heavy Naphthenic Oil 64742-52-5	Immediate (acute)	05	365	A – 1 – 5	Outdoor Tank Farm
Mineral Oil, Petroleum Extracts, Heavy Paraffinic Distillate Solvent 64742-04-7	Immediate (acute); Delayed (chronic)	05	365	A – 1 – 5	Outdoor Tank Farm
Mixed	Immediate	04	365	I – 1 – 4	Main Building –

Diaryl-P-Phenylene-diamines 68953-84-4	e (acute)			I – 1 – 4	Receiving Main Building – Mixing Areas
N-(1,3 Di-methylbutyl)-N'-Phenyl-P-Phenylene-diamine 793-24-8	Immediate (acute)	05	04	A – 1 – 5 J – 1 – 4	Main Building – Receiving Main Building – Mixing Areas
N-Cyclohexyl-2-Benzothiazoles 95-33-0	Immediate (acute)	04	365	J – 1 – 4 J – 1 – 4	Main Building – Receiving Main Building – Mixing Areas
N-Cyclo-Hexylthio-Phthalimide 17796-82-6	Immediate (acute)	04	365	J – 1 – 4 J – 1 – 4	Main Building – Receiving Main Building – Mixing Areas
N-Tert-Butyl-2-Benzothiazolesulfenamide 85-31-8	Fire; Immediate (acute); Delayed (chronic)	04	365	J – 1 – 4 J – 1 – 4	Main Building – Receiving Main Building – Mixing Areas
N,N-Dicyclohexyl-2-Benzothiazolesulfenamide 4979-32-2	Fire; Immediate (acute); Delayed (chronic)	04	365	J – 1 – 4 J – 1 – 4	Main Building – Receiving Main Building – Mixing Areas
Naphtha, Light Aliphatic 64742-89-7	Fire; Immediate (acute); Delayed (chronic)	04	365	A – 1 – 4 D – 1 – 4 R – 1 – 4 R – 1 – 4	Outdoor Tank Farm Hazardous Waste Storage Building Hazardous Waste Storage Building Main Building – Tire Building Areas
Nitrogen 7727-37-9	Sudden Release of	04	365	A – 2 – 7 A – 2 – 4	Air separation product tanks at nitrogen North side of plant,

	Pressure; Immediate (acute)				next to liquid nitrogen
No. 6 Fuel Oil 68553-00-4	Fire; Immediate (acute); Delayed (chronic)	06	365	A – 1 – 5	Outdoor Dike – East of Plant
Palmitic Acid 57-10-3	Immediate (acute)	04	365	J – 1 – 4 J – 1 – 4	Main Building – Receiving Main Building – Mixing Areas
Paraffin Wax 8002-74-2	Immediate (acute)	04	365	J – 1 – 4 J – 1 – 4	Main Building – Receiving Main Building – Mixing Areas
Poly 1,2- Dihydro-2,2, 4-Trimethyl- homopolymer 26780-96-1	Immediate (acute)	04	365	J – 1 – 4 J – 1 – 4	Main Building – Receiving Main Building – Mixing Areas
Polymeric Sulfur 9035-99-8	Immediate (acute)	04	365	J – 1 – 4 J – 1 – 4	Main Building – Receiving Main Building – Mixing Areas
Propane 74-98-6	Fire; Sudden Release of Pressure; Immediate (acute)	04	365	L – 2 – 4	Throughout facility
Resorcinol 108-46-3	Immediate (acute); Delayed (chronic)	04	365	J – 1 – 4 J – 1 – 4	Main Building – Receiving Main Building – Mixing Areas

				4	
Stearic Acid 57-11-4	Immediate (acute)	04	365	J – 1 – 4 J – 1 – 4	Main Building – Receiving Main Building – Mixing Areas
Sulfur 7704-34-9	Immediate (acute); Delayed (chronic)	04	365	J – 1 – 4 J – 1 – 4	Main Building – Receiving Main Building – Mixing Areas
Tali Oil Fatty Acid 6179012-3	Immediate (acute)	05	365	J – 1 – 4 J – 1 – 4	Main Building – Receiving Main Building – Mixing Areas
Zinc Oxide 1314-13-2	Immediate (acute)	05	365	J – 1 – 4 J – 1 – 4	Main Building – Receiving Main Building – Mixing Areas

Facility

Intertape Polymer Corporation
1101 Eagle Springs Road
Danville, VA 24540

Michael Jones - 434-797-8359; 24 hour 434-548-2545

David Bennett – 434-797-5376; 24 hour 434-489-5181

EHS CHEMICALS REPORTED – NONE

NON-EHS CHEMICALS REPORTED

CHEMICAL NAME CAS #	HAZARDS	INVENT. MAX	AVG. DAYS ON SITE	CONTAINER TYPE	LOCATION(S)
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Toluene 108-88-3	Fire: Immediate (acute)	04	365	A – 1 – 4 C – 1 – 4	Two Bulk Storage Tanks Four Mix Tanks

Facility

Blue Ridge Fiberboard
250 Knight Celotex Way
Danville, VA 24541

W.R. Meadows 434-797-1321 Ext. 2223

Mark Custer 434-489-9683

Larry Dooley 434-770-4982

EHS CHEMICALS REPORTED

CHEMICAL NAME CAS #	HAZARDS	INVENT. MAX	AVG. DAYS ON SITE	CONTAINER TYPE	LOCATION(S)
Sodium Aluminate 1302-42-7		05	365	A – 1 – 4	Containment North of Boardmill

NON-EHS CHEMICALS REPORTED

CHEMICAL NAME CAS #	HAZARDS	INVENT. MAX	AVG. DAYS ON SITE	CONTAINER TYPE	LOCATION(S)
Alum 10043-01-3	Immediate (acute); Delayed (chronic)	05	365	A- 1 – 4	North of Boardmill
Aluminum Silicate 1332-58-7	Delayed (chronic)	04	92	J – 1 – 4	North West corner of Warehouse
Asphalt 64742-3-4	Fire; Delayed (chronic)	05	365	A – 1 – 4	Tank northeast of Boardmill
Black Dye	Delayed	04	365	A – 1 – 4	North end of

1333-86-4	(chronic)				boardmill
Celanese Resyn 1103	Immediate (acute)	04	92	E – 1 – 4	North West end of Warehouse
Clay 14808-60-7	Delayed (chronic)	05	365	A – 1 – 4	North end of Boardmill
Defoamer 64742-52-5		04	365	A – 1 – 4	North end of Boardmill
Diesel Fuel 71-43-2	Fire; Delayed (chronic)	04	365	A – 2 – 4	Wouthwest croner of Chip Field
Lubrication Oils 64742-54-7	Fire; Delayed (chronic)	03	365	D – 1 – 4	Behind fork truck shop
Magnesium Hydroxide 1309-42-8		04	365	A – 1 – 4	Boardmill tank farm
Mica 12001-26-2	Delayed (chronic)	04	92	J – 1 – 4	Northwest end of Warehouse
Propane 74-98-6	Fire; Delayed (chronic)	03	365	A – 2 – 6	Southwest corner of Chip Field
Tetrasodium Pyrophosphate 7722-88-5	Fire; Delayed (chronic)	03	365	J – 1 – 4	Boardmill chemical house
Wax 64742-61-6	Fire; Delayed (chronic)	05	365	A – 1 – 5	Boardmill tank farm

Facility

Lorillard Tobacco Company
200 Kentuck Road
Danville, VA 24540

Thomas Anderson – 434-791-0537; 24 hour 434-792-0521

Kathy Carter – 434-791-0541; 24 hour 434-792-0521

EHS CHEMICALS REPORTED - NONE

NON-EHS CHEMICALS REPORTED

CHEMICAL NAME CAS #	HAZARDS	INVENT. MAX	AVG. DAYS ON SITE	CONTAINER TYPE	LOCATION(S)
Carbon Dioxide 124-38-9	Sudden Release of Pressure; Immediate (acute)	04	365	A – 2 – 4	Northeast of main gate
Diesel Fuel 68476-34-6	Fire; Delayed (chronic)	04	365	B – 1 – 4	North of maintenance Shop
Gasoline 8009-61-9	Fire; Immediate (acute); Delayed (chronic)	03	365	B – 1 – 4	North of maintenance Shop
Propane 74-98-6	Fire; Sudden Release of Pressure; Immediate (acute); Delayed (chronic)	04	365	A – 2 – 4	North end of B4 Warehouse

Facility

Lowe's of Danville
280 Lowe's Drive
Danville, VA 24540

Store Manager – 434-799-6110; 24 hours 888-42-6281

EHS CHEMICALS REPORTED - NONE

NON-EHS CHEMICALS REPORTED

CHEMICAL NAME CAS #	HAZARDS	INVENT. MAX	AVG. DAYS ON SITE	CONTAINER TYPE	LOCATION(S)
Diesel Fuel 68479-30-2	Fire; Immediate (acute); Delayed (chronic)	04	365	A – 1 – 4	North side of building

Facility

MCI-DANVVA
747 North Main St.
Danville, VA 24541

David Leland – 972-729-5441; 24 hour 972-841-1726
Network Management, GENMC – 800-444-0902
Deane Renick – 804-527-1239; 24 hour 804-640-7393

EHS CHEMICALS REPORTED

CHEMICAL NAME CAS #	HAZARDS	INVENT. MAX	AVG. DAYS ON SITE	CONTAINER TYPE	LOCATION(S)
Sulfuric Acid 7664-93-9	Fire; Sudden Release of Pressure; Reactivity; Immediate (acute); Delayed (chronic)	04	365	R – 1 – 4	Interior Battery Room

NON-EHS CHEMICALS REPORTED - NONE

Facility

Pepsi Bottling Group
1001 Riverside Dr.

Danville, VA 24540

Darin Ryding – 434-792-4512; 24 hour 434-441-7706

David Green – 540-966-5234; 24 hour 540-400-5169

EHS CHEMICALS REPORTED - NONE

NON-EHS CHEMICALS REPORTED

CHEMICAL NAME CAS #	HAZARDS	INVENT. MAX	AVG. DAYS ON SITE	CONTAINER TYPE	LOCATION(S)
Diesel Fuel 68479-30-2	Fire; Immediate (acute); Delayed (chronic)	04	365	A – 1 – 4	Outside of warehouse on Southwest side of Building at the check in Station

Facility

Sam's Club
215 Piedmont Place
Danville, VA 24541

Michell Eakin - 434-797-3029; 24 hour 800-530-9924

Alarm Central – WalMart – 479-273-4600; 24 hour 800-530-9924

EHS CHEMICALS REPORTED

CHEMICAL NAME CAS #	HAZARDS	INVENT. MAX	AVG. DAYS ON SITE	CONTAINER TYPE	LOCATION(S)
Sulfuric Acid 7664-93-9	Fire; Sudden Release of Pressure; Reactivity; Immediate (acute); Delayed (chronic)	03	365	R – 1 – 4	Lift maintenance and charging area

NON-EHS CHEMICALS REPORTED – NONE

Facility

Southern States
742 Craghead St.
Danville, VA 24541

Brent Craig – 434-793-2141; cell 434-334-4467

Jeff Dillard – 434-793-2141; cell 434-250-2536

EHS CHEMICALS REPORTED

CHEMICAL NAME CAS #	HAZARDS	INVENT. MAX	AVG. DAYS ON SITE	CONTAINER TYPE	LOCATION(S)
Aldicarb, Methylene Chloride, TEMIX 116-06-3	Immediate (acute); Delayed (chronic)	02	365	E – 1 – 4	Warehouse on Monument Street
Paraquat Dichloride, Gramaxone Inteon 1910-42-5	Immediate (acute); Delayed (chronic)	02	365	N – 1 – 4 N – 1 – 4 N – 1 – 4	Orange Chemical Trailer Orange Chemical Trailer Orange Chemical Trailer

NON-EHS CHEMICALS REPORTED

CHEMICAL NAME CAS #	HAZARDS	INVENT. MAX	AVG. DAYS ON SITE	CONTAINER TYPE	LOCATION(S)
2-4D Isocotyl Ester, Ethylene Glycol, 2,4D Lovester	Immediate (acute); Delayed (chronic)	02	365	N – 1 – 4	Store Warehouse, Orange chemical Trailer

1928-43-4					
Atrazine, S- Metolachlor Bicept II Magnum FC 1912-24-9	Immediate (acute); Delayed (chronic)	04	365	A – 1 – 4	Dike across from store
Flumetralin Prime Plus 62924-70-3	Fire; Immediate (acute); Delayed (chronic)	04	365	N – 1 – 4	Warehouse on Monument Street, orange chemical Trailer
Potassium Salt 28682-15-2	Delayed (chronic)	04	365	N – 1 – 4	Store warehouse, Warehouse on Monument Street Orange Chemical Trailer across from Store

Facility

United Parcel Service
370 Mount Cross Road
Danville, VA 24540

Greg Vest – 434-791-0327

Chas Worley – 24 hour 540-525-5815

EHS CHEMICALS REPORTED - NONE

NON-EHS CHEMICALS REPORTED

CHEMICAL NAME CAS #	HAZARDS	INVENT. MAX	AVG. DAYS ON SITE	CONTAINER TYPE	LOCATION(S)
Diesel Fuel	Fire; Immediate (acute)	04	365	B – 1 – 4	Outside under parking lot on north side

Gasoline	Fire; Immediate (acute); Delayed (chronic)	04	365	B – 1 – 4	Outside under parking lot on north side

Facility

Verizon Danville ESS
904 Franklin Turnpike
Danville, VA 24541

Gregory F. Burnette – 804-772-6708; 24 hour 888-696-3973

Compliance Service Center – 800-386-9639

EHS CHEMICALS REPORTED

CHEMICAL NAME CAS #	HAZARDS	INVENT MAX	AVG. DAYS ON SITE	CONTAINER TYPE	LOCATION(S)
Sulfuric Acid 7664-93-9	Fire; Reactivity; Immediate (acute); Delayed (chronic)	04	365	R – 1 – 4	Inside Main Building

NON-EHS CHEMICALS REPORTED - NONE

Facility

Virginia Army National Guard
126 Seminole Drive
Danville, VA 24540

CW2 Brian Loeb – 434-836-8401; 24 hour 834-251-8352

Department of Military Affairs – 434-298-6445

Department of Emergency Services – 800-468-8892

EHS CHEMICALS REPORTED - NONE

NON-EHS CHEMICALS REPORTED

CHEMICAL NAME CAS #	HAZARDS	INVENT. MAX	AVG. DAYS ON SITE	CONTAINER TYPE	LOCATION(S)
Diesel Fuel 68476-30-2	Fire; Immediate (acute); Delayed (chronic)	05	365	B – 1 – 4	East side of fenced Compound

Facility

W-L Construction and Paving
239 Eastwood Drive
Danville, VA 24540

Rick Holland – 434-773-2400; cell 434-250-4134

Donald Richardson – 434-773-2400; cell 434-250-4197

Douglas Dawson – 434-773-2400; cell 434-251-7116

EHS CHEMICALS REPORTED - NONE

NON-EHS CHEMICALS REPORTED

CHEMICAL NAME CAS #	HAZARDS	INVENT. MAX	AVG. DAYS ON SITE	CONTAINER TYPE	LOCATION(S)
Diesel Fuel 68476-30-2	Fire; Immediate (acute); Delayed (chronic)	05	365	A – 1 – 4	Inside containment wall
Acetylene 74-86-2	Fire; Sudden Release of Pressure; Immediate (acute); Delayed (chronic)	01	365	A – 1 – 4	Outside shop

Oxygen 7782-44-7	Fire; Sudden Release of Pressure; Immediate (acute); Delayed (chronic)	01	365	A – 1 -4	Outside shop
Propane Gas 74-98-6	Fire; Sudden Release of Pressure; Immediate (acute); Delayed (chronic)	01	365	A – 1 – 4	Outside shop

Section #8 – Alphabetical Listing of Chemicals

EHS CHEMICALS REPORTED

CHEMICAL NAME / CAS #	FACILITY	PHYSICAL / HEALTH HAZARD	INVENTORY MAX	AVG DAYS ON SITE	CONTAINER TYPE/ PRES TEMP	LOCATION
Acrylonitrile 107-13-1	DanChem Technologies, Inc.	Fire: Reactivity; Immediate (acute); Delayed (chronic)	04	365	D-1-4	Warehouse
Aldicarb, Methylene Chloride, Temik 116-06-3	Southern States	Immediate (acute); Delayed (chronic)	02	365	E-1-4	Warehouse on Monument St.
Anhydrous Ammonia 7664-41-7	DanChem Technologies, Inc.	Sudden Release of Pressure; Immediate (acute)	06	330	L-2-4	Warehouse
Arsenic Acid Solution 75% 7778-39-4	Corning, Inc.	Immediate (acute); Delayed (chronic)	04	365	C-1-4	Tank in storage room – west end of plant
Asphaltic Bitumen 8052-42-4	Adams Constr. Co.	Fire: Delayed (chronic)	04	365	A-1-4	Left of plant Entrance
Calcium Hydroxide 1305-62-0	Danville Wastewater Facility	Reactivity	05	365	A-1-4	G-1 (Alkaline Bld. Area)
Caustic Alkali Liquids 1310-73-2	Danville Wastewater Facility	Reactivity; Immediate (acute) Delayed (chronic)	04	365	C-1-4	B-2 Caustic Bld.
Chlorine Liquid 7782-50-5	Danville Wastewater Facility	Sudden Release of Pressure; Reactivity; Immediate	04	365	L-1-4	B-1 Chlorination/ Dechlorination Bld.

		(acute); Delayed (chronic)				
Formaldehyde 50-00-0	Columbia Flooring	Immediate (acute); Delayed (chronic)	02	300	C-1-4	Press Dept.
Formaldehyde 50-00-0	Goodyear Tire & Rubber Co.	Immediate (acute); Delayed (chronic)	02	365	O-1-4 O-1-4	Main Building- Receiving Main Building Mixing Areas
Hydrofluoric Acid Solution 70% 7664-39-3	Corning, Inc.	Immediate (acute); Delayed (chronic)	05	365	C-1-4 E-1-4	75% in tank in Room "D" of Plant 25% in drum in Room "B" of plant
Isophorone Diisocyanate 4098-71-9	DanChem Technologies, Inc.	Immediate (acute); Delayed (chronic)	04	365	D-1-4	Warehouse
Nitric Acid 65% 7697-37-2	Corning, Inc.	Reactivity; Immediate (acute)	05	365	A-1-4	Outdoor tank North of plant – dyked
	DanChem Technologies, Inc.	Reactivity; Immediate (acute)	03	365	D-1-4	Warehouse
Oxygen Liquid 7782-44-7	Danville Wastewater Facility	Fire: Sudden Release of Pressure; Reactivity; Immediate (acute)	05	365	A-1-4	G-2 (PSA area)
Paraquat	Southern	Immediate	02	365	N-1-4	Orange

Dichloride, Gramaxone Inteon 1910-42-5	States	(acute); Delayed (chronic)				Chemical Trailer
Phenol 108-95-2	DanChem Technologies, Inc.	Immediate (acute)	04	365	D-1-4	Flammable Shed
Sodium Aluminate 1302-42-7	Knight- Celotex LLC		05	365	A-1-4	Containment North of Boardmill
Sulfur Dioxide 7446-09-5	Danville Wastewater Facility	Fire: Sudden Release of Pressure; Reactivity; Immediate (acute); Delayed (chronic)	04	365	L-1-4	B-1 Chlorination/ Dechlorination Bld.
Sulfuric Acid 7664-93-9	Columbia Flooring	Immediate (acute); Delayed (chronic)	03	365	E-1-4	Press Dept.
	Comcast	Immediate (acute); Delayed (chronic)	02	365	R-1-4 R-1-4 R-1-4	In batteries in Headend In batteries in Telco hut In batteries Associated with Generator
	DanChem Technologies, Inc.	Immediate (acute); Delayed (chronic)	03	334	E-1-4	Warehouse
	Goodyear Tire & Rubber Co.	Immediate (acute); Delayed (chronic)	04	365	R-1-4	Fork truck batteries
	MCI	Immediate (acute); Delayed	04	365	R-1-4	Interior Battery Room

		(chronic)				
	Sam's Club	Immediate (acute); Delayed (chronic)	03	365	R-1-4	Lift maintenance & charging area
	Verizon	Immediate (acute); Delayed (chronic)	04	365	R-1-4	Inside - Main Building
Vinyl Acetate LHQ 108-05-4	DanChem Technologies, Inc.	Fire: Reactivity; Immediate (acute); Delayed (chronic)	04	365	A-1-4	Plant 3 Tank Farm
2-2'-Dibenzamide Diphenyl Disulfide 135-57-9	Goodyear Tire & Rubber Co.	Immediate (acute)	04	365	J-1-4 J-1-4	Main Building – Receiving Main Building – Mixing areas
2-4D Isocotyl Ester, Ethylene Glycol, 2,4-D Lovester 1928-43-4	Southern States	Fire; Immediate (acute); Delayed (chronic)	02	365	N-1-4	Store Warehouse Orange chemical trailer
4-Morpholinyl 2-benzothiazole 95-32-9	Goodyear Tire & Rubber Co.	Immediate (acute); Delayed (chronic)	03	365	J-1-4 J-1-4	Main Building – Receiving Main Building – Mixing areas
80/20 (Blend) IPA/Alc	Shorewood Packaging Corp.	Fire; Immediate (acute); Delayed (chronic)	04	365	D-1-4	Press side – Ink room
290-4250 Polyester Dispersion	DanChem Technologies, Inc.	Fire; Immediate (acute); Delayed (chronic)	04	365	D-1-4	Warehouse
290-4251	DanChem	Immediate	05	328	D-1-4	Warehouse

Polyester Dispersion	Technologies, Inc.	(acute)				
AW875	DanChem Technologies, Inc.	Fire; Immediate (acute);	04	60	D-1-4	Warehouse
Abex EP-110	DanChem Technologies, Inc.	Immediate (acute)	04	365	E-1-4	Warehouse
Acetone 67-64-1	DanChem Technologies, Inc.	Fire; Immediate (acute)	05	365	A-1-4 D-1-4	Lower tank fram Fammable shed
Acetylene 74-86-2	W-L Construction	Fire; Sudden Release of Pressure; Immediate (acute); Delayed (chronic)	01	365	A-1-4	Outside Shop
Aerosol A-102 39354-45-5	DanChem Technologies, Inc.	Immediate (acute)	04	365	I-1-4	Warehouse
Agitan P803	DanChem Technologies, Inc.	Immediate (acute)	05	180	J-1-4	Warehouse
Agitan P823	DanChem Technologies, Inc.	Immediate (acute)	04	210	J-1-4	Warehouse
Alimet 583-91-5	DanChem Technologies, Inc.	Immediate (acute)	05	365	Q-1-4	Plant 1 Raildock
Aliphatic, Aromatic & Naphthenic Resin	Goodyear Tire & Rubber	Immediate (acute)	04	365	J-1-4 J-1-4	Main Building – Receiving Main Building – Mixing areas
Alphadium 90 SBK 67701-33-1	DanChem Technologies, Inc.	Immediate (acute)	04	90	D-1-4	Warehouse
Alum 10043-01-3	Knight-Celotex LLC	Delayed (chronic)	05	365	A-1-4	North of Boardmill

Alumina- Calcined 1344-28-1	Corning, Inc.	Delayed (chronic)	05	365	J-1-4	½ in building “A” ½ in building “C”
Alumina – Hydrated 21645-51-2	Corning, Inc.	Delayed (chronic)	05	365	J-1-4	½ in building “A” ½ in building “C”
Aluminum Fluoride 7784-18-1	Corning, Inc.	Delayed (chronic)	04	365	J-1-4	½ in building “A” ½ in building “C”
Aluminum Nitrate Solution 60% 7784-27-2	Corning, Inc.	Immediate (acute); Delayed (chronic)	03	365	C-1-4 E-1-4	¾ in tank Inside building B ¼ in drums Inside building B
Aluminum Silicate (RS Clay) 1332-58-7	Knight- Celotex LLC	Delayed (chronic)	04	92	J-1-4	Northwest corner Of warehouse
Ammonium Bifluoride, Solid 1341-41-7	Corning, Inc.	Reactivity; Immediate (acute)	03	365	J-1-4	Building “B”
Anacamine 2441 Intermediate	DanChem Technologie s, Inc.	Immediate (acute)	04	30	D-1-4	Warehouse
Anacamine 2441 Solution	DanChem Technologie s, Inc.	Fire; Immediate (acute); Delayed (chronic)	04	30	D-1-4	Warehouse
Anacamine 2442 Intermediate	DanChem Technologie s, Inc.	Immediate (acute)	04	30	D-1-4	Warehouse
Anacamine 2442 Solution	DanChem Technologie s, Inc.	Fire; Immediate (acute)	04	30	D-1-4	Warehouse
Anhydrous Borax 1330-43-4	Corning, Inc.	Delayed (chronic)	04	365	J-1-4	½ in building A ½ in building C
Anhydrous Boric Acid	Corning, Inc.	Immediate (acute);	04	365	J-1-4	½ in building A

1303-86-2		Delayed (chronic)				½ in building C
Antimony Oxide 1309-64-4	DanChem Technologies, Inc.	Immediate (acute)	04	365	I-1- 4 J-1-4	Warehouse Warehouse
Antimony Trioxide 1309-64-4	Corning, Inc.	Immediate (acute); Delayed (chronic)	04	365	J-1-4	½ in building A ½ in building C
Aquaflow Aqu D-3927	DanChem Technologies, Inc.	Immediate (acute)	04	365	D-1- 4 E-1-4	Warehouse Warehouse
Aradur 360 US	DanChem Technologies, Inc.	Fire; Immediate (acute)	04	30	D-1- 4	Warehouse
Aradur 9130	DanChem Technologies, Inc.	Immediate (acute)	04	233	D-1- 4	Warehouse
Armeen 2HT 61789-79-5	DanChem Technologies, Inc.	Immediate (acute)	05	365	A-1- 4	Lower tank farm
Asphalt 64742-93-4	Knight-Celotex LLC	Fire; Delayed (chronic)	05	365	A-1-4	Tank northeast of boardmill
Atrazine, S-Metolachlor Bicept II Magnum FC 1912-24-9	South States	Immediate (acute)	04	365	A-1-4	Dike across from Store
Azoxystrobin Technical 131860-33-8	DanChem Technologies, Inc.	Fire; Immediate (acute)	05	180	D-1- 4	Warehouse
Azoxystrobin Technical Drying 131860-33-8	DanChem Technologies, Inc.	Fire; Immediate (acute)	04	30	D-1- 4	Warehouse
Barium Carbonate 513-77-9	Corning, Inc.	Reactivity; Delayed (chronic)	04	365	J-1-4	Building "A"
Barium Nitrate 10022-31-8	Corning, Inc.	Reactivity; Immediate (acute)	03	365	J-1-4	Building "A"
Berolic Resin (Phenol-	Goodyear Tire	Immediate (acute);	04	365	J-1- 4	Main Building –

Novolak Resin)	& Rubber Co.	Delayed (chronic)			J-1-4	Receiving Main Building – Mixing area
Black Dye 1333-86-4	Knight-Celotex LLC	Delayed (chronic)	04	365	A-1-4	North end of Boardmill
Bonding Agent P-1 101-65-5	DanChem Technologies, Inc.	Immediate (acute)	04	330	I-1- 4	Warehouse
Boric Acid 10043-35-3	Corning, Inc.	Reactivity; Delayed (chronic)	05	365	J-1-4	½ in building A ½ in building C
Calcium Carbonate (ground limestone) 1317-65-3	Corning, Inc.	Delayed (chronic)	04	365	J-1-4	½ in building A ½ in building C
Cab-o-Sil HS5 Untreated Fumed 112945-52-5	DanChem Technologies, Inc.	Immediate (acute)	04	270	I-1- 4	Warehouse
Cab-o-Sil TS-240 68583-49-3	DanChem Technologies, Inc.	Immediate (acute)	04	270	I-1- 4	Warehouse
Calcium Polycarbophil 25987-55-7	DanChem Technologies, Inc.	Immediate (acute)	05	300	I-1- 4 A-1-4	Warehouse Plant 5
Carbon Black 1333-86-4	Goodyear Tire & Rubber Co.	Immediate (acute); Delayed (chronic)	06	365	H-1-4 J-1-4 J-1-4	Outdoor Carbon Black Silos Main Building- Receiving Main Building- Mixing Areas
Carbon Dioxide 124-38-9	Lorillard Tobacco Co.	Sudden Release of Pressure; Immediate (acute)	04	365	A-2-4	Northeast of Main Gate
Carbowax	DanChem	Immediate	04	353	D-1-4	Warehouse

350 9004-74-4	Technologies, Inc.	(acute)			I-1-4 E-1-4 J-1-4	Warehouse Warehouse Warehouse
Castor Oil #1 8001-79-4	DanChem Technologies, Inc.	Immediate (acute)	04	90	D-1-4	Warehouse
Catalyst MC 7791-18-6	DanChem Technologies, Inc.	Immediate (acute)	04	189	A-1-4 I-1-4 E-1-4	Warehouse Warehouse Warehouse
Caustic Potash Solution 45% 1310-58-3	DanChem Technologies, Inc.	Immediate (acute)	04	150	D-1-4 E-1-4 D-1-4 E-1-4	Warehouse Warehouse Plant 2 Plant 2
Caustic Soda Liquid 1310-73-2	DanChem Technologies, Inc.	Immediate (acute); Delayed (chronic)	04	365	E-1-4 E-1-4	Warehouse Plant 2
Caustic Soda Liquid 50% 1310-73-2	DanChem Technologies, Inc.	Immediate (acute)	04	365	E-1-4 E-1-4	Warehouse Plant @
Caustic Soda Solution 50%	Corning, Inc.	Immediate (acute)	04	365	C-1-4	Tank inside building beside nitric acid tanks
Celanese Resyn 1103	Knight-Celotex LLC	Immediate (acute)	04	92	E-1-4	Northwest end of warehouse
Cement, Portland 65997151	Chandler, Inc.	Immediate (acute); Delayed (chronic)	05	365	H-1-4 H-1-4 H-1-4	Next to truck Load point near Railroad Behind block Plant Tall silo over Truck load point Behing

						office
Chitosan Acetate Aqueous Sol.	DanChem Technologies, Inc.	Immediate (acute);	05	60	D-1-4	Warehouse
Clay 14808-60-7	Knight-Celotex LLC	Delayed (chronic)	05	365	A-1-4	North end of Boardmill
Coal Ash 68131748	Chandler, Inc.	Immediate (acute); Delayed (chronic)	05	365	H-1-4	Next to truck load point behind office
Cobalt Neodecanoate 27253-31-2	Goodyear Tire & Rubber Co.	Delayed (chronic)	04	365	J-1-4 J-1-4	Main Building – Receiving Main Building – Mixing area
Cyclohexane 110-82-7	DanChem Technologies, Inc.	Fire; Immediate (acute);	04	30	A-1-4	Plant 3 tank farm
D W 3	DanChem Technologies, Inc.	Immediate (acute); Delayed (chronic)	04	30	D-1-4	Warehouse
D W 10	DanChem Technologies, Inc.	Immediate (acute)	04	150	D-1-4	Warehouse
Defoamer 64742-52-5	Knight-Celotex LLC		04	365	A-1-4	North end of Boardmill
Denatured Ethyl Alcohol PM6264	Shorewood Packaging Corp.	Fire: Immediate (acute); Delayed (chronic)	05	365	D-1-4	Press side; Ink room
Desmodur W 5124-30-1	DanChem Technologies, Inc.	Immediate (acute); Delayed (chronic)	04	270	D-1-4	Warehouse
Diesel Fuel 71-43-2	Knight-Celotex	Fire: Delayed	04	365	A-2-4	Southwest corner

	LLC	(cronic)				of chip field
Diesel Fuel 68476-30-2	Lowe's	Fire: Immediate (acute); Delayed (cronic)	04	366	A-1-4	North side of building
	Pepsi Bottling Group	Fire: Immediate (acute); Delayed (cronic)	04	365	B-1-4	Outside of Warehous e on Southwest side of building at the Check-in station
	Virginia Army National Guard	Fire: Immediate (acute); Delayed (cronic)	05	365	B-1-4	East side of Fenced Compound
	WI-L Construction	Fire: Immediate (acute); Delayed (cronic)	05	365	A-1-4	Inside Containme nt Wall
Diesel Fuel 68476-34-6	Adams Construction Co.	Fire: Delayed (cronic)	05	365	B-1-4	Adjacent to Asphalt Plant
	Chandler, Inc.	Fire: Delayed (cronic)	05	365	H-1-4	Next to truck load point behind office
	Con-way Freight	Fire: Delayed (cronic)	04	365	B-1-4	100 feet Southwest of Main building
	Lorillard Tobacco Co.	Fire: Delayed (cronic)	04	365	B-1-4	North of Maintenan ce Shop
	UPS	Fire: Immediate (acute)	04	365	B-1-4	Outside under Parking lot on

						North side
Diesel Fuel 68553-00-4	Goodyear Tire & Rubber Co.	Fire: Immediate (acute); Delayed (cronic)	06	365	A-1-5	Outdoor dike – East of plant
Dimethyl- acetamide 127-19-5	DanChem Technologies , Inc.	Fire: Immediate (acute); Delayed (cronic)	04	365	D-1-4	Flammable Shed
Distillates, Hydrotreated Light Naphthenic 64742-53-6	Goodyear Tire & Rubber Co.	Immediate (acute); Delayed (cronic)	05	365	A-1-5	Outdoor Tank Farm
Dresinate X Roxin Soap	DanChem Technologies , Inc.	Immediate (acute); Delayed (cronic)	04	120	E-1-4	Warehous e
Dritex PST Flakes 68514-74-9	DanChem Technologies , Inc.	Immediate (acute)	04	119	I-1-4	Warehous e
Duro-Tak 927-29	DanChem Technologies , Inc.	Fire; Immediate (acute)	04	60	D-1-4	Warehous e
Eco Cryl 9790	DanChem Technologies , Inc.	Immediate (acute)	04	351	D-1-4	Warehous e
Epon 9310	DanChem Technologies , Inc.	Fire; Reactivity; Immediate (acute); Delayed (cronic)	04	30	D-1-4	Flammable Shed
Epon Resin 828 25068-38-6	DanChem Technologies , Inc.	Immediate (acute)	04	365	D-1-4	Warehous e
Ethyl Acetate 141-78-6	DanChem Technologies , Inc.	Fire; Immediate (acute)	04	150	D-1-4	Flammable Shed
Ethyl Glycol 107-21-1	DanChem Technologies , Inc.	Immediate (acute); Delayed (cronic)	04	365	A-1-4 E-1-4	Lower tank farm Warehous e

FC 9436	DanChem Technologies, Inc.	Fire; Immediate (acute); Delayed (chronic)	04	151	D-1-4	Warehouse
FS-042 2HT	DanChem Technologies, Inc.	Immediate (acute)	05	361	D-1-4	Warehouse
Flumetralin, Prime Plus 62924-70-3	Southern States	Fire; Immediate (acute); Delayed (chronic)	04	365	N-1-4	Warehouse on Monument Street, Orange Chemical Trailer across from store
GGP 617 34345-47-6	DanChem Technologies, Inc.	Immediate (acute)	04	90	A-1-4 P-1-4	Lower tank farm Lower tank farm
GGP 786 34345-47-6	DanChem Technologies, Inc.	Immediate (acute)	04	60	A-1-4 P-1-4	Lower tank farm Lower tank farm
Gantrez AN119 BF 9011-16-9	DanChem Technologies, Inc.	Immediate (acute)	04	30	I-1-4 I-1-4	Warehouse Plant 3
Gantrez AN169 BF 9011-16-9	DanChem Technologies, Inc.	Immediate (acute)	05	330	I-1-4 I-1-4	Warehouse Plant 3
Gasoline 8006-61-9	Lorillard Tobacco Co.	Fire; Immediate (acute); Delayed (chronic)	03	365	B-1-4	North of Maintenance Shop
	UPS	Fire; Immediate (acute); Delayed (chronic)	04	365	B-1-4	Outside under Parking lot on North side
Gasoline 8008-20-6	Adams Const. Co.	Fire; Immediate (acute);	04	365	B-1-4	Adjacent to site

		Delayed (chronic)				
Genapol ID 060 61827-42-7	DanChem Technologies, Inc.	Immediate (acute)	04	365	D-1-4	Warehouse
Genox EP 204933-93-7	DanChem Technologies, Inc.	Fire; Immediate (acute)	04	60	E-1-4	Warehouse
Geropon T/36 37199-81-8	DanChem Technologies, Inc.	Immediate (acute)	04	120	E-1-4	Warehouse
Glacial Acetic Acid 64-197-	DanChem Technologies, Inc.	Fire; Immediate (acute)	04	330	E-1-4 E-1-4	Warehouse Plant 5
Clacial Acrylic Acid 79-10-7	DanChem Technologies, Inc.	Fire; Immediate (acute); Delayed (chronic)	04	365	E-1-4	Warehouse
Gluconic Acid 50% 526-95-4	Corning, Inc.	Delayed (chronic)	03	365	E-1-4	Room "B" of plant
Glycerolester 65997-13-9	Goodyear Tire & Rubber Co.	Fire: Immediate (acute)	04	365	J-1-4 J-1-4	Main Building – Receiving Main Building – Mixing area
Hercules PTV M-5256	DanChem Technologies, Inc.	Immediate (acute)	05	365	O-1-4	Warehouse
Hexamethylenetetramine 100-97-0	Goodyear Tire & Rubber Co.	Immediate (acute)	03	365	J-1-4 J-1-4	Main Building – Receiving Main Building – Mixing area
Hydrated Amorphous Silica 7631-86-9	Goodyear Tire & Rubber Co.	Immediate (acute)	05	365	J-1-4 J-1-4	Main Building – Receiving Main Building – Mixing

						area
Hydrochloric Acid 7647-01-0	DanChem Technologies, Inc.	Immediate (acute); Delayed (chronic)	04	363	A-1-4 A-1-4 D-1-4	Upper tank farm Plant 2 Warehouse
Hydrogen Peroxide 35% 7722-84-1	DanChem Technologies, Inc.	Fire; Immediate (acute)	04	365	D-1-4	Peroxide Shed
Hydrosize HP-1632	DanChem Technologies, Inc.	Immediate (acute)	04	364	D-1-4 E-1-4	Warehouse Warehouse
Hydrosize HP4-01	DanChem Technologies, Inc.	Immediate (acute)	04	90	D-1-4 E-1-4	Warehouse Warehouse
Intermediate P588	DanChem Technologies, Inc.	Immediate (acute)	04	150	D-1-4 E-1-4	Warehouse Warehouse
Ingrasan DP 300, 2,4,4 Trichlor-2-Hydroxy 3380-34-5	DanChem Technologies, Inc.	Immediate (acute)	04	194	J-1-4	Warehouse
Irgasan PG 60	DanChem Technologies, Inc.	Immediate (acute)	04	74	J-1-4	Warehouse
Isobutanol 78-83-1	DanChem Technologies, Inc.	Fire: Immediate (acute); Delayed (chronic)	04	365	A-1-4 D-1-4	Plant 3 tank farm Flammable shed
Isopropanol 67-63-0	Goodyear Tire & Rubber Co.	Immediate (acute)	04	365	D-1-4 D-1-4	Main building-Tire bldg. area Hazardous Waste storage Area

Isopropyl Acetate 108-21-4	Shorewood Packaging Corp.	Fire: Immediate (acute); Delayed (chronic)	05	365	D-1-4 A-1-4	Press side, Ink room Bulk storage tanks
Isopropyl Alcohol 67-63-0	DanChem Technologies, Inc.	Fire: Immediate (acute); Delayed (chronic)	04	365	A-1-4 D-1-4	Plant 3 tank farm Flammable shed
Kaolin 1332-58-7	Goodyear Tire & Rubber Co.	Fire: Immediate (acute); Delayed (chronic)	04	365	J-1-4 J-1-4	Main Building – Receiving Main Building – Mixing area
Krasol LBH 2040	DanChem Technologies, Inc.	Immediate (acute)	04	60	D-1-4	Warehouse
LLC 1400	DanChem Technologies, Inc.	Immediate (acute)	04	365	D-1-4	Warehouse
LLC 1402	DanChem Technologies, Inc.	Immediate (acute)	04	60	D-1-4	Warehouse
LLC 1403	DanChem Technologies, Inc.	Immediate (acute)	04	30	D-1-4	Warehouse
L-Aspartic Acid 56-84-8	DanChem Technologies, Inc.	Immediate (acute)	04	294	I-1-4 J-1-4	Warehouse Warehouse
Larin 1447	DanChem Technologies, Inc.	Immediate (acute)	05	180	E-1-4 D-1-4	Warehouse Warehouse
Latex SKWD	DanChem Technologies, Inc.	Immediate (acute)	04	363	D-1-4 E-1-4	Warehouse Warehouse
Lauryl Bromide 70/30	DanChem Technologies, Inc.	Immediate (acute)	04	30	E-1-4 D-1-4	Warehouse Warehouse

Brominate Aliphatic Hydro						e
Lime 1305-62-0	DanChem Technologies, Inc.	Immediate (acute)	04	365	A-1-4 J-1-4 J-1-4 J-1-4	Plant 2 Plant 2 Warehouse Plant 5
Litharge (Lead Monoxide) 1317-36-8	Corning, Inc.	Immediate (acute); Delayed (chronic)	04	365	D-1-4	Building "A"
Lithium Carbonate 554-13-2	Corning, Inc.	Delayed (chronic)	04	365	J-1-4	½ in building A ½ in building C
Lubrication Oils 64742-54-7	Knight-Celotex LLC	Fire; Delayed (chronic)	03	365	D-1-4	Behind fork truck shop
Luperox Di/Di-T-Butyl Peroxide 110-05-4	DanChem Technologies, Inc.	Fire; Immediate (acute); Delayed (chronic)	04	270	D-1-4	Warehouse
MAT-105 127-19-5	DanChem Technologies, Inc.	Immediate (acute)	05	300	D-1-4	Warehouse
MDI 101-68-8	DanChem Technologies, Inc.	Reactivity; Immediate (acute); Delayed (chronic)	04	365	D-1-4	Warehouse
MEK 78-93-3	DanChem Technologies, Inc.	Fire; Immediate (acute); Delayed (chronic)	04	365	D-1-4 P-1-4 A-1-4 D-1-4	Flammable shed Plant 3 tank farm Plant 3 tank farm Maintenance Shop
MPA-3000MS	DanChem Technologies, Inc.	Fire; Immediate (acute);	04	357	D-1-4 N-1-4	Warehouse Warehouse

MWM Latex 30% 107240-58-4	DanChem Technologies, Inc.	Immediate (acute)	04	365	D-1-4 E-1-4	Warehouse Warehouse
Magnesium Hydroxide 1309-42-8	Knight-Celotex LLC		04	365	A-1-4	Boardmill Tank Farm
Magnesium Sulfate Anhyd 7487-88-9	DanChem Technologies, Inc.	Immediate (acute)	05	365	I-1-4	Warehouse
Magnesium Oxide 1309-48-4	Corning, Inc.	Delayed (chronic)	04	365	J-1-4	½ in building A ½ in building C
Maleic Anhydride 108-31-6	DanChem Technologies, Inc.	Immediate (acute)	05	365	A-1-5	Plant 3 Tank Farm
Manganous Oxide 1344-43-0	DanChem Technologies, Inc.	Immediate (acute)	04	62	J-1-4 J-1-4	Warehouse Plant 1
Melamine Formaldehyde Resin 68002-20-0	Goodyear Tire & Rubber Co.	Immediate (acute); Delayed (chronic)	04	365	O-1-4 O-1-4	Main Building – Receiving Main Building – Mixing area
Mercaptobenzothiazole Disulfide 120-78-5	Goodyear Tire & Rubber Co.	Immediate (acute); Delayed (chronic)	04	365	J-1-4 J-1-4	Main Building – Receiving Main Building – Mixing area
Methacrylic Acid A-102 794-01-4	DanChem Technologies, Inc.	Fire; Immediate (acute)	04	365	E-1-4	Warehouse
Methyl Alcohol 67-56-1	DanChem Technologies, Inc.	Fire; Immediate (acute)	04	337	D-1-4	Flammable Shed
Methyl Methacrylate M-205 80-62-6	DanChem Technologies, Inc.	Fire; Immediate (acute)	04	365	D-1-4 A-1-4	Warehouse Plant 3 Tank

Metolat P588	DanChem Technologies, Inc.	Immediate (acute)	04	180	J-1-4	Warehouse
Metolat P871 Wetting/ Dispersing Agent	DanChem Technologies, Inc.	Immediate (acute)	04	240	J-1-4	Warehouse
Mica 12001-26-2	Knight-Celotex LLC	Delayed (chronic)	04	92	J-1-4	Northwest end of Warehouse
Microcrystalline Wax 63231-60-7	Goodyear Tire & Rubber Co.	Immediate (acute);	04	365	J-1-4 J-1-4	Main Building – Receiving Main Building – Mixing area
Mineral Oil, Petroleum Distillates, Hydrotreated Heavy Naphthenic Oil 64742-52-5	Goodyear Tire & Rubber Co.	Immediate (acute);	05	365	A-1-5	Outdoor tank farm
Mineral Oil, Petroleum Extracts, Heavy Paraffinic Distillate Solvent 64742-04-7	Goodyear Tire & Rubber Co.	Immediate (acute); Delayed (chronic)	05	365	A-1-5	Outdoor tank farm
Mineral Spirits 8052-41-3	DanChem Technologies, Inc.	Fire; Immediate (acute)	04	338	D-1-4	Flammable Shed
Mintrex Mn 292140-32-0	DanChem Technologies, Inc.	Immediate (acute); Delayed (chronic)	05	60	J-1-4	Warehouse
Mixed Diaryl-P-Phenylene-diamines	Goodyear Tire & Rubber Co.	Immediate (acute)	04	365	J-1-4 J-1-4	Main Building – Receiving Main

68953-84-4						Building – Mixing area
Mixture P803	DanChem Technologies, Inc.	Immediate (acute)	04	300	E-1-4	Warehouse
Myristic-Myristoleic Acid 544-63-8	DanChem Technologies, Inc.	Immediate (acute)	04	313	I-1-4	Warehouse
N-(1,3 Dimethylbutyl) N-Phenyl-P-Phenylene-Diamine 793-24-8	Goodyear Tire & Rubber Co.	Immediate (acute)	05	365	A-1-4 J-1-4	Outdoor Tank Farm Main building-Receiving
n-Butanol 71-36-3	DanChem Technologies, Inc.	Fire; Immediate (acute)	05	365	D-1-4	Flammable Shed
n-Butyl Methacrylate 97-88-1	DanChem Technologies, Inc.	Fire; Reactivity; Immediate (acute)	04	365	D-1-4	Flammable Shed
N-Cyclohexyl-2-Benzothiazoles 95-33-0	Goodyear Tire & Rubber Co.	Immediate (acute)	04	365	J-1-4 J-1-4	Main Building – Receiving Main Building – Mixing area
N-Cyclohexylthiophthalimide 17796-82-6	Goodyear Tire & Rubber Co.	Immediate (acute)	04	365	J-1-4 J-1-4	Main Building – Receiving Main Building – Mixing area
N,N-Dicyclo-Hexyl-2-Benzothiazolesulfenamide	Goodyear Tire & Rubber Co.	Fire; Immediate (acute); Delayed (chronic)	04	365	J-1-4 J-1-4	Main Building – Receiving Main Building –

4979-32-2						Mixing area
n-Octane 95% 111-65-9	DanChem Technologies, Inc.	Fire; Sudden Release of Pressure; Immediate (acute)	04	365	D-1-4	Flammable Shed
n-propyl acetate 109-60-4	Shorewood Packaging Corp.	Fire; Immediate (acute); Delayed (chronic)	04	365	D-1-4	Press Side, Ink room
N-Tert-Butyl-2-Benzothiazosulfenamide 95-31-8	Goodyear Tire & Rubber Co.	Fire; Immediate (acute); Delayed (chronic)	04	365	J-1-4 J-1-4	Main Building – Receiving Main Building – Mixing area
Naphthalene, Light Aliphatic 64742-89-8	Goodyear Tire & Rubber Co.	Fire; Immediate (acute); Delayed (chronic)	04	365	A-1-4 D-1-4 R-1-4 R-1-4	Outdoor Tank Farm Hazardous Waste Storage Bldg. Hazardous Waste Storage Bldg. Main Building-Tire Building area
Naphthalene	DanChem Technologies, Inc.	Fire; Immediate (acute); Delayed (chronic)	04	365	D-1-4	Flammable Shed
Neodox 23-4 AEC 70750-14-3	DanChem Technologies, Inc.	Immediate (acute)	04	120	D-1-4	Warehouse
Neodox 23-6	DanChem	Immediate	04	365	E-1-4	Warehouse

AEC 70750-17-3	Technologies, Inc.	(acute)				e
Nitrogen 7727-37-9	Columbia Floring	Sudden Release of Pressure; Immediate (acute)	04	180	A-2-6	Tank in rear of Plant removed in 2008
	DanChem Technologies	Sudden Release of Pressure; Immediate (acute)	04	365	A-2-4	Plant 3
	Goodyear Tire & Rubber Co.	Sudden Release of Pressure; Immediate (acute)	04	365	A-2-7 A-2-4	Air separation Product tanks At nitrogen North side of Plant, next to Liquid nitrogen
No Sil PA30	DanChem Technologies, Inc.	Immediate (acute)	04	351	E-1-4 D-1-4	Warehouse Warehouse
Noveon CA-1 & CA-2 25987-55-7	DanChem Technologies, Inc.	Delayed (chronic)	04	300	I-1-4	Plant 5
Ortho-Xylene 95-47-6	DanChem Technologies	Sudden Release of Pressure; Immediate (acute); Delayed (chronic)	04	365	D-2-4	Flammable Shed
Oxygen 7782-44-7	Common wealth Home Health Care	Fire; Sudden Release of Pressure; Immediate (acute)	04	365	A-2-7 C-2-7 L-2-4	Exterior, north side of bldg. Interior, north side of lower

						level Interior, center of lower level
	Corning, Inc.	Fire; Sudden Release of Pressure; Immediate (acute)	04	365	A-2-7	Outside tank- East end of Plant
	W-L Constructi on And Paving	Fire; Sudden Release of Pressure; Immediate (acute)	01	365	A-1-4	Outside shop
P861	DanChem Technolog ies, Inc.	Immediate (acute)	04	180	E-1-4	Warehous e
PMA 50 26099-09-2	DanChem Technolog ies, Inc.	Immediate (acute)	05	365	E-1-4 D-1-4 A-1-4 R-1-4	Warehous e Warehous e Plant 1 Warehous e
PTV D-37390 Detackifier	DanChem Technolog ies, Inc.	Immediate (acute)	04	365	E-1-4 D-1-4	Warehous e Warehous e
PTV D-37392 Detackifier	DanChem Technolog ies, Inc.	Immediate (acute)	04	252	E-1-4 D-1-4	Warehous e Warehous e
PVPP Wet Cake 25249-54-1	DanChem Technolog ies, Inc.	Immediate (acute)	04	38	E-1-4	Warehous e
Palmitic Acid 57-10-3	Goodyear Tire & Rubber Co.	Immediate (acute)	04	365	J-1-4 J-1-4	Main Building – Receiving Main Building – Mixing area
Paraffin Wax 8002-74-2	Goodyear Tire & Rubber Co.	Immediate (acute)	04	365	J-1-4 J-1-4	Main Building – Receiving Main

						Building – Mixing area
Perkasil SM 500 7631-86-9	DanChem Technologies, Inc.	Immediate (acute)	04	180	E-1-4	Warehouse
Poly 1,2-Dihydro-2,2,4-Trimethyl homopolymer 26780-96-1	Goodyear Tire & Rubber Co.	Immediate (acute)	04	365	J-1-4 J-1-4	Main Building – Receiving Main Building – Mixing area
Polymeric Sulfur 9035-99-8	Goodyear Tire & Rubber Co.	Immediate (acute)	04	365	J-1-4 J-1-4	Main Building – Receiving Main Building – Mixing area
Polysuccinimide	DanChem Technologies, Inc.	Immediate (acute)	04	30	E-1-4	Warehouse
Potassium Carbonate 584-08-7	Corning Inc.	Sudden Release of Pressure; Immediate (acute)	04	365	J-1-4	½ in building “A”; ½ in Building “C”
Potassium Nitrate 7757-79-1	Corning Inc.	Immediate (acute); Delayed (chronic)	04	365	J-1-4	½ in building “A”; ½ in Building “C”
Potassium Aslt 28382-15-2	Southern States	Delayed (chronic)	04	365	N-1-4	Store warehouse ; Warehouse on Monument Street; Orange Chemical

						Trailer across from store
Pro 6254	DanChem Technologies, Inc.	Immediate (acute)	04	30	D-1-4	Warehouse
Pro 7530	DanChem Technologies, Inc.	Fire; Immediate (acute)	04	110	D-1-4	Warehouse
Pro 10466	DanChem Technologies, Inc.	Fire; Immediate (acute)	04	60	D-1-4	Warehouse
Propane 74-98-6	Corning, Inc.	Fire; Immediate (acute); Delayed (chronic)	03	365	A-2-4	1 small tank on North side of Plant
	Goodyear Tire & Rubber Co.	Fire; Immediate (acute); Delayed (chronic)	04	365	L-2-4	Throughout Facility
Propane 74-98-6	Knight- Celotex LLC	Fire; Immediate (acute); Delayed (chronic)	03	365	A-2-4	Southwest corner of chip field
	Lorillard Tobacco Co.	Fire; Immediate (acute); Delayed (chronic)	04	365	A-2-4	North end of B4 warehouse
	W-L Construction	Fire; Immediate (acute); Delayed (chronic)	01	365	A-1-4	Outside shop
Quadris WDG 131860-33-8	DanChem Technologies, Inc.	Immediate (acute)	04	183	E-1-4	Warehouse
RDX 8866 (Ink)	Shorewood Packaging	Fire; Immediate (acute);	04	365	D-1-4	Press side, Ink room

	Corp.	Delayed (chronic)				
RRC 5640A (Inc)	Shorewood Packaging Corp.	Fire; Immediate (acute); Delayed (chronic)	04	365	D-1-4	Press side, Ink room
RSW 3821	DanChem Technologies, Inc.	Immediate (acute)	04	150	E-1-4	Warehouse
Refractory Brick 66402-68-4	Corning, Inc.	Delayed (chronic)	05	365	R-1-4 R-1-4	¼ in building "A" on pallets ¾ in building "E" on pallets
Resorcinol 108-46-3	Goodyear Tire & Rubber Co9.	Immediate (acute); Delayed (chronic)	04	365	J-1-4 J-1-4	Main Building – Receiving Main Building – Mixing area
Rheolate 1 28430-58-2	DanChem Technologies, Inc.	Immediate (acute)	05	365	A-1-4 I-1 -4 N-1-4 O-1-4 E-1-4 D-1-4	Plant 1 Warehouse Warehouse Warehouse Warehouse Warehouse Warehouse
Rheolate 420 7732-18-5	DanChem Technologies, Inc.	Immediate (acute)	05	300	E-1-4	Warehouse
Rheolate 425	DanChem Technologies, Inc.	Immediate (acute)	04	149	E-1-4	Warehouse
Rheolate 450 7732-18-5	DanChem Technologies, Inc.	Immediate (acute)	05	327	E-1-4	Warehouse
Rhodoline III	DanChem Technologies, Inc.	Immediate (acute)	04	120	E-1-4	Warehouse

Sand, Natural 148008607	Chandler Concrete	Delayed (chronic)	06	365	B-1-4	Bins behind Buildings at north end of property
Silicon Dioxide (Silica Sand) 14808-60-7	Corning, Inc.	Delayed (chronic)	05	365	J-1-4 H-1-4 J-1-4	25% stored in bags in bldg. A 50% stored in silos on west end of plant 25% stored in bags in bldg C
Sipernat 22S 112926-00-8	DanChem Technologies, Inc.	Immediate (acute)	04	365	E-1-4 D-1-4	Warehouse Warehouse
Sipomer SEM 25	DanChem Technologies, Inc.	Immediate (acute)	04	365	E-1-4 D-1-4	Warehouse Warehouse
Slag 65996692	Chandler Concrete	Immediate (acute)	06	365	H-1-4	Behind block Plant
Soda Ash (Sodium Carbonate Anhydrous) 497-19-8	Corning, Inc.	Reactivity; Immediate (acute)	05	365	J-1-4	½ in bldg. "A" ½ in bldg. "C"
Sodium Hypochlorite	DanChem Technologies, Inc.	Immediate (acute); Delayed (chronic)	04	362	E-1-4	Warehouse
Sodium Nitrate 7631-99-4	Corning, Inc.	Reactivity; Immediate (acute)	04	365	J-1-4	½ in bldg. "A" ½ in bldg. "C"

Spodumene Concentrate 14808-60-7	Corning, Inc.	Delayed (chronic)	03	365	J-1-4	Building "C"
Stabilizeze 06 Rewet 136392-67-1	DanChem Technologies, Inc.	Immediate (acute)	04	351	E-1-4	Warehouse
Stabilizer DR-9 ES	DanChem Technologies, Inc.	Immediate (acute)	04	351	D-1-4	Warehouse
Stearic Acid 57-11-4	Goodyear Tire & Rubber Co9.	Immediate (acute)	04	365	J-1-4 J-1-4	Main Building – Receiving Main Building – Mixing area
Stone Aggregate 1317653	Chandler Concrete	Immediate (acute)	06	365	R-1-4	Bins behind Building at N side of property
Sulfur 7704-34-9	Goodyear Tire & Rubber Co9.	Immediate (acute); Delayed (chronic)	04	365	J-1-4 J-1-4	Main Building – Receiving Main Building – Mixing area
T-538 Ink Remover (Blend)	Shorewood Packaging Corp.	Fire: Immediate (acute); Delayed (chronic)	04	365	D-1-4	Press side, Ink room
TD-20 66071-12-3	DanChem Technologies, Inc.	Immediate (acute)	04	30	D-1-4	Warehouse
TD180 66071-12-3	DanChem Technologies, Inc.	Immediate (acute)	05	140	D-1-4	Warehouse
T-Butyl Diethanolamine 2160-93-2	DanChem Technologies, Inc.	Immediate (acute)	04	365	E-1-4	Warehouse
Tali Oil Fatty Acid	Goodyear Tire	Immediate (acute)	04	365	A-1-5	Outdood tank

61790-12-3	& Rubber Oc.					Farm
Tertrhydrofur an 109-99-9	DanChem Technologies, Inc.	Fire; Immediate (acute)	04	365	D-1-4	Flammable shed
Tetrasodium Pyrophosphate 7722-88-5	Knight-Celotex LLC	Fire: Delayed (chronic)	03	365	J-1-4	Boardmill Chemical house
Titanium Dioxide (80-100% 13463-67-7	Corning, Inc.	Delayed (chronic)	04	365	J-1-4	½ in bldg. "A" ½ in bldg. "C"
Toluene 108-88-3	DanChem Technologies, Inc.	Fire; Immediate (acute)	05	365	D-1-4 A-1-4	Flammable shed Plant 3 tank Farm
	Intertape Polymer Corp.	Fire; Immediate (acute)	04	365	A-1-4 C-1-4	Two bulk storage tanks Four mix tanks
Tomadol 23-5 66455-14-9	DanChem Technologies	Immediate (acute)	04	251	E-1-4	Warehouse
Treated Coll Silica TG-C32EXP	DanChem Technologies	Immediate (acute)	04	120	J-1-4	Warehouse
UCAR AW-875	DanChem Technologies	Immediate (acute)	04	60	E-1-4	Warehouse
Unicoat Phytex Beads	DanChem Technologies	Immediate (acute)	04	352	E-1-4 I-1-4	Warehouse Warehouse
VAGC 41618-91-1	DanChem Technologies	Immediate (acute)	04	60	E-1-4	Warehouse
Vinyl Methyl Ether 107-25-5	DanChem Technologies	Fire; Sudden Release of Pressure; Immediate (acute)	05	360	P-2-4	Plant 3 tank farm

Viviprint 540	DanChem Technologies	Immediate (acute)	04	30	E-1-4	Warehouse
Wax 64742-61-6	Knight-Celotox LLC	Fire; Delayed (chronic)	05	365	A-1-5	Boardmill at tank farm
X29455 Binder	DanChem Technologies	Fire; Immediate (acute); Delayed (chronic)	04	60	D-1-4	Warehouse
Xylene 1330-20-7	DanChem Technologies	Fire; Immediate (acute); Delayed (chronic)	04	365	A-1-4 D-1-4	Lower tank farm Flammable shd
Y-25X	DanChem Technologies	Fire; Immediate (acute); Delayed (chronic)	04	30	D-1-4	Warehouse
Zinc Oxide 1314-13-2	Corning, Inc.	Delayed (chronic)	04	365	J-1-4	½ in bldg. "A" ½ in bldg. "C"
	Goodyear Tire & Rubber Co9.	Immediate (acute); Delayed (chronic)	05	365	J-1-4 J-1-4	Main Building – Receiving Main Building – Mixing area

Section #9 – Protection of Emergency Workers

Mission

To ensure the health and safety of emergency response personnel while assessing, responding to, and recovering from hazardous materials incidents.

Situation

The On-Scene Incident Commander/Unified Command is responsible for the health and safety of all emergency response personnel. Response operations will comply with the regulations and requirements of the Virginia Department of Labor and Industry and OSHA.

Emergency workers must be properly equipped and trained to execute assigned duties in an effective, efficient, and safe manner while responding to any emergency.

Personnel protective equipment will be identified and utilized based on the initial assessment of the scene to prevent or minimize exposure to any known or suspected hazards.

Prior to responding on-site, all responders will be briefed on the site safety and health plan developed by the Incident/Unified Command.

Risk associated with any known or suspected hazards will be communicated to emergency responders in a clear and concise manner.

Organization

All emergency operations will be conducted under an Incident/Unified Command System.

Concept Of Operations

All personnel designated to support the Unified Command will be trained to the level required for their job functions and responsibilities. Prior to initiating any site response activity, emergency response personnel will be given a pre-entry briefing that will review the following:

1. Health and Safety Standing Operation Procedures
2. Organizational Structure/Chain of Command
3. Communication pathways
4. Identification of any known or suspected hazards and their associated risks.
5. Recommended personal protective equipment
6. Identification of nearest medical assistance.

A monitoring program is implemented to track emergency worker exposure, as well as air and environmental concerns. Emergency responders will have a basic understanding of the types of instrumentation that will be employed, the frequency of examination required to ensure effective protection and timely identification of problems. Responders must be able to recognize the signs and symptoms of exposure to known

or suspected hazards on scene. In chemical or biological incidents, emergency responders and emergency support personnel may be prophylaxed with medical supplies from the Strategic National Stockpile, as well as from regional stocks.

A variety of means are implemented to prevent or limit emergency worker exposure to hazardous materials and ensure the highest level of safety on site. They include use of personal protective equipment, engineering controls, and standard operating procedures. Standard Operating Procedures that protect emergency workers during response operations include such things as staging responders upwind of possible hazards, limiting the number of responders into hazardous areas, and establishing worktime restrictions within the hazard area. Engineering control methods, such as use of remotely operated material hand line equipment, will be utilized whenever appropriate and advantageous to do so (e.g., explosive situations). Personal protective equipment will be recommended and utilized based on the site hazards identified in the initial assessment of the scene, as well as the conditions and duration of the task. The responder must have an understanding of the use and limitation of his protective equipment in the context of the mission given.

The number of responders employed at the scene will be limited to the minimum number required to perform the task in a safe and efficient manner. The use of the “buddy system” will always be recommended to ensure the highest level of responder safety while conducting response operations. The Safety Officer designated by the Unified Command will have the authority to alter or suspend response operations if unsafe activities are discovered.

All personnel, equipment, vehicles, animals, and other property utilized in a response to a nuclear, biological, or chemical incident and removed from a contaminated area will be put through a decontamination process. Equipment and property that cannot be effectively decontaminated will be collected at a designated location on-site and disposed of in accordance with pre-established procedures.

INDIVIDUAL CONTAMINATION RECORD

I N C I D E N T D A T A	NAME _____	COMPANY _____
	DATE/TIME _____	NUMBER _____
	LOCATION _____	
	DESCRIPTION _____	
C O N T A M I N A T I O N D A T A	CHEMICAL INVOLVED _____	
	SOLID _____ LIQUID _____ GAS _____ VAPOR _____ POWDER _____	
	DESCRIPTION _____	
	SKIN _____ CLOTHING _____ INGESTION _____ INHALATION _____ TYPE OF EXPOSURE _____ DURATION OF EXPOSURE _____ PROTECTIVE GEAR WORN AT TIME OF EXPOSURE _____	
D E C O N D A T A	QUANTITY OF CONTAMINANT _____	
	EXTENT OF CONTAMINATION _____	
	MEDICAL TREATMENT (Details of treatment, doctor, hospital, etc.) _____	

RADIATION RECORD	
R A D D I A T I O N	NAME OF MATERIAL _____ _____ _____ _____
	ESTIMATED AMOUNT OF MATERIAL INVOLVED _____
	RADIATION TYPE _____ DURATION OF EXPOSURE _____
	TOTAL ABSORBED DOSE _____

Section #10 – Exercise and Training

Exercise

Each year, the City of Danville LEPC will conduct a HazMat exercise to coincide with the technological exercise requirements of FEMA. In 2011 a tabletop exercise will be presented, 2015 will be a functional exercise and 2016 a full scale exercise will be done. The SARA Title III plan will be reviewed and updated annually. The Virginia Department of Emergency Management may be requested to assist with exercise design and preparation. Fire, Rescue, Emergency Management and Law Enforcement personnel will be required to participate in all exercises. Personnel from the City of Danville Department of Social Services, Health Department, Schools as well as volunteer personnel from Red Cross and other local, State, and Federal agencies will be requested to participate in functional and full scale exercises, as appropriate.

Training

1. Training programs will be provided to First Responders, EOC personnel, Law Enforcement personnel and Emergency Management personnel annually. Law enforcement, Fire and Rescue personnel may choose to hold additional in-house training programs as necessary. Training programs are offered through the Department of Fire Programs, Virginia Department of Emergency Management, FEMA, and other public and private organizations.
2. Training for shelter managers, school employees, health department employees and other volunteers will be offered annually through the American Red Cross, Virginia Department of Emergency Management, Department of Social Services, and other public and private organizations.
3. First responders will be trained to Hazardous Materials First Responder – Awareness level, including all fire, rescue, and law enforcement personnel.
4. All career firefighters and fire officers are trained to Hazardous Materials Operations Level.

Section #11 – Sample Health Advisories

Primary Care Facilities

DATE:

TO: All Primary Care Facilities in City
FROM: (Name of Health Director)
Danville/Pittsylvania County Department of Health

SUBJECT: Health Risks resulting from (event, site, and date)

The _____ (EVENT) at _____ (SITE)
in City of Danville on _____ (DATE) released chemical particles into the
environment in concentrations sufficient to cause health problems in some persons.
Individuals suffering with chronic respiratory conditions, the elderly, infants and young
children, and other individuals highly sensitive to air pollutants are at increased risk.
Although precautions were taken, it is possible that some residents in the area may
experience symptoms which are characteristic of over exposure to these chemicals.

Exposure to _____ (LIST CHEMICALS
INVOLVED) should be considered with patients experiencing

_____ (LIST SYMPTOMS

In addition to specific information on patient's medical condition and treatment, record
specific information related to the incident, such as: patients' location when exposed to
contaminants, estimated distance of that location from _____,
(LOCATION OF RELEASE) and estimated time of onset of symptoms. Report incidents
to the Danville/Pittsylvania County Department of Health.

For additional information, contact Danville/Pittsylvania County Department of Health at
434-766-9822.

Evacuation Assembly Centers

DATE:

TO: Medical Aid Station
Evacuation Assembly Center

FROM: (Name of Health Director)
Danville/Pittsylvania County Department of Health

SUBJECT: Health Risks resulting from (event, site, and date)

The _____ (EVENT) at _____ (SITE)
in City of Danville on _____ (DATE) released chemical particles into the
environment in concentrations sufficient to cause health problems in some persons.
Individuals suffering with chronic respiratory conditions, the elderly, infants and young
children, and other individuals highly sensitive to air pollutants are at increased risk.
Although precautions were taken, it is possible that some residents in the area may
experience symptoms which are characteristic of over exposure to these chemicals.

Exposure to _____ (LIST CHEMICALS
INVOLVED) should be considered with patients experiencing

_____ (LIST SYMPTOMS

In addition to specific information on patient's medical condition and treatment, record
specific information related to the incident, such as: patients' location when exposed to
contaminants, estimated distance of that location from _____
, (LOCATION OF RELEASE) and estimated time of onset of symptoms. Report
incidents to the Danville/Pittsylvania County Department of Health.

For additional information, contact Danville/Pittsylvania County Department of Health at
434-766-9822.

Physicians

DATE:

TO: All Primary Care Physicians Serving City of Danville

FROM: (Name of Health Director)
Danville/Pittsylvania County Department of Health

SUBJECT: Health Risks Resulting from (event, site, and date)

The _____ (EVENT) at _____ (SITE)
in City of Danville on _____ (DATE) released chemical particles into the
environment in concentrations sufficient to cause health problems in some persons.
Individuals suffering with chronic respiratory conditions, the elderly, infants and young
children, and other individuals highly sensitive to air pollutants are at increased risk.
Although precautions were taken, it is possible that some residents in the area may
experience symptoms which are characteristic of over exposure to these chemicals.

Exposure to _____ (LIST CHEMICALS
INVOLVED) should be considered with patients experiencing

_____ (LIST SYMPTOMS

In addition to specific information on patient's medical condition and treatment, record
specific information related to the incident, such as: patients' location when exposed to
contaminants, estimated distance of that location from _____,
(LOCATION OF RELEASE) and estimated time of onset of symptoms. Report incidents
to the Danville/Pittsylvania County Department of Health.

For additional information, contact Danville/Pittsylvania County Department of Health at
434-766-9822.

PUBLIC ANNOUNCEMENTS

The _____ (EVENT) at _____ (SITE)
in City of Danville on _____ (DATE) released chemical particles into the
environment in concentrations sufficient to cause health problems in some persons.
Individuals suffering with chronic respiratory conditions, the elderly, infants and young
children, and other individuals highly sensitive to air pollutants are at increased risk.
Although precautions were taken, it is possible that some residents in the area may
experience symptoms which are characteristic of over exposure to these chemicals.

Exposure to _____ (LIST CHEMICALS
INVOLVED) should be considered with patients experiencing

_____ (LIST SYMPTOMS

In addition to specific information on patient's medical condition and treatment,
record specific information related to the incident, such as: patients' location when
exposed to contaminants, estimated distance of that location from

_____,
LOCATION OF RELEASE and estimated time of onset of symptoms. Report incidents
to the Danville/Pittsylvania County Department of Health.

For additional information, contact Danville/Pittsylvania County Department of Health at
434-766-9822.

Section #12 – Definitions And Abbreviations

Terms not defined in this section have the meaning given by the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), the Superfund Amendments and Reauthorization Act (SARA) of 1986, the Clean Water Act (CWA), or the Clean Air Act (CAA). For amplification of the definitions, refer to those documents.

Amateur Radio Emergency Services

A public service organization of licensed amateur radio operators who have voluntarily registered their qualifications and equipment to provide emergency communications for public service events as needed.

American Red Cross

An organization charged by statute and agreements with the responsibility of helping meet the human needs of disaster victims.

Command Section

One of the five functional areas of the Incident Command System. The function of command is to direct, control, or order resources, including people and equipment, to the best possible advantage.

Command Post

That location at which primary Command functions are executed; usually co-located with the Incident Command Base. Also referred to as the Incident Command Post.

Comprehensive Resource Management

Maximizes the use of available resources, consolidates like resources and reduces the communications load on the Incident Command Operation.

Coordination

The process of systematically analyzing a situation, developing relevant information, and informing appropriate personnel of viable alternatives for selection of the most effective combination of available resources to meet specific objectives.

Declaration of Emergency

Whenever, in the opinion of the Governor, the safety and welfare of the people of the state require the exercise of extreme emergency measures due to a threatened or actual disaster, he may declare a state of emergency to exist.

Decontamination

The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the Hazardous Materials/HAZMAT.

Emergency/Disaster/Incident

An event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is

usually an event that can be controlled within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally.

Emergency Alert System

A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission (FCC) to operate in a controlled manner to warn and inform the public of needed protective actions in the event of a disaster or emergency situation.

Emergency Operations Center

A facility from which government directs and controls its emergency operations; where information about the status of the emergency situation is officially collected, assimilated, and reported on; where coordination among response agencies takes place; and from which outside assistance is officially requested.

Emergency Operations Plans

A document which provides for a preplanned and coordinated response in the event of an emergency or disaster situation.

Emergency Management

The preparation for and the carrying out of functions (other than functions for which military forces are primarily responsible) to prevent, minimize, and repair injury and damage resulting from natural or manmade disasters. These functions include firefighting, police, medical and health, rescue, warning engineering, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety, and welfare.

Emergency Support Function

A function which takes agencies to provide or to coordinate certain resources in response to emergencies or disasters.

Exercise

An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties, and demonstrate operational capability. There are three specific types of exercises: tabletop, functional, and full scale.

Evacuation

Assisting people to move from the path or threat of a disaster to an area of relative safety.

Federal Disaster Assistance

Aid to disaster victims and/or state and local governments by federal agencies under provisions of the Booker T. Stafford Relief and Emergency Assistance Act of 1988 (PL93-288).

National Response Framework

Establishes a process and structure for the systematic, coordinated, and effective delivery of federal assistance to address the consequences of any major disaster or emergency.

Geographic Information System

A computer⁴ system capable of assembling, storing, manipulating, and displaying geographically reference information, i.e. – data identified according to their locations.

Hazardous Materials

Substances or materials which may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored or disposed of, which may include materials which are solid, liquid, or gas. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, or corrosive materials, and radioactive materials.

Hazardous Materials Emergency Response Plan

The plan developed in response to the requirements of Section 303 (a) of the Emergency Planning and Community Right-to-Know Act (Title III) of Superfund Amendments and Reauthorization Act of 1986. It is intended to be a tool for all community's use in recognizing the risks of a hazardous materials release, in evaluating our preparedness for such an event, and in planning our response and recovery actions. This plan is separate from City of Danville Emergency Operations Plan

Incident Command System

A model for disaster response that uses common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span or control, pre-designed facilities, and comprehensive resource management. In ICS there are five functional elements: Command, Operations, Logistics, Planning and Finance/. Administration.

Incident Commander

The individual responsible for the management of all incident operations

Initial Damage Assessment Report

A report that provides information regarding overall damage to public and private property, thereby providing a bases for emergency declaration and/or disaster assistance.

Integrated Communications Plan

This plan coordinates the use of available communications means and establishes frequency assignments for certain functions.

Local Emergency

The condition declared by City of Danville when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to

warrant coordinated local government action to prevent, or alleviate loss of life, property damage, or hardship. Only the Governor, upon petition of City of Danville, may declare a local emergency arising wholly or substantially out of a resource shortage when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused thereby.

Local Emergency Planning Committee

Appointed representatives of local government, private industry, business, environmental groups, and emergency response organizations responsible for ensuring that the hazardous materials planning requirements of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) are complied with.

Mitigation

Activities that actually eliminate or reduce the chance occurrence or the effects of a disaster. Examples of mitigation measures include, but are not limited to, the development of zoning laws and land use ordinances, State building code provisions, regulations and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes and regulations

Mobile Crisis Unit

A field response vehicle staffed and operated by mental health professionals specially trained in crisis intervention. The Mobile Crisis Unit is available to provide on-scene crisis intervention to incident victims and to follow up work with victims and formal Critical Incident Stress Debriefings for service providers after the incident has been brought under control.

Mutual Aid Agreement

A written agreement between agencies and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and equipment in an emergency situation.

National Weather Service

The federal agency, which provides localized weather information to the population, and during a weather-related emergency, to state and local emergency management officials.

Preparedness

The development of plans to ensure the most effective, efficient response to a disaster or emergency. Preparedness activities are designed to help save lives and minimize damage by preparing people to respond appropriately when an emergency is imminent. Preparedness also includes establishing training, exercises and resources necessary to achieve readiness for all hazards, including Weapons of Mass Destruction incidents.

Presidential Declaration

A presidential declaration frees up various sources of assistance from the Federal government based on the nature of the request from the governor.

Primary Agency

While several City of Danville departments will be performing varied and critical tasks during a disaster, in most cases only one agency will be considered the 'primary agency.' The primary agency shall be responsible for detailed planning, testing, and evaluation of their respective emergency support function. The Coordinator of Emergency Management shall serve as the principle advisor to the City Manager (Director of Emergency Management) during the response and recovery phase. In addition, the Coordinator of Emergency Management must assure that essential operations of his/her agency will continue, unless otherwise directed by the City of Danville City Council.

Regional Information Coordination Center (EOC)

The center facilitates communications and coordination among local, state, and federal government authorities to ensure an effective and timely response to regional emergencies and incidents, including coordination of decision-making regarding events such as closing, early release of employees, evacuation, transportation decisions, health response, etc.

Situation Report

A form which, when completed at the end of each day of at the Emergency Operations Center operations, will provide the City officials with an official daily summary of the status of and emergency and of the local emergency response. A copy should be submitted to the State EOC via fax or submitted through the Virginia Department of Emergency Management website.

Span of Control

As defined in the Incident Command System, Span of Control is the number of subordinates one supervisor can manage effectively. Guidelines for the desirable span of control recommend three to seven persons. The optimal number of subordinates is five for one supervisor.

State of Emergency

The condition declared by the Governor when, in his judgment, a threatened or actual disaster in any part of the State is of sufficient severity and magnitude to warrant disaster assistance by the State to supplement local efforts to prevent or alleviate loss of life and property damage.

Superfund Amendments and Reauthorization Act of 1986

Established Federal regulations for the handling of hazardous materials.

Unified Command

Shared responsibility for overall incident management as a result of a multi-jurisdictional or multi-agency incident. In the event of conflicting priorities or goals, or where resources are scarce, there must be a clear line of authority for decision-making. Agencies contribute to unified command by determining overall goals and objective, jointly planning for tactical activities, conducting integrated tactical operations and maximizing the use of all assigned resources.

Weapons of Mass Destruction

Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounces, or mine or device similar to the above; poison gas; weapon involving a disease organism; or weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source:18 USC 2332a as referenced in 18 USC 921).

Section #13 – List of Acronyms

APHIS	Animal and Plant Health Inspection Service
CERT	Community Emergency Response Team
CFO	Chief Financial Officer
CR	Community Relations
DSCO	Deputy State Coordinating Officer
DHS	Department of Homeland Security
DRC	Disaster Recovery Center
DMME	Department of Mines, Minerals, and Energy
DRM	Disaster Recovery Manager
EAS	Emergency Alert System
EOC	Emergency Operations Center
ESF	Emergency Support Function
EPA	Environmental Protection Agency
ERT-A	Emergency Response Team – Advance Element
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
JIC	Joint Information Center
JFO	Joint Field Office
MACC	Multi-agency Command Center
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NCR	National Capital Region
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRP	National Response Plan
NWS	National Weather Service
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POC	Point of Contact
RACES	Radio Amateur Civil Emergency Services
SAR	Search and Rescue
SCC	State Corporation Commission
SOP	Standard Operating Procedures
USACE	U. S. Army Corps of Engineers
USCG	U. S. Coast Guard
USDA	U. S. Department of Agriculture
VOAD	Voluntary Organizations Active in Disaster
WAWAS	Washington Area Warning System
WMD	Weapons of Mass Destruction

THE END

Council Letter

City of Danville, Virginia



CL - 736

NEW BUSINESS L.

City Council REGULAR MEETING

Meeting Date: August 1, 2023

Subject: Consideration of Amending Danville City Code Regarding Unpermitted Camping.

From: Ken Larking, City Manager

COUNCIL ACTION

An Ordinance to Add Section 23-9.1 Entitled "Unpermitted Camping on City Property" to Chapter 23, Entitled "Offenses - Miscellaneous" of the Code of the City of Danville, Virginia.

SUMMARY

City Staff is seeking approval from City Council to adopt an ordinance prohibiting camping on city properties, except in permitted camping areas.

BACKGROUND

The City is responsible for managing public streets, sidewalks, and other public property within the boundaries of the City. This duty includes keeping streets and sidewalks open and free from potential obstructions that could cause injury, as well as preventing misuse of and damage to public property that can jeopardize the health, safety, and general welfare of the public. A potential source of public property obstruction, misuse, and damage is outdoor camping in unpermitted areas.

The Cities of Roanoke and Bristol passed ordinances to prohibit camping on public property in unpermitted locations last year. Passing a similar ordinance in Danville would give the Police and other City staff tools to prevent potential issues related to unpermitted camping, including street and sidewalk obstructions as well as damage to City property, and dangerous conditions faced by unpermitted campers. The proposed ordinance would also require any police officer enforcing the ordinance to provide information on available shelters and other forms of assistance available to persons in need. This information would be printed on ticket books and could easily be given out to help direct person in need to safe facilities.

Recently, the City hired a consultant to provide recommendations on how to best address homelessness. Staff is working with outside partners to evaluate the recommendations and determine next steps. The report is attached.

RECOMMENDATION

City staff recommends adopting the attached ordinance prohibiting unpermitted camping on City Property.

Attachments

1. Ordinance
2. Understanding Homelessness Danville VA

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2023 - _____._____

AN ORDINANCE TO ADD SECTION 23-9.1 ENTITLED "UNPERMITTED CAMPING ON CITY PROPERTY" TO CHAPTER 23, ENTITLED "OFFENSES - MISCELLANEOUS" OF THE CODE OF THE CITY OF DANVILLE, VIRGINIA.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, that section 23-9.1 entitled "Unpermitted camping on City property" is hereby added to Chapter 23 entitled "Offenses - Miscellaneous" of the Code of the City of Danville, Virginia, 1986, and ordained to read as attached hereto and made a part hereof, as if fully set forth herein.

Approved:

Mayor

Attest:

Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney

CHAPTER 23 OFFENSES-MISCELLANEOUS

Sec. 23-9.1. – Unpermitted camping in public.

- (a) *Purpose.* Pursuant to the authority granted to the City by the Code of Virginia and its general police powers, the City does hereby adopt the following Section to ensure the free and safe passage of pedestrians and vehicles on the public rights-of-way, to ensure free and safe access to public areas, to prevent identifiable dangers to persons and property, to prevent delays, to avoid interference with the flow of traffic, and to regulate the time, place, and manner of activities that could otherwise threaten the public health, safety, and general welfare, while also protecting to the greatest extent possible while maintaining safety, the exercise of First Amendment expression. After thorough study, the City Council finds that public rights-of-way and other City properties are not designed for or safely conducive to outdoor camping. Any obstruction to pedestrian travel can jeopardize the safety of travelers, including the disabled, and permitting persons to camp when exposed to the elements in unapproved areas can jeopardize the health and safety of such persons. As there is adequate space at existing shelters within or nearby the City, the City Council finds that this Section is necessary to protect the health and safety of the City residents.
- (b) *Definitions.* For purposes of this Section the term *camp* means the use of any City street, bridge, underpass, sidewalk, alley, right-of-way, park, trail, building or part thereof, or other public property or public easement for living accommodation activities such as sleeping or lying down, and making preparations to sleep such as the laying down of any bedding, sleeping bag, or other sleeping matter, for the purpose of sleeping, or storing personal belongings, or making any unpermitted fire, or using any tent or similar camping shelter. The above listed activities shall constitute camping when it reasonably appears, in light of all circumstances, that the person, in conducting these activities, is in fact using the public property as a living accommodation regardless of the intent of the person or the nature of any other activities in which he may also be engaging.
- (c) *Camping in public prohibited.* Except as otherwise provided by law, it shall be unlawful and a Class 4 misdemeanor for any person to camp on any street, bridge, underpass, sidewalk, alley, right-of-way, park, trail, building or part thereof, or other public property of the City or any public easement of any description without a permit from the City Manager, unless such area is designated for sleeping or camping. Camping in violation of this Section is hereby declared to be a public nuisance.
- (d) *Exemptions.* This Section shall not apply to any person who is on a City street, bridge, underpass, sidewalk, alley, right-of-way, park, trail, building or part thereof, or other public property or public easement if the person is suffering from a medical emergency or the physical manifestation of a disability, sitting at a bus stop while waiting for transportation, sleeping inside a motor vehicle, or participating in activities at a demonstration, parade, or special event if such activities do not obstruct the safe passage of motor vehicle or pedestrian traffic or the use of public property for its intended purpose.
- (e) *Enforcement.* Prior to charging any person under this Section for unpermitted camping, such person shall be given a verbal warning to cease such activity and reasonable time to comply with such warning, as well as information on alternative accommodations such as available homeless shelters and campgrounds, the location of any designated sleeping or camping areas, and public and charitable programs that offer housing assistance.



Understanding Homelessness in the City of Danville, Virginia

June, 2023



Introduction

Like most cities across the Commonwealth of Virginia and the country, the City of Danville is struggling with the challenges of homelessness. The reasons many individuals and families lose their homes are varied and complex, which complicates the response to homelessness. As a local government, the city receives complaints regularly about situations where people experiencing homelessness are reported to be hindering business for local merchants or finding themselves in unsafe situations such as soliciting money at traffic signals or camping under bridges. Local governments are faced with balancing the needs of both the unhoused and housed. This means addressing the housing and other social needs of its unhoused residents while also responding to the needs of its local businesses and other entities impacted by unhoused people using public places for shelter or for respite.

To obtain a clear understanding of current efforts and resources available to address homelessness in Danville and the broader region, Danville's City Manager's office contracted with LeSar Development Consultants to convene and facilitate a meeting of leading organizations that provide services to people experiencing homelessness. The convening was held on April 3, 2023, with 15 people in attendance representing nine organizations and two local governments (see Appendix A for list of attendees). Participants in the convening also discussed the processes and procedures in place for when an individual or family presents being unhoused or at a high risk of losing their housing.

The following report provides an overview of what was presented and discussed during the convening as well as a list of actions or strategies Danville city leaders may consider when developing its response to homelessness within the city. It is important to note that Danville's response to homelessness must align with the efforts of West Piedmont Better Housing Coalition (WPBHC) to maximize federal and state funding. WPBHC serves as the region's Continuum of Care/Local Planning Group which is the authorized group that develops strategies addressing homelessness and applies for, manages, and reports on how state and federal resources are used to prevent and respond to homelessness. More detailed information on the WPBHC and its efforts is included in the report.

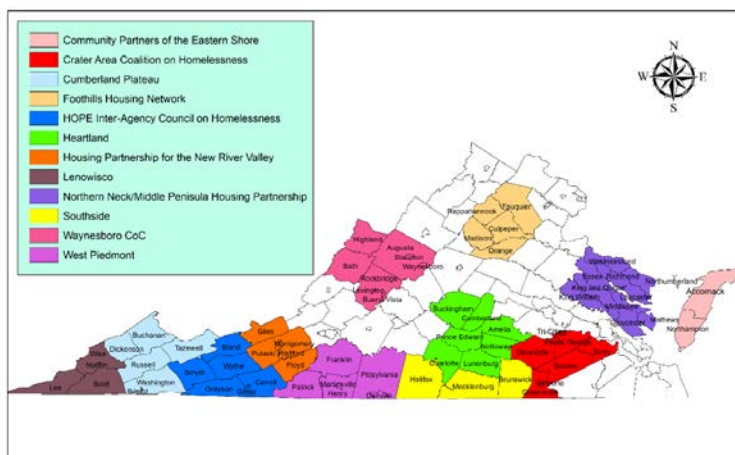


The Challenge of Homelessness

Homelessness is a complex issue. Equally complex is how to create a crisis response system that ensures homelessness is rare, brief, and non-recurring. People experience homelessness for many reasons including the lack of affordable housing, low incomes, health and mental health problems, under-resourced safety nets, domestic violence, and racial disparities. Consequently, effectively addressing homelessness requires a comprehensive systems approach that meets the needs of those who are at risk of homelessness, those who are experiencing homelessness in the short term, and those who have experienced homelessness for extended periods of time.

Because homelessness is such a complex issue, the United States Department of Housing and Urban Development (HUD), the federal agency that oversees efforts to address homelessness, requires communities to have a Continuum of Care (CoC) structure in place to access its funding for homeless efforts. A CoC is a regional or local planning body that coordinates housing and services funding for homeless families and individuals. In Virginia, there are 15 independent CoCs (as shown in the white areas of the map below) plus the Balance of State CoC that is comprised of 12, mostly rural, local planning groups (LPGs) that work like mini CoCs (detailed in the colored areas of the map below). Danville is a part of the West Piedmont Better Housing Coalition Continuum of Care (WPBHC CoC), one of the 12 LPGs, and is comprised of the cities of Danville and Martinsville and the counties of Henry, Patrick, Franklin, and Pittsylvania. This combination of urban, suburban, and rural communities makes responding to homelessness even more challenging in part because of the vast geographic footprint and lack of public transportation. Unlike urban homelessness, those experiencing homelessness in rural areas are often hidden and harder to identify.

**Virginia Balance of State Continuum of Care
Local Planning Groups**

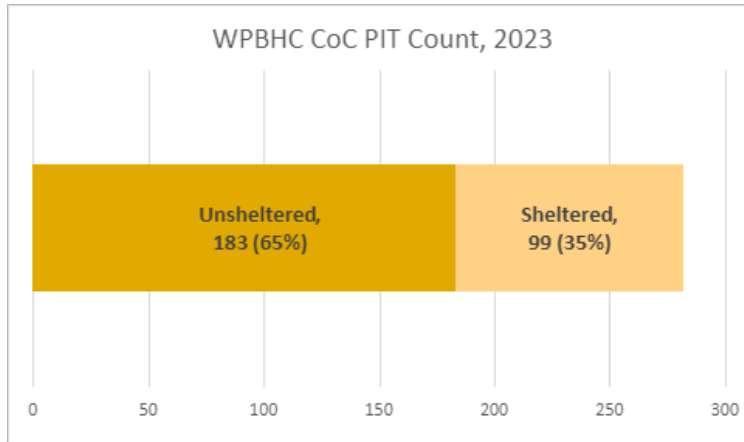


Adding to the challenge of effectively responding to homelessness is the difficulty in ascertaining an accurate count of people experiencing homelessness. Often this population resides in abandoned structures, in woods, and other hidden places. HUD mandates that CoCs conduct an annual point-in-time (PIT) count, a count of sheltered and unsheltered people experiencing homelessness on one night in the last ten days of January. It is important to note that a PIT count is a 24-hour snapshot. It is thought that many more people experience homelessness over the course of a year. The PIT count includes people who are literally homeless, which HUD defines as individuals or families who lack a fixed, regular, or adequate residence that includes staying in a shelter or transitional housing facility or a place not meant for human habitation. The PIT count does not include people who are at imminent risk of homelessness, couch-surfing, or considered homeless under other federal statutes.¹

Even though the PIT count has limitations, it is the accepted methodology of assessing homelessness and is helpful to reveal trends. Unfortunately, the trends are troubling across the nation. Since 2020, homelessness has been on the rise in the United States. In 2022, there were 582,462 people experiencing homelessness identified via the PIT count throughout the country. Closer to home, after a 36 percent decrease from 2010 to 2019, homelessness in the Commonwealth of Virginia increased almost 13 percent from 2019 to 2022, with 6,529 people experiencing homelessness in the January 2022 count. Of those, 1,125 were homeless in the Balance-of-State Continuum of Care, which is a 47.8 percent increase from the 2019 PIT count.

¹ US Department of Housing and Urban Development (HUD) [https://www.hudexchange.info/programs/hdx/pit-hic/#.~:text=The%20Point%2Din%2DTime%20\(a%20of%20one%20night%20in%20January.](https://www.hudexchange.info/programs/hdx/pit-hic/#.~:text=The%20Point%2Din%2DTime%20(a%20of%20one%20night%20in%20January.)

In 2023, the WPBHC CoC adjusted its methodology by expanding its search for unsheltered people. With this expanded search, 282 people experiencing homelessness were identified in the WPBHC CoC on the night of the January 2023 PIT count; approximately 65 percent (183 people) of those counted were living unsheltered in places not meant for human habitation. That exceeds the rate of unsheltered homelessness found in the 2022 PIT count for the commonwealth (10.5 percent) and the country (40 percent).²



People experiencing homelessness who are unsheltered and those who are sheltered at night but forced to leave shelter during the day face enormous challenges. There are few options of where they can spend daytime hours which often leads to people gathering in public buildings or areas. This also increases the challenges of aiding those experiencing homelessness. Frequently, to be responsive to the concerns of local businesses and the public, local government leaders often impose restrictions resulting in unintentional consequences that criminalize survival efforts of people experiencing homelessness. For example, many people seek daytime shelter in libraries where they can sit and be out of the elements while having access to public restrooms and internet services. This can result in overcrowded libraries. Some communities have identified various approaches to remedy this situation, including providing mental health and supportive services to those in need in the library at set schedules, offering resource connect days at or close to the libraries where people experiencing homelessness can access a number of services at the same location, and providing library staff basic training on mental health first aid and how to connect their unhoused patrons to key services.



² US Department of Housing and Urban Development - <https://www.hudexchange.info/resource/3031/pit-and-hic-data-since-2007/>

Current Response to Homelessness

To align federal and state efforts, the Virginia Department of Housing and Community Development (DHCD), the state agency that oversees efforts to address homelessness, also requires communities to have a Continuum of Care (CoC) structure in place to access most of its funding to address homelessness. As mentioned, the West Piedmont Better Housing Coalition CoC (local planning group) leads the efforts to address homelessness in the region. The coalition is headed by representatives from Step, Inc. and House of Hope, and its membership includes representatives from local governments, the Danville Redevelopment and Housing Authority, homeless shelter providers, local Departments of Social Services, local Community Services Boards, faith-based organizations, foundations, as well as other agencies and organizations that work with people at risk of or experiencing homelessness.

The CoC works together to provide shelter and to connect people to employment, mental health, substance use disorder, and other needed services. HUD, and in turn DHCD, require communities to use a Coordinated Entry System (CES) that provides access, assessment, prioritization and referral to available services. People experiencing homelessness can access CES by submitting an on-line form on the CoC website. Coordinated entry is most effective when all providers direct people in need of housing to the CoC website to complete the on-line form.

Local providers and agencies work diligently to meet the needs of those experiencing homelessness. The Danville Redevelopment and Housing Authority established a preference for people experiencing homelessness to access Section 8 housing. Further, the Community Services Boards have units for permanent supportive housing, and House of Hope has expanded to two shelters. Additionally, the local Departments of Social Services provide limited financial support and in-home services. Though these efforts are extensive, resources are limited, and service delivery often is made more difficult due to the large geographic footprint of the CoC. Further, providers, though well-intentioned, often operate outside the parameters of the CoC leading to a disjointed approach to serving this population.



Key Strategies to Effectively Address Homelessness

HUD, the United States Interagency Council on Homelessness (USICH), and the National Alliance to End Homelessness (NAEH) have identified many key approaches to effectively address homelessness. Those strategies include, among others, collaboration of homelessness service providers and key stakeholders including state and local governments; combining and leveraging financial and human resources; and adhering to evidence-based practices.³

Because financial and human resources are limited, HUD requires local governments and community-based organizations to work together to leverage resources to attain the most impactful outcomes in preventing and reducing homelessness. Also, HUD requires communities that want to access federal dollars to address homelessness to do so through a CoC.⁴ As described in the sections above, CoCs serve as a consortium of public and private agencies and organizations that collaborate to determine the best response to homelessness in their communities. HUD expects CoCs/LPGs to create strategic plans which identify priorities on how federal, state and local resources will be spent in carrying out the strategies of the plans.

In December 2022, the United States Interagency Council on Homelessness (USICH) published *All In: The Federal Strategic Plan to Prevent and End Homelessness*. For the plan to be successful, USICH states there must be collaborative leadership at all levels of government and all sectors. Furthermore, it states that:

“At the local level, collaboration is necessary between business and civic leaders, public officials, faith-based organizations, and mainstream systems and programs that provide housing, employment, education, legal, human services, and health care.”⁵

USICH reports that “by shifting to evidenced-based practices for streamlining connections to housing and ensuring wraparound services, national homelessness declined by 14 percent between 2010 and 2017.”⁶ Likewise, during the same period, after shifting to the evidenced-based practice of rapid re-housing (RRH) as well as aligning state-level approaches with federal ones, the Commonwealth of Virginia reported an overall reduction in homelessness statewide of 33 percent. (See Appendix B – GCCH Strategic Direction – Slide 4). In-depth information about these practices is described in the following section.

³ United States Interagency Council on Homelessness; [Collaborate at All Levels | United States Interagency Council on Homelessness \(USICH\)](#) National Alliance to End Homelessness; [Creating Systems That Work - National Alliance to End Homelessness](#)

⁴ United States Department of Housing and Urban Development; 2023, [CoC: Continuum of Care Program - HUD Exchange](#)

⁵ USICH, December 2022, excerpt: [Collaborate at All Levels | United States Interagency Council on Homelessness \(USICH\)](#)

⁶ USICH; December 2022, excerpt: Use Data and Evidence to Make Decisions, [All_In.pdf \(usich.gov\)](#)

Solutions to Homelessness

There is no one solution to end homelessness. Rather, ending homelessness must incorporate multiple strategies within a coordinated system focused on a community-wide response rather than individual programs. An effective approach includes coordinated entry to quickly assess and connect people experiencing homelessness to housing and assistance. It also offers the opportunity to implement prevention and diversion services for people who are at imminent risk of becoming homeless. Planning is crucial in a coordinated approach as is data collection and system measure and evaluation. It is critical that data inform decisions for a system to be effective.⁷

Of course, housing is crucial to solving homelessness. Rapid re-housing (RRH) is a housing intervention that has proven to be more cost effective than shelter and transitional housing and reports better outcomes. Rapid re-housing quickly moves people experiencing homelessness into housing and then connects them to services. It is client-focused rather than program focused. The three components of rapid re-housing are housing identification, rent and move-in assistance, and case management.⁸

Permanent supportive housing (PSH) is also a proven solution for the most vulnerable people experiencing homelessness. It combines permanent housing through rental assistance with long-term case management and supportive services. The Virginia Department of Behavioral Health and Developmental Services estimates that the City of Danville and Pittsylvania County need approximately 186 units of permanent supportive housing. Currently, Danville-Pittsylvania Community Services has 42 units with the possibility of 15 more.⁹ However, that is less than one-third of what is needed. A regional strategic plan should include efforts to develop additional permanent supportive housing.

To effectively end homelessness, communities must have a crisis response system that swiftly identifies people who are experiencing homelessness, prevents it when possible, and

connects people with housing quickly and provides services when necessary. An effective system includes an appropriate balance of street outreach, coordinated entry, diversion and prevention, low-barrier¹⁰ emergency and interim housing, and permanent housing solutions such as rapid re-housing and permanent supportive housing.

Effective solutions to homelessness must also include affordable housing. The federal government typically defines housing as affordable when an individual or family pays no more than 30 percent of their gross household income on regular housing costs, including rent or mortgage and basic utilities.¹¹ A one-bedroom apartment in Danville rents for \$793/month which means that someone earning minimum wage (\$12.00) would need to work 51 hours per week to live affordably.¹² While that is less than many areas in the state and nation, the United States Census Bureau estimates that in 2022, approximately 23 percent of families in Danville were living in poverty.¹³ Without housing options, people face eviction, instability and homelessness. Those living in poverty are the most significantly affected. Low-income households often do not earn enough to pay for food, clothing, transportation and housing. Low-income households are typically unemployed or underemployed due to a number of factors, such as a challenging labor market, limited education, a gap in work history, a criminal record, unreliable transportation or unstable housing, poor health or a disability.

⁷ National Alliance to End Homelessness - <https://endhomelessness.org/ending-homelessness/solutions/>

⁸ National Alliance to End Homelessness; Rapid Re-Housing - National Alliance to End Homelessness

⁹ Virginia Department of Behavioral Health and Developmental Services - https://us06web.zoom.us/rec/play/_vAXUMow1LFctvUR4YxizfivIQqgldciKPRxfHFCX0u6Sb9nclCOzS-ZRXxE5K035QWkRTwClajzqCPy.QDclHgxoNfQMB1bH?canPlayFromShare=true&from=share_recording_detail&continueMode=true&componentName=rec-play&originRequestUrl=https%3A%2F%2Fus06web.zoom.us%2Frec%2Fshare%2FhHt9jPMBS0wJFhDu7VcnzRDG98dldZgiKiyFTBy8WW-ilCqlunmenpP54vKJH70.fGdcLwcZj9984_8_

¹⁰ National Alliance to End Homelessness - <https://endhomelessness.org/resource/emergency-shelter/>

¹¹ US Department of Housing and Urban Development (HUD) - <https://archives.hud.gov/local/nv/goodstories/2006-04-06glos.cfm> <https://dmz1.dhcd.virginia.gov/HB854/part-1-affordability.html#:~:text=One%20key%20metric%20is%20the,or%20mortgage%20and%20basic%20utilities.>

¹² HUD - <https://www.rentdata.org/pittsylvania-county-danville-city-va-hud-nonmetro-fmr-area/2023>

¹³ US Census Bureau - <https://www.census.gov/quickfacts/fact/table/danvillecityvirginia/PST045221>

Resources

Homelessness Resources

Resources to address homelessness are scarce and, therefore, must be used strategically. Often, communities must blend and braid several funding streams, public and private, to adequately fund programs and initiatives. Private funding varies by locale but may include the local United Way and community and hospital foundations. These resources are often more scarce in rural areas.

Public funds include those accessed through the state and federal government. DHCD administers the Virginia Homeless Solutions Program (VHSP) which is a combination of state and federal funds to “support the development and implementation of localized emergency crisis response systems with housing-focused, coordinated community activities”.¹⁴ The funding must be applied for through a CoCs or local planning group such as the West Piedmont Better Housing Coalition. Allowable activities include street outreach, emergency shelter, rapid re-housing, prevention, coordinated assessment/entry, CoC planning, Homeless Management Information System (HMIS), and administration.

DHCD also administers the Housing Trust Fund Homeless Reduction Grants that comprise 20 percent of the Virginia Housing Trust Fund. Grant contracts are awarded through a competitive application process to projects coordinated with their CoC's/LPG's strategies and are a part of an effective emergency crisis response system.¹⁵ In addition, HUD

provides Housing Opportunities for Persons with AIDS (HOPWA) funding through DHCD for housing and services to benefit low-income persons living with HIV/AIDS and their families.¹⁶

To help communities assist people facing eviction to stabilize their housing situations and avoid homelessness, DHCD administers the Virginia Eviction Reduction Pilot (VERP) program.¹⁷

HUD also provides funding for efforts to address homelessness through the annual CoC competitive application process. To access this funding, the West Piedmont Better Housing Coalition must work with the larger Virginia Balance of State CoC, administered by DHCD, to submit local projects appropriate to the priorities of the CoC.

Affordable Housing Resources

While there is not one solution to end homelessness, one of the keys to preventing homelessness or getting people re-housed quickly when they become homeless is the availability of affordable housing. Each year HUD publishes vacancy rates for communities across the country. For the current fiscal year, HUD reports that the City of Danville has a 93.4 percent occupancy rate. HUD considers areas with occupancy rates of 90 percent or higher as low-occupancy areas, which makes finding housing extremely difficult especially for people who are unemployed or working for minimum wage.¹⁸

Compounding the issue of not being able to afford housing, many people experiencing homelessness have complex health issues that make securing and maintaining a home particularly challenging. In addition to rental assistance, people who have chronic physical, mental and/or behavioral health conditions need supportive services to stabilize their housing situations. As described in sections above, permanent supportive housing (PSH) is the leading evidence-based housing solution for people with these conditions.

Besides providing access to resources to address homelessness, DHCD also provides access to federal and state resources for affordable housing development, including permanent supportive housing (PSH). Through its Affordable and Special Needs Housing (ASNH) Program, DHCD offers an opportunity to apply for a combination of resources including federal HOME funds and the National Housing Trust Fund as well as state funds through the Virginia Housing Trust Fund Competitive Loan Pool and the Home Innovations through Energy Efficiency. Each funding source comes with specific criteria providing housing developers and their partners access to multiple funding sources through one application. There are two opportunities annually to apply for gap financing, typically in the spring and fall of each year.¹⁹

¹⁴ Virginia Department of Housing and Community Development - <https://www.dhcd.virginia.gov/vhsp>

¹⁵ Virginia Department of Housing and Community Development; [VIRGINIA HOUSING TRUST FUND HOMELESS REDUCTION GRANT | DHCD](#)

¹⁶ Virginia Department of Housing and Community Development - <https://www.dhcd.virginia.gov/hopwa>

¹⁷ Virginia Department of Housing and Community Development; [Virginia Eviction Reduction Pilot \(VERP\) | DHCD](#)

¹⁸ United States Department of Housing and Community Development; Office of Policy Development and Research, [Low-Vacancy Areas – Set-Aside Tenant Protection Vouchers | HUD USER](#)

¹⁹ Virginia Department of Housing and Community Development; 2023, [AFFORDABLE AND SPECIAL NEEDS HOUSING \(ASNH\) | DHCD \(virginia.gov\)](#)

Considerations

As City of Danville leaders contemplate how to effectively address homelessness in their community, strong consideration should be given to incorporating strategies and approaches that are evidence-based and are embraced by experts in the field of homelessness. These strategies should be coordinated and balanced to ensure all facets of the continuum are resourced at an appropriate level.

- Danville should consider creating or re-purposing a staff position that would focus on homelessness and would serve as a liaison between the city and the WPBHC CoC. If such a position is not feasible, Danville should consider designating a city representative to serve on the CoC and actively participate in the CoC strategic planning process.
- As Danville identifies strategies to address homelessness within the city, it should consider doing so in coordination and collaboration with the West Piedmont Better Housing Coalition CoC. Furthermore, Danville should work closely with the CoC to propose projects for consideration within the DHCD's Balance of State application for HUD CoC funding.
- Danville should consider partnering with the CoC and the West Piedmont Planning District Commission to convene a meeting of local governments, including elected officials, to discuss how to work together to effectively address homelessness in the West Piedmont region.
- Danville should consider partnering with the CoC to convene a meeting of business leaders to address businesses' concerns as well as incorporating methods to keep business leaders informed of efforts to address homelessness.
- Danville should encourage the CoC to ensure that emergency shelters are low-barrier which may reduce the number of people living unsheltered.
- Danville, in partnership with the WPBHC CoC, should consider working with community-based organizations, local foundations, and faith-based organizations to determine the feasibility of developing a day shelter that could reduce the number of people congregating or sheltering in public places or spaces. As a part of determining the feasibility of opening a day shelter would be identifying an organization that would operate the shelter with experienced staff. The day shelter could also serve as a resource center for people experiencing homelessness to connect with services related to health and mental health care, employment, benefits, and other supportive services such as providing lunch, access to washers/dryers, showers, etc.
- Danville should consider partnering with the WPBHC CoC to station outreach workers at the city's library to assist people experiencing homelessness. Further, Danville should consider providing library staff with basic training on how to connect their unhoused patrons to key services.
- The City of Danville along with homelessness and housing service providers should consider partnering with housing developers to explore the feasibility of submitting an application to DHCD for the creation of new affordable housing units that include permanent supportive housing (PSH) units.
- Danville should consider exploring with the WPBHC CoC leadership the possibility of the city taking the lead of the CoC. This change in structure would allow STEP to focus on providing its services rather than having to balance the management of the CoC with the provision of homelessness services as well as the many other services provided as a community action agency.

A close-up portrait of a smiling man with a beard, wearing a white scarf, with a green overlay.

APPENDIX A

Danville Homelessness Convening

Monday, April 3, 2023

Attendance

Name	Organization
Ken Larking	City of Danville
Earl Reynolds	City of Danville
Larissa Deedrich	Danville Redevelopment and Housing Authority
Jim Bebeau	Danville Pittsylvania Community Services
Crystal Furches	Danville Pittsylvania Community Services
Jude Swanson	House of Hope and West Piedmont Better Housing Coalition – Continuum of Care
Sean Campbell	West Piedmont Planning District Commission
Greg Preston	Piedmont Community Services
Kippy Cassell	Piedmont Community Services
Amy Rice	Henry Martinsville Department of Social Services
JR Powell	Henry County Administration
John Moody	Danville Department of Social Services
Roderick Fitz	Danville Department of Social Services
Anita Turner	Franklin County Department of Social Services
The Reverend Sarah Payne	Franklin County Warming Center
Consultants	
Pamela Kestner	LeSar Development Consultants
Kathy Robertson	LeSar Development Consultants

A photograph of a woman with curly hair and a young girl sitting on the ground, holding a large cardboard sign that says "Thank you!". The woman has her arm around the girl's shoulder. They are both looking at the camera. The background is slightly blurred, showing other people and what appears to be an outdoor setting. The entire image is overlaid with a semi-transparent green filter.

APPENDIX B

SLIDE 1

Governor's Coordinating Council on Homelessness

Strategic Discussion

June 14, 2017

SLIDE 2

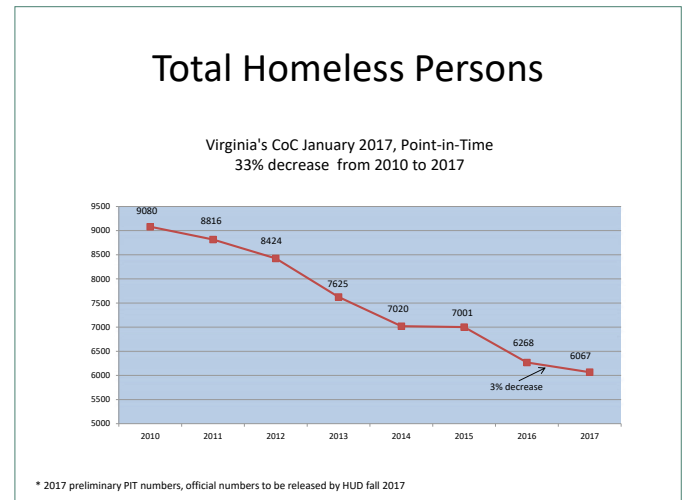
Goals

- * Solidify efforts for the last 6 months of the McAuliffe Administration
- * Identify activities to launch that transcend the administrations

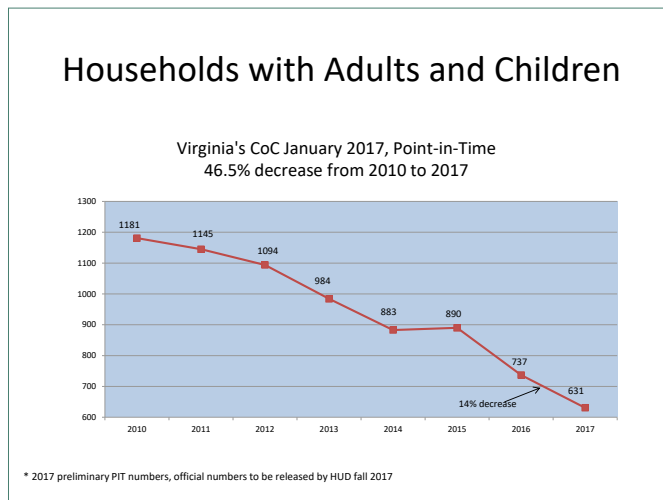
SLIDE 3

Preliminary Results of the 2017 Point in Time Count

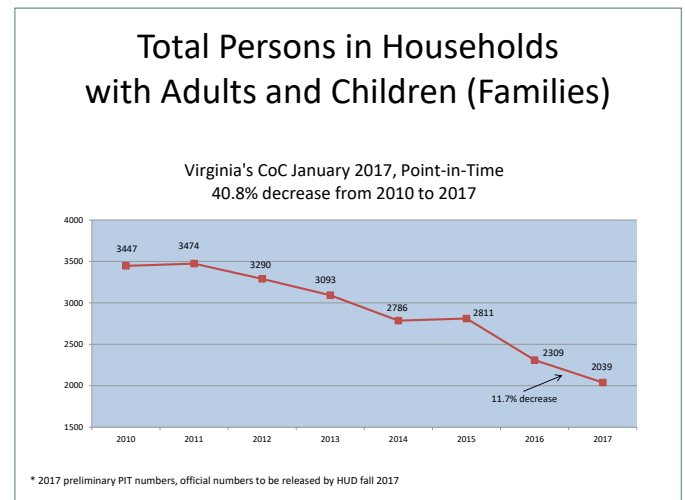
SLIDE 4



SLIDE 5



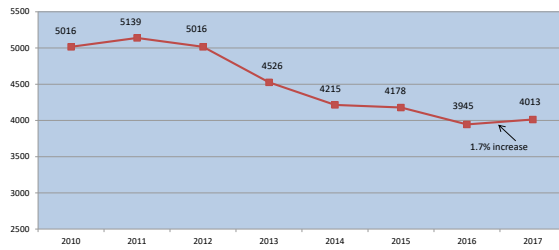
SLIDE 6



SLIDE 7

Total Persons in Households with out Children (Singles)

Virginia's CoC January 2017, Point-in-Time
20% decrease from 2010 to 2017

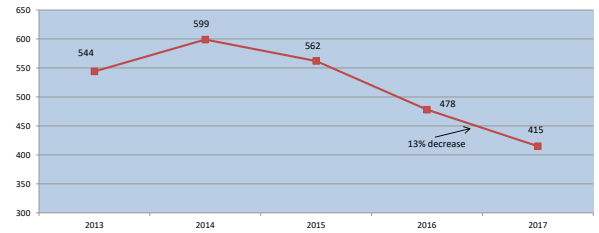


* 2017 preliminary PIT numbers, official numbers to be released by HUD fall 2017

SLIDE 8

Total Homeless Youth (18-24)

Virginia's CoC 2017, Point-in-Time
25% decrease between 2013 and 2017

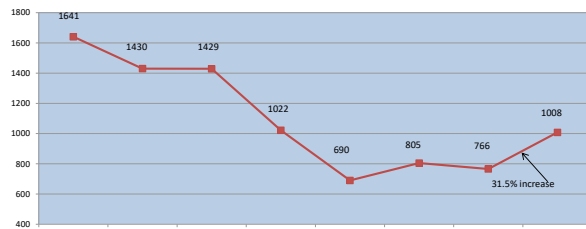


* 2017 preliminary PIT numbers, official numbers to be released by HUD fall 2017

SLIDE 9

Total Unsheltered Persons

Virginia's CoC January 2017, Point-in-Time Count
38.5% decrease from 2010 to 2017

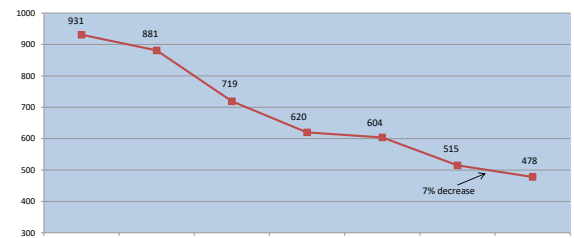


* 2017 preliminary PIT numbers, official numbers to be released by HUD fall 2017

SLIDE 10

Veterans

Virginia's CoC January 2017, Point-in-Time
48.6% decrease from 2011 to 2017

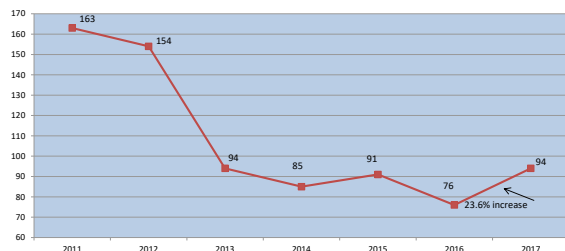


* 2017 preliminary PIT numbers, official numbers to be released by HUD fall 2017

SLIDE 11

Unsheltered Veterans

Virginia's CoC January 2017, Point-in-Time
42% decrease from 2011 to 2017

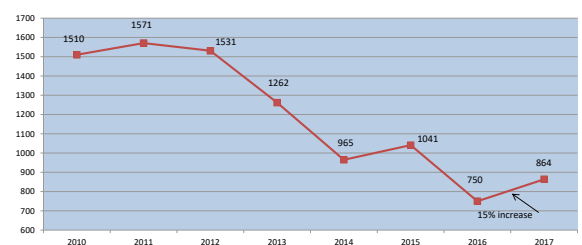


* 2017 preliminary PIT numbers, official numbers to be released by HUD fall 2017

SLIDE 12

Chronically Homeless Singles

Virginia's CoC January 2017, Point-in-Time Count
42.7% decrease from 2010 to 2017



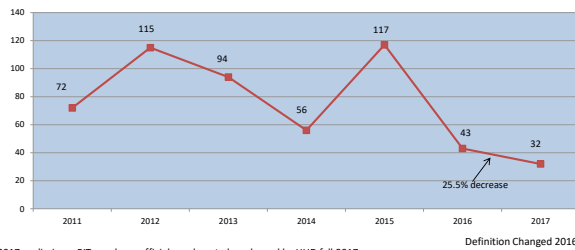
* 2017 preliminary PIT numbers, official numbers to be released by HUD fall 2017

Definition changed 2016

SLIDE 13

Chronically Homeless People in Households w/ Children

Virginia's CoC January 2017, Point-in-Time Count
55.5% decrease since 2011

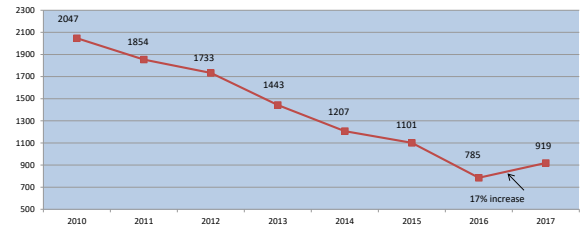


* 2017 preliminary PIT numbers, official numbers to be released by HUD fall 2017

SLIDE 14

Chronic Substance Abuse

Virginia's CoC January 2017, Point-in-Time Count
55% decrease from 2010 to 2017

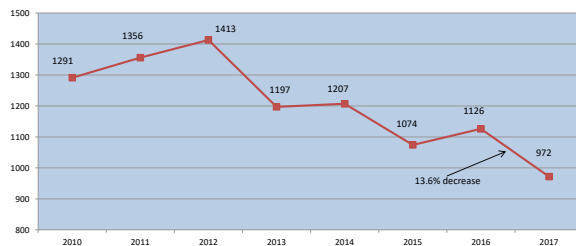


* 2017 preliminary PIT numbers, official numbers to be released by HUD fall 2017

SLIDE 15

Serious Mental Illness

Virginia's CoC January 2017, Point-in-Time Count
24.7% decrease from 2010 to 2017

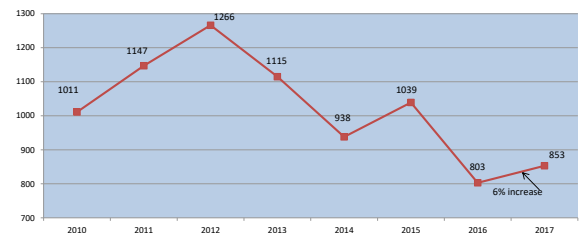


* 2017 preliminary PIT numbers, official numbers to be released by HUD fall 2017

SLIDE 16

Victims of Domestic Violence

Virginia's CoC January 2017, Point-in-Time Count
14% decrease from 2010 to 2017



* 2017 preliminary PIT numbers, official numbers to be released by HUD fall 2017

SLIDE 17

What does the PIT tell us?

We're doing well:

- * Overall
- * Veterans
- * Families

We're doing not so well:

- * Chronic
- * Single Adults
- * Unsheltered

SLIDE 18

Current Efforts

Performance & Impact Committee

- * Initial exploration of a technology solution for a Statewide HMIS
- * Statewide HMIS will provide the foundation to integrate HMIS data with other systems

SLIDE 19

Current Efforts

Solutions Committee

- * Intersection of Housing & Healthcare (H²)
 - Summit
 - HMIS & Medicaid Data Match Project
- * Intersection of Criminal Justice & Homelessness
 - Support of Center for Behavioral Health & Justice and the OAG Re-entry Efforts
 - Identified need to share data between homelessness and criminal justice systems
- ❖ Housing the Seriously Mentally Ill Work Group

SLIDE 20

Current Efforts

Interagency Partnership to Prevent & End Youth Homelessness

- * Housing Stability Pilot in Petersburg Schools
- * Tenant Rights Handbook
- * Engaging youth through Social Media
- * Single Points of Contact (SPOCs)
- * Learnings from GEAR UP

SLIDE 21

Current Efforts

Ending Veteran Homelessness Committee

- * Continued efforts to quickly house veterans
 - Housed **3,086 veterans** between October 2014 – April 2017
- * Annual Veteran Homelessness Best Practice Summit
- * Smithfield Foods \$68,000 donation to the Veterans Services Foundation

SLIDE 22

Proposed Efforts that Transcend Administrations

- ❑ Statewide HMIS Solution
- ❑ Act on H² Summit Outcomes
- ❑ Long-term Rental Assistance
- ❑ Employment & Workforce (Adult and/or Youth)
- ❑ Connecting people to the appropriate resource

SLIDE 23

Proposed Efforts that Transcend Administrations

- ❑ Act on Housing Stability Pilot Project Outcomes
- ❑ Data on Youth Homelessness
- ❑ Incorporating Youth Voice
- ❑ Feedback from Veteran Summit Participants

SLIDE 24

Next Steps

- * GCCH Committees
- * Governor's Advisory Committee on Homelessness
- * Follow-up with other efforts

Council Letter

City of Danville, Virginia



CL - 663

NEW BUSINESS M.

City Council REGULAR MEETING

Meeting Date: August 1, 2023

Subject: Consideration of Amending the Fiscal Year 2024 Budget Appropriation Ordinance for Utility Revenue Bonds.

From: Henrietta Weaver, Budget Director

COUNCIL ACTION

An Ordinance Amending the Fiscal Year 2024 Budget Appropriation Ordinance to Provide for the Proceeds from the Sale of Utility Revenue Bonds and Appropriating Same.

FIRST READING

SUMMARY

The City Council has authorized the issuance of Revenue Bonds to finance various utility infrastructure projects. The attached ordinance is a flexible ordinance providing for posting of proceeds from the sale of bonds.

BACKGROUND

On March 21, 2023, City Council approved a Resolution providing for the issuance and sale of utility revenue bonds not to exceed \$7,500,000 to finance various utility infrastructure projects.

RECOMMENDATION

It is recommended that the City Council adopt the attached ordinance amending the Fiscal Year 2024 Budget Appropriation Ordinance for Utility revenue bonds.

Attachments

1. Ordinance
-

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2023 ____.

AN ORDINANCE AMENDING THE FISCAL YEAR 2024 BUDGET APPROPRIATION ORDINANCE TO PROVIDE FOR THE PROCEEDS FROM THE SALE OF UTILITY REVENUE BONDS AND APPROPRIATING SAME.

WHEREAS, the City of Danville, Virginia has issued revenue bonds in the amount of \$6,480,000 to finance various utility infrastructures; and

WHEREAS, the Council of the City of Danville, Virginia approved on March 21, 2023, a Resolution providing for the issuance and sale of utility revenue bonds not to exceed \$7,500,000.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia that the Fiscal Year 2024 Budget Appropriation Ordinance be, and it is hereby, amended by the funds from the sale of bonds and appropriating same, as follows:

ANTICIPATED REVENUE

<u>Description</u>	<u>Account No.</u>	<u>Amount</u>
Electric Fund:		
Proceeds from the Sale of Bonds	61029000-43023	\$3,000,000
	TOTAL	<u>\$3,000,000</u>

ANTICIPATED EXPENDITURES

<u>Description</u>	<u>Account No.</u>	<u>Amount</u>
Electric Fund:		
Substation Upgrades and Rebuilds	61029999-50	\$3,000,000
	TOTAL	<u>\$3,000,000</u>

ANTICIPATED REVENUE

<u>Description</u>	<u>Account No.</u>	<u>Amount</u>
Water Fund:		
Proceeds from the Sale of Bonds	61542000-43023	\$4,000,000
	TOTAL	<u>\$4,000,000</u>

ANTICIPATED EXPENDITURES

<u>Description</u>	<u>Account No.</u>	<u>Amount</u>
Water Fund:		
Water – RIFA Berry Hill Industrial Park	61542999-50	\$4,000,000
	TOTAL	<u>\$4,000,000</u>

BE IT FURTHER ORDAINED that this appropriation shall be a flexible budget allowing for the posting of the proceeds to the appropriate accounts to accommodate the actual bond issuance costs; and

BE IT FINALLY ORDAINED that all other accounts and provisions of the Fiscal Year 2024 Budget Appropriation Ordinance, as amended, not hereby amended, shall continue in full force and effect unless and until hereafter further amended or repealed.

Approved:

Mayor

Attest:

Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney