



# **Emergency Operations Plan**

**Prince William County**

**December 2024**

## Promulgation, Approval, and Implementation

The Prince William County (PWC) Emergency Operations Plan (EOP) dated December 2024 is hereby approved as the official plan for PWC intergovernmental operations. This Plan is designed to coordinate efforts among the County, other governmental agencies, volunteer organizations, and other partner organizations prior to, during, and after a threat of or an actual occurrence of emergencies and disasters wherein assistance is needed to save lives; to protect public health, safety, and property; to restore essential services; and to initiate short-term recovery. The PWC emergency management program considers issues of equity in all plans, regulations, policies, trainings, exercises, and other related documents and activities to promote justice and fairness for all members of the PWC community.

This Plan applies to all organizations with assigned responsibilities in support of emergency operations under this Plan. Periodic exercises will be scheduled to enhance familiarity with the various emergency functions described in this Plan.

This Plan is consistent with the Commonwealth of Virginia Emergency Services and Disaster Law of 2000 (Chapter 3.2, Title 44 of the Code of Virginia, as amended), the National Incident Management System of 2017, and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) with its implementing regulations. The PWC EOP is intended to and shall be interpreted to give effect to the purposes of Section 44-146.19 of the Code of Virginia and shall not be interpreted to increase the liability of PWC or any signatory.

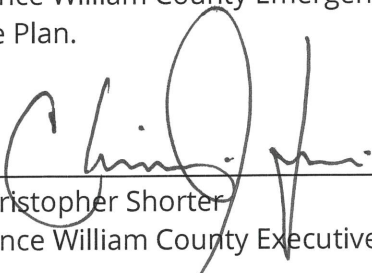
The Emergency Management Coordinator and Deputy Emergency Management Coordinator are hereby authorized to activate the PWC Multi-Agency Coordination Center (MACC) and/or this Plan to coordinate County emergency response operations. This Plan can be activated at any time to support actual or anticipated response and recovery efforts. The EOP and the MACC may be activated simultaneously, but activation of the EOP does not require activation of the MACC.

The Emergency Management Coordinator, and designee, is further authorized, in coordination with the Office of Executive Management, to amend the Plan as necessary to achieve preparedness goals and initiatives of the nation and the Commonwealth of Virginia and in accordance with the Commonwealth of Virginia Emergency Services and Disaster Law of 2000 (Chapter 3.2, Title 44 of the Code of Virginia, as amended).

In accordance with the duties and responsibilities assigned in the Plan, the head of each designated County department or agency shall appoint a lead and at least one alternate Emergency Preparedness Liaison for the agency. The Emergency Preparedness Liaisons are assigned the following responsibilities:

- Coordinate with the Office of Emergency Management on emergency preparedness, response, recovery and mitigation issues.
- Participate in the development and maintenance of designated supporting documents of the Plan for which the agency is responsible as a lead or support agency.
- Prepare and maintain internal plans and procedures to fulfill the responsibilities designated in the Plan; submit these internal plans and procedures to the Office of Emergency Management.
- Maintain a roster of agency personnel to assist in the activation of this Plan and ensure that people on the roster are accessible and available for training, exercises, and implementations of the Plan.
- Coordinate appropriate training for agency personnel who could be assigned to support the activation of this Plan.
- Prepare and maintain internal emergency preparedness, response, and recovery plans for the agency's resources (facilities, personnel, and assets) that outline a comprehensive and effective program to ensure continuity of essential County functions under all circumstances in coordination with the EOP; submit these internal plans to the Office of Emergency Management.

This Plan is promulgated and implemented on this 10th day of December 2024, as the Prince William County Emergency Operations Plan and supersedes all previous versions of the Plan.

  
\_\_\_\_\_  
Christopher Shorter  
Prince William County Executive

12/17/24  
\_\_\_\_\_  
Date

# Table of Contents

|                                                                       |           |
|-----------------------------------------------------------------------|-----------|
| <b>1. Introduction .....</b>                                          | <b>1</b>  |
| <b>1.1. Purpose .....</b>                                             | <b>1</b>  |
| <b>1.2. Scope .....</b>                                               | <b>2</b>  |
| <b>1.3. Situation and Assumptions .....</b>                           | <b>2</b>  |
| <b>1.4. PWC Hazard Summary.....</b>                                   | <b>5</b>  |
| <b>1.5. Mission Areas and Emergency Management Cycle .....</b>        | <b>6</b>  |
| <b>2. Plan Organization.....</b>                                      | <b>9</b>  |
| <b>2.1. Base Plan.....</b>                                            | <b>9</b>  |
| <b>2.2. Functional and Operational Plans .....</b>                    | <b>9</b>  |
| <b>2.3. Hazard-Specific Plans .....</b>                               | <b>9</b>  |
| <b>3. Delegation of Authority .....</b>                               | <b>10</b> |
| <b>4. Plan Activation.....</b>                                        | <b>11</b> |
| <b>5. Concept of Operations .....</b>                                 | <b>12</b> |
| <b>5.1. Detection and Monitoring .....</b>                            | <b>12</b> |
| <b>5.2. Incident Recognition, Notification, and Escalation .....</b>  | <b>12</b> |
| <b>5.3. ICS/EM Interface Operations .....</b>                         | <b>13</b> |
| <b>5.4. PWC Multi-Agency Coordination Center (MACC) .....</b>         | <b>15</b> |
| <b>5.5. Information Collection, Analysis, and Dissemination .....</b> | <b>22</b> |
| <b>5.6. Communications, Alert and Warning.....</b>                    | <b>23</b> |
| <b>5.7. Joint Public Information System.....</b>                      | <b>23</b> |
| <b>5.8. Evacuation and Sheltering in Place .....</b>                  | <b>24</b> |
| <b>5.9. Transition to Recovery .....</b>                              | <b>25</b> |
| <b>6. Logistics .....</b>                                             | <b>27</b> |
| <b>6.1. Resource Ordering.....</b>                                    | <b>27</b> |
| <b>6.2. MACC Facilities .....</b>                                     | <b>27</b> |
| <b>6.3. Logistics Facilities .....</b>                                | <b>27</b> |
| <b>6.4. Intergovernmental Assistance and Mutual Aid.....</b>          | <b>28</b> |

|                                                                        |            |
|------------------------------------------------------------------------|------------|
| <b>7. Administration and Finance.....</b>                              | <b>29</b>  |
| <b>7.1. Administration .....</b>                                       | <b>29</b>  |
| <b>7.2. Finance .....</b>                                              | <b>30</b>  |
| <b>8. Jurisdiction and Regional Coordination.....</b>                  | <b>31</b>  |
| <b>8.1. Incorporated Town Coordination .....</b>                       | <b>31</b>  |
| <b>8.2. Marine Corps Base Quantico Coordination .....</b>              | <b>31</b>  |
| <b>8.3. City Coordination .....</b>                                    | <b>32</b>  |
| <b>8.4. Regional Coordination.....</b>                                 | <b>32</b>  |
| <b>9. Emergency Declarations .....</b>                                 | <b>35</b>  |
| <b>9.1. Emergencies without Declarations .....</b>                     | <b>35</b>  |
| <b>9.2. Local Declaration of Emergency .....</b>                       | <b>35</b>  |
| <b>9.3. State Emergency Declarations .....</b>                         | <b>36</b>  |
| <b>9.4. Other State Declarations .....</b>                             | <b>36</b>  |
| <b>9.5. Federal Disaster Declarations .....</b>                        | <b>37</b>  |
| <b>9.6. Other Federal Declarations .....</b>                           | <b>38</b>  |
| <b>10. Assignment of Responsibilities.....</b>                         | <b>39</b>  |
| <b>10.1. Board of County Supervisors.....</b>                          | <b>39</b>  |
| <b>10.2. County Executive (Director of Emergency Management) .....</b> | <b>40</b>  |
| <b>10.3. Deputy County Executives.....</b>                             | <b>41</b>  |
| <b>10.4. County Departments and Agencies.....</b>                      | <b>42</b>  |
| <b>11. Training and Exercises .....</b>                                | <b>54</b>  |
| <b>11.1. Training and Exercise Requirements .....</b>                  | <b>54</b>  |
| <b>11.2. Continuous Improvement Program .....</b>                      | <b>55</b>  |
| <b>12. Plan Development, Maintenance, and Distribution .....</b>       | <b>56</b>  |
| <b>12.1. Review Timeline .....</b>                                     | <b>56</b>  |
| <b>12.2. Development and Review Method .....</b>                       | <b>56</b>  |
| <b>12.3. Distribution .....</b>                                        | <b>57</b>  |
| <b>Appendix A: Authority and References .....</b>                      | <b>A-1</b> |
| <b>Appendix B: Record of Changes .....</b>                             | <b>B-1</b> |

|                                                                    |            |
|--------------------------------------------------------------------|------------|
| <b>Appendix C: Acronyms and Abbreviations .....</b>                | <b>C-1</b> |
| <b>Appendix D: PWC MACC Organization Chart.....</b>                | <b>D-1</b> |
| <b>Appendix E: Agency Responsibilities by Function Matrix.....</b> | <b>E-1</b> |
| <b>Appendix F: Functional Definitions .....</b>                    | <b>F-1</b> |

# 1. Introduction

The Prince William County (PWC) Emergency Operations Plan (EOP) defines the County's emergency management framework for the whole community and defines how the framework is initiated and operated by the County government and its partners during an emergency or disaster. The EOP focuses on the County's support and coordination efforts during emergency operations and is not a field-level operations plan. The EOP was developed with input from the larger community, recognizing that preparedness, response, mitigation, and recovery efforts require involvement with partners outside County government. Predefined roles and responsibilities of the larger stakeholder community are reflected in this Plan.

The County's approach to emergency management aligns with the National Incident Management System (NIMS) and the National Preparedness Goal. The National Preparedness Goal identifies five mission areas with 32 core capabilities (i.e., activities) to address the greatest risks facing the United States. The County's emergency management program follows the emergency management cycle to address the five mission areas in an integrated operational process: prevention, mitigation, preparedness, response, and recovery.

The EOP's all-hazards approach establishes flexibility to address a broad spectrum of threats and hazards that may have an impact on the County. The Plan is informed by the Northern Virginia hazard mitigation planning process that identifies and ranks the County's potential threats and hazards. PWC's approach is based on the NIMS, including the Incident Command System (ICS) used by emergency responders to address all hazards. The Plan satisfies the requirements of the Commonwealth of Virginia Emergency Services and Disaster Law of 2000 (Chapter 3.2, Title 44 of the Code of Virginia, as amended). Additional authorities for this Plan and associated references are detailed in Appendix A: Authority and References.

## 1.1. Purpose

The PWC EOP establishes a whole community, countywide, all-hazards approach and framework for PWC government's emergency operations, including interactions with the County's four incorporated towns (Dumfries, Haymarket, Occoquan, and Quantico) and other jurisdictional partners. The EOP serves as operational guidance as PWC and the whole community of partners move through emergency or disaster phases. The Plan establishes the County's approach for prevention, protection, response, recovery, and mitigation activities before, during, and following an emergency or disaster in PWC. The County's emergency management approach is driven by a focus on equity to support the whole community with a commitment to promoting justice and fairness across all emergency management phases.

With an operational focus on community lifelines to communicate incident impacts in plain language, the EOP promotes unity of effort across the whole community with an emphasis on stabilization and improvement of lifelines throughout response operations. The Plan describes capabilities and resources to help protect residents and visitors, property, and the environment from natural, human-caused, and technological hazards. The EOP establishes a foundation for supplemental plans, annexes, and procedures to effectively implement emergency management activities and provide assistance.

## **1.2. Scope**

The EOP covers threats and/or hazards, emergencies, disasters, and planned events that have the potential to cause severe impacts to PWC or its surrounding areas. The EOP also provides the basis to initiate long-term community recovery and mitigation activities, though these activities are fully addressed in corresponding plans or frameworks. The Plan applies to all County departments, responding agencies, and key partners. This Plan does not address hazard mitigation, long-term recovery, or continuity of operations functions. These functions are coordinated through separate plans specifically focusing on those topics.

## **1.3. Situation and Assumptions**

The following description provides key information regarding PWC and provides context for understanding unique attributes of the County with implications for emergency operations and planning efforts.

### **1.3.1. Situation**

Prince William County encompasses 347 square miles (336 square miles of land and 11 square miles of water), including four incorporated towns (Dumfries, Haymarket, Occoquan, and Quantico) and approximately 65 square miles of federally owned land. Prince William County is a part of the Northern Virginia region, located in the northeast corner of the Commonwealth of Virginia. Located 35 miles outside of Washington, D.C., Prince William County is one of 24 local government jurisdictions in the National Capital Region (NCR), as defined by the National Capital Planning Commission.

Prince William County is the second most populous county in Virginia. According to 2023 U.S. Census estimates, the County has an estimated population of 489,640. Close to 46 percent of the County's population does not identify as "white, alone"; instead, these individuals identify as Black or African American (23.6%), Asian (13.2%), American Indian and Alaska Native (1.6%), Native Hawaiian and Other Pacific Islander (0.5%), or two or more races (22.4%), which is a substantially higher percentage than the Commonwealth of Virginia and the nation. Prince William County's percentage of Hispanic or Latino population is 26.3 percent, which is also higher than the Commonwealth of Virginia and the nation. Additional demographics and housing information for the County, based on 2023

U.S. Census American Community Survey (ACS) 1-Year estimates and 2018-2022 ACS 5-year Estimates are noted in [Table 1](#).

**Table 1: Prince William County Population Statistics**

| Demographic | Statistics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Population  | <p>Total: 489,640</p> <ul style="list-style-type: none"> <li>11.8% 65 years of age and over</li> <li>26.2% under 18 years of age</li> <li>26.3% born outside the United States</li> <li>38.0% language other than English spoken at home</li> <li>14.8% speak English less than “very well”</li> <li>21.2% speak Spanish</li> <li>7.4% speak other Indo-European languages</li> <li>4.4% speak Asian/Pacific Islander languages</li> <li>45.5% have a bachelor’s degree or higher</li> <li>6.7% persons in poverty</li> <li>8.8% without healthcare coverage</li> </ul> |
| Housing     | <ul style="list-style-type: none"> <li>Total Housing Units: 158,525</li> <li>Total Households: 158,620</li> <li>Median household income: \$103,445</li> <li>Median home value: \$369,300</li> <li>Median gross rent: \$1,675</li> </ul>                                                                                                                                                                                                                                                                                                                                 |
| Employment  | <ul style="list-style-type: none"> <li>Employment Rate: 67%</li> <li>Total Employer Establishments: 9,022</li> <li>47.2% of residents work in-county</li> <li>1.4% of workers over 16 do not have access to a vehicle</li> <li>17.5% worked from home</li> </ul>                                                                                                                                                                                                                                                                                                        |

### 1.3.2. Planning Assumptions

The following planning assumptions provided context to the development of the PWC EOP.

- In the event of a significant disaster, the order of response priorities is saving lives, protecting property, and protecting the environment.
- Emergency operations will be managed in accordance with NIMS. Field operations will be based on the ICS for command and control, and the Incident Commander(s) shall coordinate activities with the Multi-Agency Coordination Center (MACC) using a Liaison Officer. The MACC is responsible for coordination and support using an augmented incident support organizational approach.

- During emergencies and disasters, PWC will continue its focus on maintaining a community environment and government organization in which all individuals are treated fairly and respectfully and have equal access to opportunities and resources throughout response and recovery operations. The EOP acknowledges that several factors may increase exposure and vulnerability to threats and hazards and create variations in resources required to support engagement in each phase of an emergency.
- PWC will make every effort to function throughout the duration of a disaster; however, not all services may be available at all times.
- Departments may have to work around the clock with fewer employees and incur additional tasks, costs, and responsibilities.
- Some County employees may work remotely during a disaster event, and emergency operations may be supported using a variety of tools that allow for remote communication and coordination as needed.
- An increased focus on remote work will require additional departmental steps to ensure all employees receive emergency notifications and follow protective actions.
- PWC residents, businesses, and organizations are expected to develop their own emergency plan and utilize their own emergency supplies or resources to be self-sufficient for up to 72 hours following a catastrophic emergency.
- Widespread power and communications outages may require the use of alternate methods of providing public information and delivering essential services. Communication may be problematic when demand exceeds capacity.
- Assistance may be requested from neighboring local governments (in accordance with existing mutual aid agreements), Commonwealth of Virginia agencies, other states, quasi-public<sup>1</sup> and private relief organizations, non-governmental organizations, and the federal government.
- All appropriate locally available resources, including mutual aid, will be fully committed before requesting assistance from the state. Requests for state or federal assistance will be made through the PWC MACC to the Virginia Emergency Operations Center (VEOC).
- PWC relies on external sources of supplies for certain resources essential to health and welfare of its residents and economic well-being. A variety of circumstances (work stoppages, interruptions of transportation, natural shortages, production planning errors, etc.) could result in the triaging and prioritization of available resources.

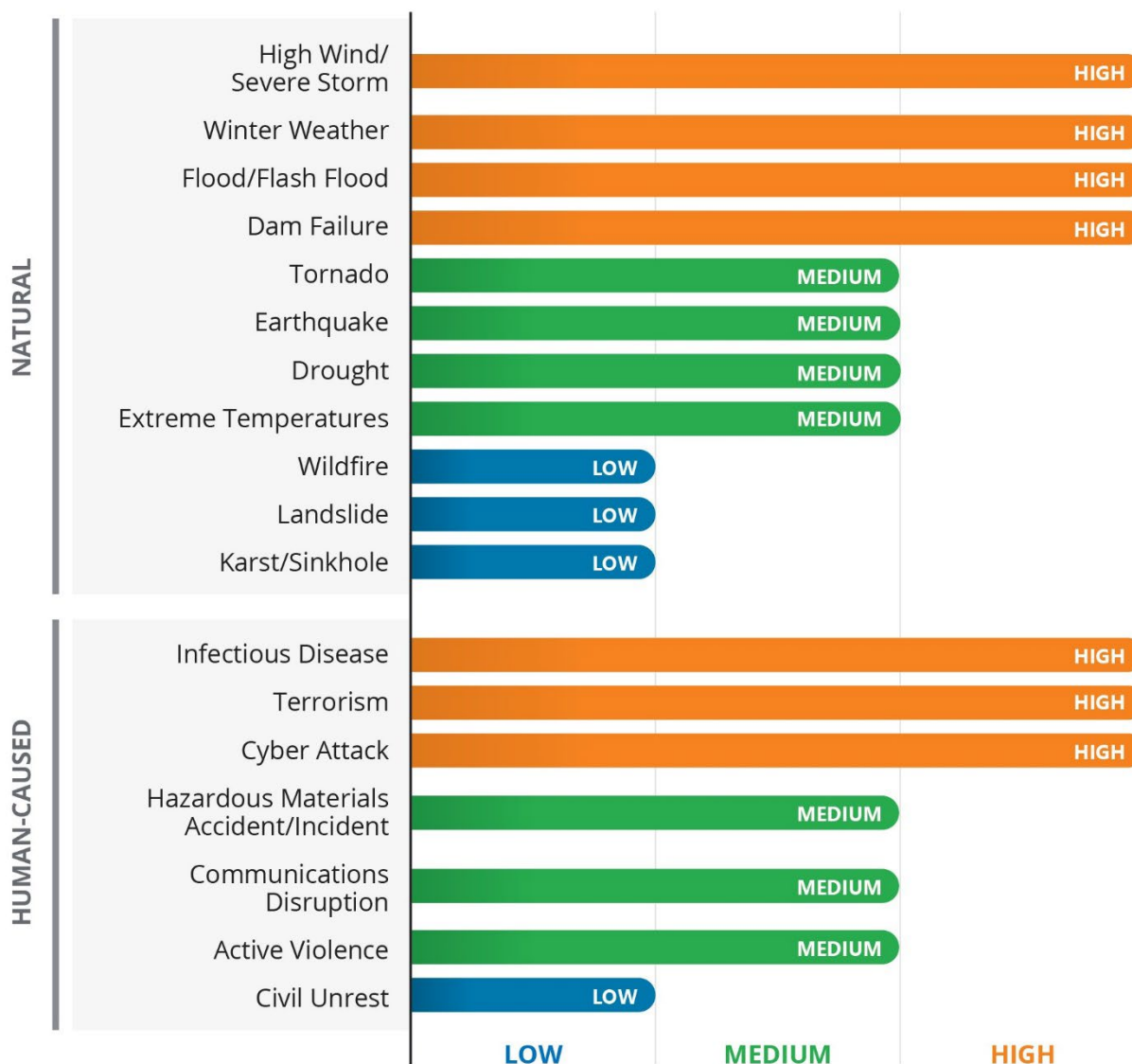
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<sup>1</sup> "Quasi-public" is a term that applies to an organization that is privately owned but operates as a public entity based on the services rendered. Merriam-Webster. "Quasi-public." Accessed online November 19, 2020.  
<https://www.merriam-webster.com/dictionary/quasi-public>

- PWC must be prepared to bear the initial impact of a disaster on its own. Help may not be available from state or federal resources for seven days or more after a disaster strikes.
- Each department or agency assigned emergency tasks will review plans and emergency operating procedures for providing personnel, materials, facilities, and services that are required to implement this Plan.
- All disaster-related expenditures will be documented and approved by the PWC MACC with an assigned tracking number to provide a basis for reimbursement should federal disaster assistance be approved.
- All agency representatives will use the County's incident management software during the response and recovery phases of each incident and planned events.
- The Governor of the Commonwealth of Virginia has the sole authority to direct and compel evacuation of all or part of the populace from any threatened or impacted area, unless otherwise delegated.

#### 1.4. PWC Hazard Summary

Threats and hazards present long-term risks to people and their property. The County is subject to a variety of hazards and participates in the Northern Virginia hazard mitigation planning process every five years to ensure mitigation efforts focus on the highest-risk hazards. During the 2022 Northern Virginia Regional Hazard Mitigation Plan update, the risk assessment process identified 18 potential threats and hazards: 11 natural and seven non-natural. These hazards were analyzed for their total probability and total consequence to the County. The probability includes classification of the geographic extent of each, what extent of the population would be at risk, and the probability of occurrence in a given year. Seven hazards were determined to present a high risk for PWC, seven are medium risk, and four are low risk. [Figure 1](#) outlines the following hazard rankings for PWC as identified in the *2022 Northern Virginia Hazard Mitigation Plan*. Detailed accounts of the most prominent threats and hazards identified for the County are described in the *Northern Virginia Hazard Mitigation Plan* (2022).



**Figure 2: Prince William County Threat and Hazard Rankings**

## 1.5. Mission Areas and Emergency Management Cycle

The National Preparedness Goal identifies five mission areas with 32 core capabilities (i.e., activities) to address the greatest risks facing the United States ([Figure 2](#)).

| Prevention                           | Protection                                             | Mitigation                                                                                                                                 | Response                                                  | Recovery |
|--------------------------------------|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|----------|
| Planning                             |                                                        |                                                                                                                                            |                                                           |          |
| Operational Coordination             |                                                        |                                                                                                                                            |                                                           |          |
| Public Information and Warning       |                                                        |                                                                                                                                            |                                                           |          |
| Intelligence and Information Sharing |                                                        | Community Resilience<br>Long-term Vulnerability Reduction<br>Risk and Disaster Resilience Assessment<br>Threats and Hazards Identification | Infrastructure Systems                                    |          |
| Interdiction and Disruption          |                                                        |                                                                                                                                            | Critical Transportation                                   |          |
| Screening, Search, and Detection     |                                                        |                                                                                                                                            | Environmental Response/Health and Safety                  |          |
| Forensics and Attribution            | Access Control and Identity Verification               |                                                                                                                                            | Fatality Management Services                              |          |
|                                      | Cybersecurity                                          | Fire Management and Suppression                                                                                                            |                                                           |          |
|                                      | Physical Protective Measures                           | Logistics and Supply Chain Management                                                                                                      |                                                           |          |
|                                      | Risk Management for Protection Programs and Activities | Mass Care Services                                                                                                                         |                                                           |          |
|                                      | Supply Chain Integrity and Security                    |                                                                                                                                            | Mass Search and Rescue Operations                         |          |
|                                      |                                                        |                                                                                                                                            | On-scene Security, Protection, and Law Enforcement        |          |
|                                      |                                                        |                                                                                                                                            | Operational Communications                                |          |
|                                      |                                                        |                                                                                                                                            | Public Health, Healthcare, and Emergency Medical Services |          |
|                                      |                                                        |                                                                                                                                            | Situational Assessment                                    |          |
|                                      |                                                        |                                                                                                                                            | Economic Recovery                                         |          |
|                                      |                                                        |                                                                                                                                            | Health and Social Services                                |          |
|                                      |                                                        |                                                                                                                                            | Housing                                                   |          |
|                                      |                                                        |                                                                                                                                            | Natural and Cultural Resources                            |          |

**Figure 2: Mission Areas and Core Capabilities**

The County's emergency management program follows the emergency management cycle to address the five mission areas in an integrated operational process: prevention, mitigation, preparedness, response, and recovery ([Figure 3](#)).

- **Prevention:** This mission area comprises the capabilities necessary to avoid an incident or to intervene to stop an incident from occurring. Prevention involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations; isolation or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.
- **Protection:** This mission area focuses on capabilities to safeguard the community against acts of terrorism and man-made or natural disasters. It is focused on action to protect the population and critical assets, systems, and networks against threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.
- **Mitigation:** This mission area includes risk management actions taken to avoid, reduce, or transfer those risks. Mitigation reduces the impact of disasters by supporting protection and prevention activities, easing response, and speeding recovery to create better-prepared and more resilient communities. Mitigation includes the protection of critical community facilities, reduce exposure to liability, and minimize disruption of community services. See the *Northern Virginia Hazard*

*Mitigation Plan* and PWC's *Hazard Mitigation Framework* for mitigation information relating to PWC.

- **Response:** This mission area refers to immediate actions to save lives, protect property and the environment and meet basic human needs as a result of an emergency or disaster. Response also includes the execution of emergency plans and actions to support short-term recovery. See the *PWC Continuity of Operations Plan* and supporting agency annexes for information relating to PWC's continuity of operations and its correlation to response activities outlined in this plan.
- **Recovery:** This mission area focuses on the capabilities necessary to assist communities affected by an incident to recover effectively. This includes the development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting and development of initiatives to mitigate the effects of future incidents. See the *PWC Long-Term Recovery Framework* for information relating to PWC's long-term recovery concept of operations.



**Figure 3: Emergency Management Cycle**

## 2. Plan Organization

The EOP includes the Base Plan, Functional, Operational, and Hazard-Specific Plans.

### 2.1. Base Plan

The **Base Plan** provides an overview of PWC's emergency management system, establishes a concept of operations (CONOPS) and defines emergency management activities across all five mission areas (prevention, protection, response, recovery, and mitigation), including the MACC operational cycle, activation levels, and associated roles and responsibilities. The base plan is further supported by appendices that define planning assumptions, authorities, references, terms and definitions, etc.

### 2.2. Functional and Operational Plans

**Functional plans** and supporting **operational plans** establish the County's approach for specific functions (e.g., resource management, damage assessment). Each operational plan documents how the County conducts functional and operational processes before, during, and after an emergency, as applicable. Each plan addresses how processes are scaled based on incident demands and corresponding emergency operations (e.g., day-to-day operations, EOP plan activation, MACC activation). Components of these plans can be activated under the PWC EOP without requiring MACC activation. These plans are published separately due to their operational content.

### 2.3. Hazard-Specific Plans

**Hazard-specific operational plans** provide emergency management guidance regarding threats and/or hazards or incident-types requiring prescribed policies, CONOPS, and/or roles and responsibilities specific to the designated threat or hazard. Hazard-specific plans are published separately due to their operational content.

### 3. Delegation of Authority

The Commonwealth of Virginia Emergency Services and Disaster Law of 2000 (Chapter 3.2, Title 44 of the Code of Virginia, as amended) designated the PWC County Executive as the Director of Emergency Management. The Director of Emergency Management has the authority to direct County departments and agencies to respond to emergencies or disasters, declare a local emergency, activate the EOP, activate the MACC, and designate the Emergency Management Coordinator (EM Coordinator) for each incident.

The EOP delegates the Director of Emergency Management's authority to specific individuals in the event he or she is unavailable or delegates his or her authority. The line of succession for the Director of Emergency Management is the following:

1. Deputy County Executives
2. Emergency Management Coordinator
3. Deputy Emergency Management Coordinator

The Director of Emergency Management may designate other personnel to serve as an EM Coordinator when the nature of the emergency requires a specific level or field of expertise. Additionally, the Director of Emergency Management may delegate specific authorities to Deputy County Executives or others to coordinate.

As noted in the Promulgation, the EM Coordinator and Deputy EM Coordinator are authorized to activate the PWC MACC and/or this Plan to coordinate County emergency response operations. This Plan can be activated at any time to support actual or anticipated response and recovery efforts. The EOP and the MACC may be activated simultaneously, but activation of the EOP does not require activation of the MACC.

The EM Coordinator, and designee, is further authorized, in coordination with the Office of the County Executive to amend the Plan as necessary to achieve preparedness goals and initiatives of the nation and the Commonwealth of Virginia and in accordance with the Commonwealth of Virginia Emergency Services and Disaster Law of 2000 (Chapter 3.2, Title 44 of the Code of Virginia, as amended).

## 4. Plan Activation

The PWC EOP may be activated by the Director of Emergency Management, EM Coordinator, or designee(s) based on order of succession defined under Delegation of Authority. The Plan can be activated at any time to support actual or anticipated response and recovery efforts. In line with Title 44 of the Code of Virginia, the EOP is automatically activated if a local declaration of emergency is enacted. The EOP and the MACC may be activated simultaneously, but, due to the Plan's flexibility, activation of the EOP does not always require activation of the MACC. The only resources necessary to support EOP activation are trained staff and corresponding systems (e.g., communications systems) to accomplish tasks and responsibilities as outlined in this Plan. For information on each agency's specific primary and supporting roles during plan activation, see [Appendix E: Agency Responsibilities Matrix](#) and [Appendix F: Functional Definitions](#).

## 5. Concept of Operations

The CONOPS defines PWC's emergency operations, including the EOP activation process, MACC activation and/or deactivation processes, and MACC operations to meet coordination and incident support demands.

### 5.1. Detection and Monitoring

PWC monitors a variety of information sources focused on detection of threats and hazards that could result in an emergency or disaster incident in the County. Some of these events come with advance warning, such as a hurricane, while others occur with little to no notice, such as an earthquake. PWC EM leverages partner organizations with a focus on detection to monitor threats and hazards with potential impacts in the County. Additional information regarding detection and monitoring is located in the *Prince William County MACC Handbook*.

### 5.2. Incident Recognition, Notification, and Escalation

The PWC Department of Public Safety Communications operates the Public Safety Communications Center which functions as the County's 24-hour warning point and provides initial notification of critical incidents to police, fire, and emergency management senior leadership in accordance with established protocols and procedures. PWC Emergency Management (PWC EM) has an assigned EM Duty Officer who is available 24/7 to monitor incidents, weather, and other emerging threats/issues and direct additional notifications to departments and agencies.

PWC EM maintains the *Reportable Incidents Guide* which is disseminated to all agencies and partners. This guide is used as the basis for incident escalation and decision-making. In addition, the EM Duty Officer assesses each situation in collaboration with the lead agency for the incident (if known) against a set of incident escalation considerations to determine the potential support that may be required, which may include acting as a liaison officer to field incident command, activating components of the EOP, or activating the MACC. Key considerations include supporting the following key activities:

- **Stakeholder Information Management** – collecting, analyzing, and interpreting information from various sources and sharing essential information
- **Planning** – coordinating plans and determining current and future needs when multiple agencies are involved in responding to an event outside of daily operations
- **Resource Management** – Coordinating support for resource needs and requests beyond day-to-day operations
- **Public Information** – Coordinating the provision of increased public information and warning beyond existing agency operating procedures
- **Mission Management/Support** – Coordinating the completion of missions assigned to functional areas of supporting response objectives, like evacuation, opening a shelter or reception center or conducting debris management operations

Once the level of support has been determined, the EM Duty Officer notifies the EM Coordinator or designee, as well as established lead and support agencies for the actions that need to be taken to support the incident needs. Notifications occur through email, telephone, or the PWC Internal Alerts automated notification system.

### 5.3. ICS/EM Interface Operations

In PWC, field incident operations are scaled based on ICS, and, when an incident escalates to a point that requires support beyond field operations, an interface is established with the Office of Emergency Management or MACC, when activated. The on-scene Incident Commander (IC) considers the necessary level of support from PWC EM or the MACC, including the need for an on-scene liaison to the Office of Emergency Management or MACC. More broadly, the IC considers if an incident is expanding beyond on-scene resources or those available through normal mutual aid processes to ensure support is requested from the Office of Emergency Management or the MACC in a timely manner to meet incident demands.

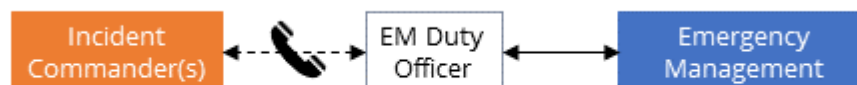
PWC EM can support an incident by:

- Coordinating the support of agencies who do not ordinarily have incident response functions or after-hours personnel
- Obtaining resources or subject-matter experts not available through the department's standard operating procedures
- Coordinating planning, situational awareness, and public information support
  - Identifying County response priorities in a resource-constrained environment
  - Identifying incident essential elements of information outside the incident scene

There are three ways in which PWC EM can coordinate support for field operations: EM Duty Officer, On-Scene Liaison, and MACC activation.

#### 5.3.1. EM Duty Officer

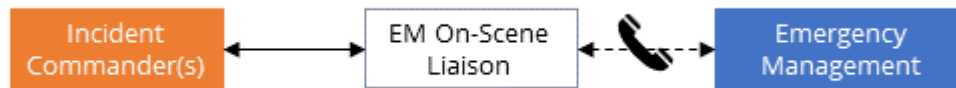
Command may contact the Emergency Management Duty Officer to understand agency roles and responsibilities, receive initial direct agency support, obtain essential elements of information, and supplement emergency public information and warning.



**Figure 4: IC/EM Duty Officer Interface**

### 5.3.2. On-Scene Liaison

When phone communications are not sufficient, Command may request an Emergency Management On-Scene Liaison to understand agency roles and responsibilities, receive limited direct agency support coordination, secure select essential elements of information, supplement emergency public information and warning, and limited resource support.



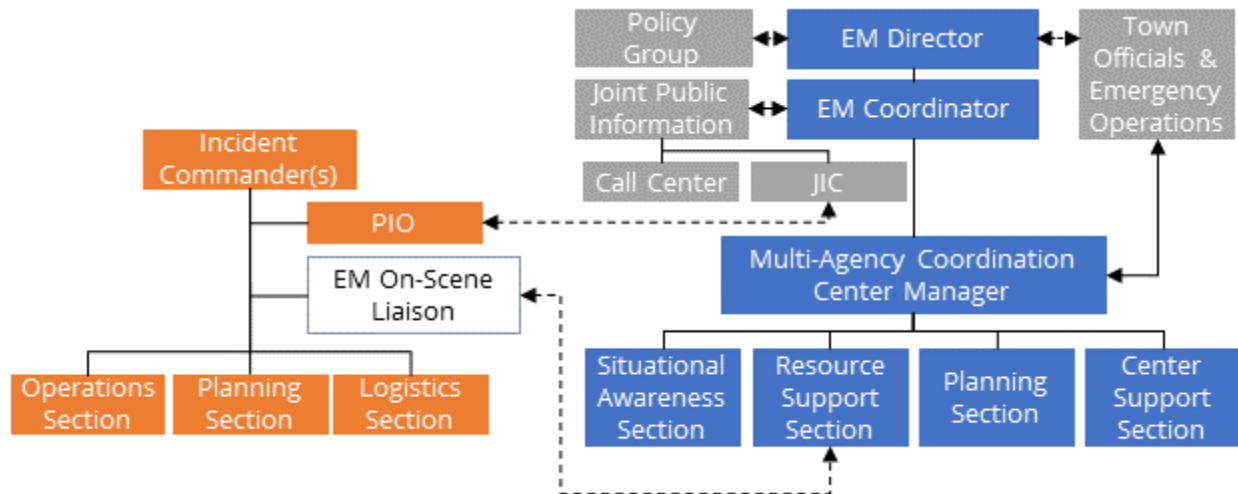
**Figure 5: IC/On-Scene Liaison Interface**

### 5.3.3. Transition to MACC Activation

The MACC can be leveraged to oversee specific operational functions and to provide coordination support to field operations. In some cases, when there is no field operation or activities fall outside the purview of incident itself, the Office of Emergency Management or MACC are leveraged to coordinate outside operations (e.g., mass care operations or testing operations). When field and MACC operations are both established, these operations must be interfaced to establish and maintain a unified response. An effective interface establishes clear lines of communication, defines roles and responsibilities, and establishes appropriate connection points between incident command and the MACC.

When supporting on-scene incident command, the MACC provides operational and strategic coordination; information collection, analysis, and dissemination; and logistical support (e.g., resource acquisition and tracking). If County resources cannot meet incident needs, the County will request mutual aid from other localities or the Virginia Department of Emergency Management (VDEM).

Establishing direct lines of communication is essential for a coordinated approach and aligning operational objectives. MACC staff, as directed by the MACC Manager and Section Chiefs, establish coordination with appropriate field counterparts. Through adherence to NIMS, both organizations use a unified doctrine comprised of common terminology and operational protocols. The MACC coordinates operational needs; and the field incident command, area command, or unified command coordinates tactical operations and objectives, depending on the incident.



**Figure 6: IC/MACC Interface**

## 5.4. PWC Multi-Agency Coordination Center (MACC)

The PWC MACC serves as the jurisdictional emergency operations center during major emergencies or disasters; it coordinates the development of incident objectives, assignment of resources, and tracking of all requests for assistance supporting the incident. There are six pre-identified standing objectives and goals for all MACC activations:

- Establish communication with impacted areas
- Provide search and rescue, security, and incident stabilization
- Meet the basic human needs of survivors
- Restore critical infrastructure
- Re-open government services, schools, and businesses
- Begin the recovery process

### 5.4.1. Activation

As authorized by the Director of Emergency Management, the EM Coordinator or designee determines if MACC activation is required and determines the level (enhanced monitoring, partial or full) and type of activation (virtual, hybrid, or in-person) based on the information gathered in Section 5.2. The decision to activate the MACC is based on potential hazards, threats and/or the level of coordination required to stabilize an active incident. Many MACC activations are for “notice” events (e.g., tropical cyclones, winter-weather events, or large planned events), but no-notice events (e.g., flash floods, large hazardous materials incident) also result in MACC activations.

As part of the activation process, the operational period(s) and battle rhythm will be established. Typically, the standard operational period is a 12-hour shift from 0700 – 1900 and from 1900 – 0700 if 24/7 operations are required. Operational period may be shifted, extended or shortened depending upon the needs of the incident/event response.

For notice events, the Office of Emergency Management establishes staffing through direct coordination with agency and department representatives for the planned operational periods. For no-notice events, the Office of Emergency Management leverages pre-identified staff for all applicable agency and department representatives as outlined in the Notification of MACC Activation section to fill the first operational period and agencies will plan subsequent staffing.

The EM Coordinator, or designee, is responsible for notifying the appropriate agencies and departments of a MACC activation and the activation level. Notifications are used to provide situational awareness to key partners and to notify MACC staff of an activation for no-notice events. The pre-identified department and/or agency points of contact for activated MACC positions are notified of MACC activation via the PWC Internal Alerts notification system and/or via other available communication resources. Notification to MACC staff must include reporting time, location, and operational period information. Initial notification will also include an initial situation update based on known incident information, anticipated or requested unmet needs, and additional areas of support requiring MACC activation, so all stakeholders are aware of the priorities once they begin their shift.

In addition to key agency notifications, the EM Coordinator or designee notifies the Director of Emergency Management (if not already aware) and ensures the Chair and members of the Board of County Supervisors (BOCS) are notified of the MACC activation, reasons for activation, and activation timeline.

#### **5.4.2. Activation Levels**

The MACC may be activated at one of three levels based on the nature and scope of the incident or potential threat. At the discretion of the Director of Emergency Management or EM Coordinator, the MACC may be activated for a variety of incident types, including a significant planned event.

**Table 2: Emergency Operations Center Activation Levels**

| Level               | Description                                                                                                                                             | Scope                                                                                                                                                          | Activation Triggers                                                                                                                                                                                                                                                                                        |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Enhanced Monitoring | Increased need to coordinate resources and information among a small group of stakeholders                                                              | Emergency Management staff and select agency representatives coordinating virtually or at an incident command post.                                            | When a potential threat or incident has the potential for expansion/deterioration or the potential for impacts to the community if not resolved or mitigated in a timely manner.                                                                                                                           |
| Partial Activation  | Increases operational capacity beyond Monitoring level, which allows for increased resource allocation, information sharing, and response coordination. | Involves activating two MACC sections or branches and a select set of MACC positions from agencies that may be, or will be, engaged in the emergency response. | When a potential threat or incident grows beyond the capability or capacity of monitoring operations or is expected to do so, the transition to a partial activation will take place. If deemed warranted by the potential threat or active incident, the MACC is activated at a partial activation level. |
| Full Activation     | Mobilizes all remaining resources to full operational capacity.                                                                                         | Involves activating all needed MACC positions from lead and support agencies. Unnecessary positions will not be activated.                                     | When a potential threat or incident grows beyond the capability or capacity of partial activation operations or is expected to do so, the transition to full activation will be enacted. If deemed warranted by the potential threat or active incident, the MACC be activated at a full activation level. |

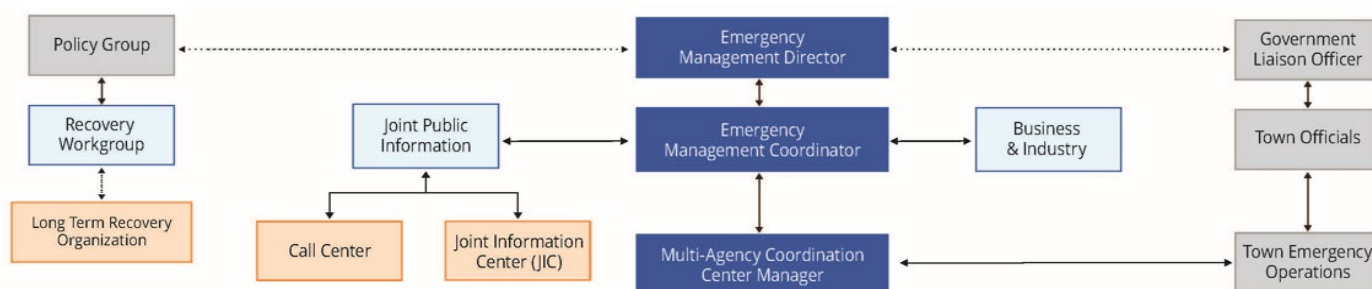
### 5.4.3. MACC Organization

During a major emergency or disaster that requires significant multi-agency coordination efforts, the PWC MACC coordinates with all County departments and agencies, as well as with other community agencies and partners to create a whole community response and coordination organization structure to facilitate planning, resource support, and coordination of response and short-term recovery activities. The MACC is organized using the Incident Support Model (ISM), which allows the County to clearly delineate the difference between field-based incident command and the coordination and support activities of the MACC. The ISM structure consolidates many agency operations under the Resource Support Section, aligned with their functional quadrant of County government.

All County agencies, departments, and partners have clearly defined roles and responsibilities to support an incident. Each MACC section is outlined below; the complete MACC organization structure can be found in [Appendix D](#).

### 5.4.3.1. Command Staff

The MACC organization structure is led by a group of positions in the Command staff including the Director of Emergency Management, the EM Coordinator, and the MACC Manager shown below in [Figure 7](#). The MACC Manager coordinates all MACC activities with all activated sections, functions, and agencies and reports to the EM Coordinator. The EM Coordinator is the main conduit between MACC operations, policy coordination, joint public information activities, and key business and industry coordination activities. In addition to these three main positions, the Government Liaison Officer ensures the PWC BOCS, state and federal delegations, and Town officials are kept up to date on all incident-related information.



**Figure 7: MACC Command Staff Organization**

### 5.4.3.2. Policy Group

The MACC Policy Group (shown in [Figure 7](#) above) determines governmental response priorities and necessary policy actions, defining the strategic-level approach for emergency response operations. Its decisions are implemented by the MACC. The Policy Group focuses on establishing high-level priorities and goals to guide incident stabilization and operational coordination. The Policy Group is formed and led by the Director of Emergency Management based on the specific incident. The EM Coordinator serves as the group's facilitator and a direct connection to MACC operations. The following positions are required in every Policy Group based on their roles:

- County Executive
- Deputy County Executives
- EM Coordinator
- Communications & Engagement Director (County Public Information Officer)
- Finance Director / Chief Financial Officer
- County Attorney
- Equity and Inclusion Officer
- Fire Chief

- Police Chief

Other County department directors or designees constitute the remaining Policy Group membership based on areas of expertise and current incident needs. Members of the Policy Group provide subject-matter expertise and an understanding of their organizations' authorities, policies, priorities, capabilities, constraints, and limitations.

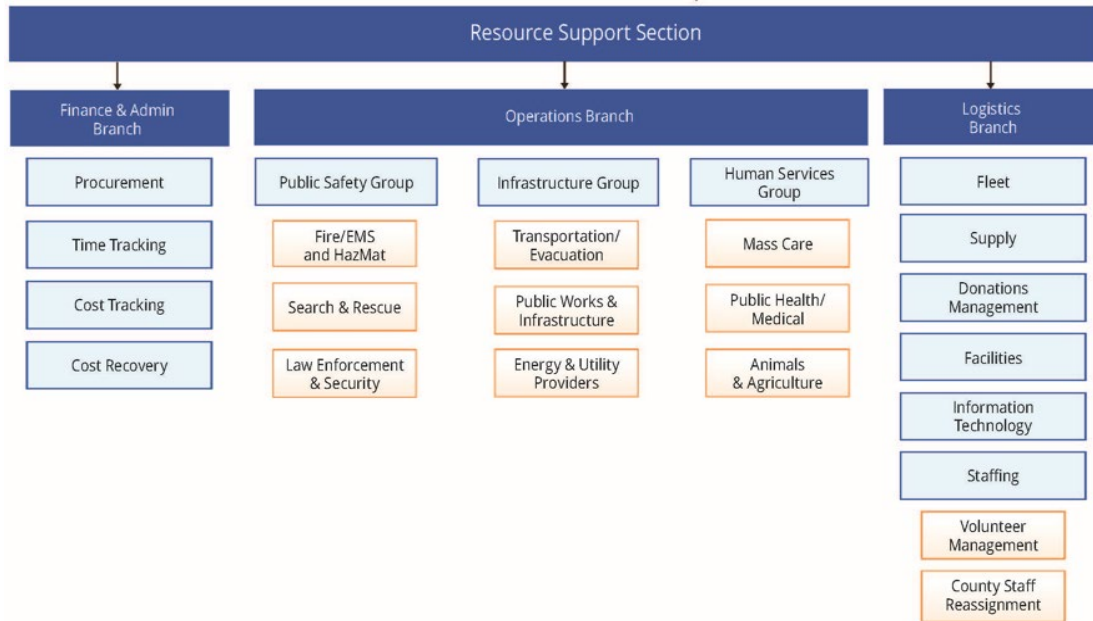
#### 5.4.3.3. Resource Support Section

The Resource Support Section's primary role is to coordinate the implementation and execution of multi-agency missions that are imminent or occurring to support incident objectives. There are three branches under the resource support section: Finance and Administration, Operations, and Logistics. [Figure 8](#) outlines the Resource Support Section organization. High-level information on each branch is outlined below. For additional information on functional assignments and definitions, see [Appendix E](#) and [Appendix F](#).

The **Finance and Administration Branch** coordinates all aspects of procurement, cost tracking, and time tracking for an incident. In addition, it facilitates the accounting and documentation requirements for cost recovery and reimbursement should there be federal, state, or other disaster funding.

The **Operations Branch** coordinates all mission requests and most functions of government that could be called upon to support response and short-term recovery efforts for the community. It is organized into three groups: Public Safety, Infrastructure, and Human Services. Agencies are assigned to groups by functional area that generally align with their assigned quadrant of PWC County government, with some agencies supporting multiple groups based on their identified roles and responsibilities.

The **Logistics Branch** coordinates all logistics requirements to meet incident priorities and objectives. The PWC government is decentralized, and there is not one agency that has responsibility for logistics. Logistics Branch functions include fleet management and ground support, supply warehousing and distribution, physical donations management, facility support, information technology, and assignment or reassignment of County personnel.



**Figure 8: MACC Resource Support Section Organization**

#### 5.4.3.4. Planning Section

The Planning Section's primary role is collecting, evaluating, displaying, and disseminating incident information. The Planning Section has two branches: Planning and Situational Awareness. The Situational Awareness Branch can be separated out into its own section based on incident needs, the number of display resources, and types of technology required to support situational awareness requirements. [Figure 9](#) outlines the Planning Section organization structure.

The **Planning Branch** includes collection, organization, and dissemination of incident documentation; EOC action planning for future operational periods; future and contingency planning for incident escalation; and supporting demobilization planning and execution.

The **Situational Awareness Branch** is responsible for collecting, analyzing, and distributing information about an incident. This section processes information requests, develops situation reports, and maintains the real-time common operating picture using data and mapping from a variety of sources.



**Figure 9: MACC Planning Section Organization**

#### 5.4.3.5. Center Support Section

The Center Support Section's primary role is ensuring the MACC has the resources necessary to support the incident. This includes Buildings and Grounds and IT support to ensure facilities and systems remain operational, and that resources are identified to immediately respond to any issues that arise. [Figure 10](#) outlines the Center Support Section organization structure.



**Figure 10: MACC Center Support Section Organization**

#### 5.4.4. Operational Planning

Once activated, the PWC MACC follows an operational planning process to establish a MACC Support Plan which drives operations and priorities for the next operational period. At a minimum, this process includes operations briefings at the beginning and end of each operational period, the setting of objectives, and identification of key missions required to be planned, resourced, and staffed for the next operational period.

The process is informed by the "Planning P" which establishes timely planning and provides a systematic approach for establishing strategic and operational approaches along with development of information-sharing processes (e.g., situation report development

timeline). Additional information about the development of the Support Plan and the Planning P process can be found in the *PWC MACC Handbook*.

## 5.5. Information Collection, Analysis, and Dissemination

The information collection, analysis, and dissemination processes are essential for establishing situational awareness and maintaining a common operating picture for potential or actual incidents, including establishment of forward-leaning forecasting of lifeline restoration timelines and potential cascading impacts. Maintaining an up-to-date and accurate common operating picture drives the decision-making process by keeping internal and external partners informed with actionable information. The information collection, analysis, and dissemination processes are described in more detail in the *PWC MACC Handbook*.

### 5.5.1. Common Operating Picture

A common operating picture is a continuously updated overview of the incident compiled through various data sources that provides situational awareness to stakeholders to make accurate, informed decisions. PWC utilizes several systems and data sources for developing and maintaining a common operating picture before, during, and after an incident. The MACC Situational Awareness Branch (or section) maintains the incident common operating picture and ensures all stakeholders have access to required incident information.

### 5.5.2. Situation Updates

Situation updates provide a synopsis of confirmed and verified incident information for a specific period of time. Situation updates include information such as an overview, weather conditions, infrastructure status, operating status, significant incidents, major operations and missions, and unmet needs. These updates are disseminated to all MACC stakeholders at intervals determined in the battle rhythm, at a minimum, the beginning, middle, and end of each operational period. The format of the situation update depends on the incident details. If there is significant information to share, a formal situation report may be developed and disseminated.

Less formal updates may be disseminated to stakeholders based on incident timing and needs. If it is a notice incident, email updates for general awareness or situational awareness prior to MACC activation may be distributed. During an incident, updates may be sent even if there are no significant changes that warrant a formal report. Other situation updates can be sent as a result of a significant change in the incident or cascading impacts that stakeholders need to be aware of that may increase response posture or alter incident objectives. These types of updates are not always issued on a specific schedule.

Additionally, the County is required to submit situation reports to VDEM if the MACC is activated. For notice events, VDEM establishes a timeline for submitting situation reports to the state in advance of the event. For no-notice events, the timeframe for developing

situation reports is incident-specific and coordinated with VDEM upon activation of the County's MACC.

## 5.6. Communications, Alert and Warning

Effective communication and related systems are required for establishing and maintaining a coordinated emergency response. Communication is necessary to drive decision-making processes with actionable information and to keep the public informed of relevant incident-related information in a timely fashion. PWC maintains and operates a diverse set of technologies focused on information sharing among agencies engaged in emergency operations, which is essential for establishing and maintaining situational awareness and a common operating picture.

Internally, MACC communications systems rely on Microsoft 365 products, including email and teams, cell phones, incident management software, laptop computers, and public safety radios. Externally, the County is responsible for providing timely and accurate public information during an emergency via news media, social media, briefings, and a text and phone notification system called PWC Alerts. Each communications system and function have an identified primary, alternate, and contingency systems to ensure continuity of operations for internal and external communications. The *Prince William County Communications, Alert, and Warning Notification Annex* describes the County's emergency communication processes and procedures in greater detail.

## 5.7. Joint Public Information System

The PWC Joint Public Information System (JIS) provides consistent, coordinated, and comprehensive public information during an incident with expanding public information requirements. The Joint Information System may include the following entities: Public Information Officers (PIOs), PWC EM, the Joint Information Center (JIC), subject matter experts and PWC spokespersons.

### 5.7.1. Joint Public Information System Roles

**Public Information Officer** - PWC will identify a Lead PIO for incidents that require public information support. The PWC agency that provides the Lead PIO may change during the incident.

**Initial Lead PIO** - The PWC Office of Communications and Engagement is the initial lead PIO for incidents except for those incidents that involve law enforcement or fire and rescue operations in the field. The PWC Fire and Rescue System or Police Department provides the initial lead PIO for these public safety incidents during the first operational period.

**PWC EM** - PWC Emergency Management in coordination with the PWC Office of Communications and Engagement identifies the need for increased public affairs support

for an expanding incident. PWC Emergency Management may activate the JIC to support Fire and Police PIOs. PWC Emergency Management may activate the JIC to lead and provide joint public information for a countywide incident, or for an incident without field Fire or Police command.

**County Spokespersons** - PWC spokespersons coordinate incident-related messaging with the JIC function to ensure clear, concise, and consistent incident messaging.

**Subject Matter Experts** - Specific emergency functions may require an agency to identify a subject matter expert to assist the JIC with development and validation of messaging components related to their function or operations. Examples include, but are not limited to, public health guidance, water system status/operations, debris management operations, or emergency permitting processes.

### 5.7.2. JIC Function

The JIC may be a physical location or JIS processes may be conducted virtually. The JIC function includes a flexible and scalable organization. JIC function support may scale from a single person to an organization with multiple branches and groups.

The Office of Communications and Engagement manages the JIC function when activated.

The JIC function supports the Lead PIO as needed. The JIC may be collocated with the Lead PIO. The JIC function may include the following tasks:

- Verify incident information
- Develop a communication strategy for the incident
- Enable communicators from affected agencies to exchange information and resolve conflicts
- Develop messages, products, and information related to the incident
- Advise ICs and staff on public perception and stakeholder information needs
- Provide situational awareness of public and stakeholder perception
- Correct rumors, misinformation, and disinformation

## 5.8. Evacuation and Sheltering in Place

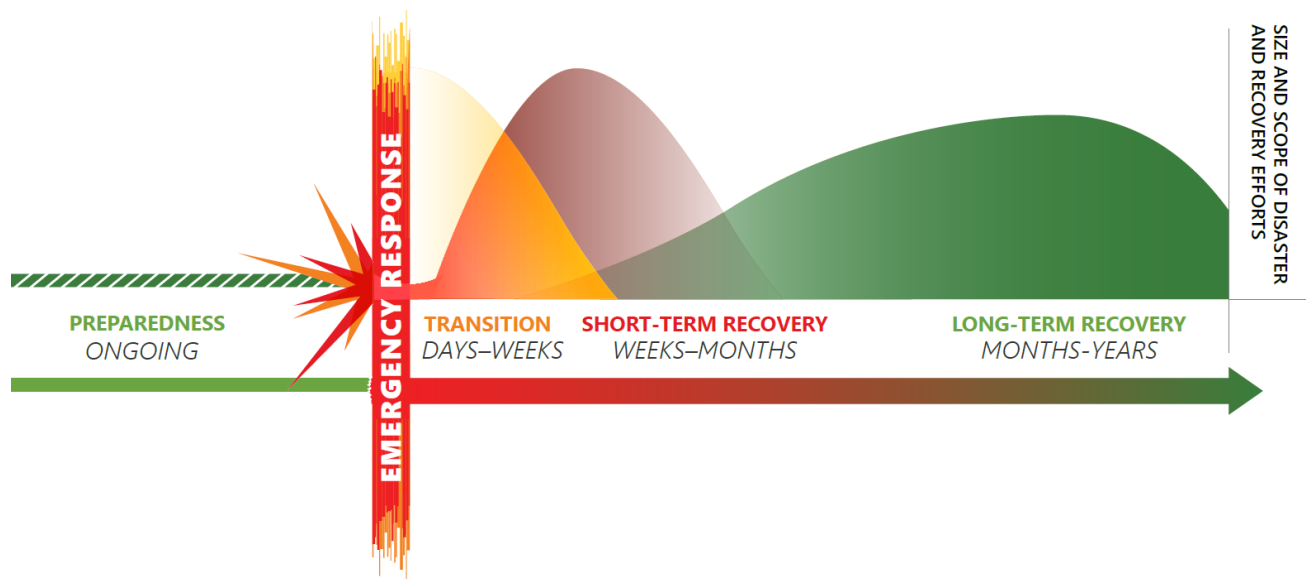
Title 44 of the Code of Virginia outlines authorities for protective actions and evacuations. Pursuant to Va. Code Sec. 44-146.17, the Governor has authority to direct and compel evacuation to preserve life or implement emergency management action. The County can make recommendations to the Governor regarding the need for an evacuation. The County may issue evacuation orders if authorized by the Governor. Additionally, the County Code Sec. 20-1.1 authorizes the Chief of Police to establish areas, zones, perimeters or barricades as reasonably necessary at fires, accidents, wrecks, explosions, crimes, riots or other emergency situations where life, limb or property may be endangered. County Code

Sec. 9.2-9 authorizes PWC fire and rescue officers to maintain order at emergency incidents where there is imminent danger or the actual occurrence of fire or explosion or the uncontrolled release of hazardous materials which threaten life or property, including directing actions of emergency services personnel and keeping bystanders or other persons at a safe distance from the incident. PWC EM should be notified for all large-scale protective action measures to ensure effective coordination and communication with VDEM and other partners.

## 5.9. Transition to Recovery

Recovery encompasses planning and actions related to community restoration that extends beyond response activities. The recovery mission area defines capabilities necessary for communities affected or threatened by any incident to rebuild infrastructure systems, provide adequate, accessible interim and long-term housing that meets the needs of all survivors, revitalize health systems (including behavioral health) and social and community services, promote economic development, and restore natural and cultural resources.

Recovery is both a short- and long-term process. Recovery operations may begin concurrently with response operations or may represent a continuation of actions initiated during the response phase. [Figure 11](#) below outlines the recovery continuum.



**Figure 11: Recovery Continuum**

The transition from a response operation to recovery may take place anywhere along the recovery continuum, during short-term recovery, intermediate recovery, or at the start of long-term recovery operations based on the magnitude and severity of an incident. Additionally, the length of time needed for recovery is based on the impacts of the incident.

Once the immediate threat to life and property has passed and appropriate response operations conducted, the County will take steps to ensure the rapid recovery of the affected communities.

**Short-Term Recovery** operations occur concurrently with response and will be managed by the processes and procedures outlined in the PWC EOP. Short-term operations restore vital services to the community and provide for the basic human needs of the public to stabilize the community. These activities include the provision of food, water, and temporary shelter, for displaced populations, property protection, and other measures intended to reduce or eliminate immediate threats to life, environment, and property.

Deactivation of the MACC is directed by the EM Coordinator when the scope or magnitude of the incident has reached a threshold where normal response actions can handle remaining needs or a transition from response to recovery operations takes place. This generally occurs when MACC support of response operations, focused on life safety and protection of property and the environment, begins to subside.

**Long-Term Recovery** focuses on restoring the community to its normal or pre-disaster condition while also improving the infrastructure to mitigate against the impact of similar hazards in the future. This phase of operations includes developing and implementing strategic plans for full restoration, improvement, and growth of PWC. PWC's Long-term Recovery Framework is aligned with the National Disaster Recovery Framework and addresses six functional areas: economic, community planning and capacity building, health and social services, housing recovery, infrastructure systems, and natural and cultural resources. The framework allows for a transition from a focus on the restoration of community lifelines during response operations to a focus on these six recovery-focused functions. For more information regarding long-term recovery, see the *Prince William County Long-term Recovery Framework*.

## 6. Logistics

When field responders and/or partner agencies' resources are overwhelmed, PWC EM (prior to or following a MACC activation) or the MACC (when activated) assists with the ordering, coordination, and prioritization of resources. During a MACC activation, the Mission Controller and the MACC Resource Support Section process resource requests. The MACC Logistics Section oversees the resource-management process, including fulfilling validated resource requests, coordinating, receiving, inventorying, and storing acquired resources, and ground transportation of resources or personnel.

### 6.1. Resource Ordering

When resources become scarce, depleted, or difficult to acquire, resource prioritization becomes critical to meeting incident objectives. PWC utilizes a Single Point Ordering process to prioritize resources based upon the needs of the whole community during a disaster. The decision to implement this strategy is made by the Emergency Management Coordinator and is based upon the availability of resources, the activation level of the MACC, and the needs of responders and the community. When implemented, all requests for resources are directed through the MACC utilizing the Request for Assistance (RFA) process. During this process, resource request approvals and fulfillment strategies will be determined by the MACC Command and General Staff in accordance with the incident priorities and objectives.

PWC EM or the MACC Logistics Section (when activated) attempt to fill resource requests using existing County assets. If County resources are not adequate to meet operational demands, mutual aid may be requested, or additional resources may be purchased or rented. For additional information regarding the resource management process, see the *PWC Resource Management and Logistics Plan*.

### 6.2. MACC Facilities

The PWC MACC is a physical or virtual location that supports field-based operations and coordinates incident activities during emergencies, disasters, and significant planned events. PWC maintains a primary MACC and alternate MACC in case the primary MACC is damaged or unusable due to planned maintenance or infrastructure outages. Additionally, the County maintains MACC assets that allow for tertiary facilities to be established as the MACC if both predesignated facilities have been affected by an emergency incident. The processes and systems in place to support MACC activation can also support virtual or hybrid activation based on incident needs.

### 6.3. Logistics Facilities

PWC EM maintains a warehouse where the majority of emergency management assets and consumables are stored. Certain assets and consumables are pre-staged at other County

owned locations to provide quick response to areas of the County that are further away from the main warehouse. During an incident response, additional logistics facilities owned by other County and partner agencies may be utilized.

#### **6.4. Intergovernmental Assistance and Mutual Aid**

Pursuant to Va. Code Sec. 44-146:20, during response and/or recovery operations, if PWC resources are overwhelmed, mutual aid may be leveraged. Mutual aid occurs in three ways: via automatic mutual aid from partner jurisdictions; through pre-established, non-automatic mutual aid agreements with partner jurisdictions (most commonly used by public safety agencies); or by requesting mutual aid through the Virginia Statewide Mutual Aid (SMA) program. PWC also assists partner jurisdictions through automatic mutual aid. Requests to leverage the SMA program are issued to VDEM Region 7 prior to elevation to the VEOC. During the request process, PWC is required to ensure the SMA Event Agreement Form is completed by the requesting and responding jurisdictions prior to response.

If County and mutual aid resources are inadequate to meet incident demands, the County can submit resource requests to VDEM, which can leverage state resources and pre-negotiated contracts for commodities, debris management, goods, and other services to support localities during emergency events. If the County needs federal resources or assets, the request is made through VDEM. In some instances, the Emergency Management Assistance Compact (EMAC) may be used and will be coordinated through the EMAC Desk in the VEOC. The EM Coordinator or Deputy EM Coordinator shall coordinate those requests in conjunction with the VDEM Region 7 Office. The County routinely exchanges mutual aid resources with Marine Corps Base (MCB) Quantico Fire and Emergency Services and the Provost Marshal's Office through established mutual aid agreements. In rare instances, additional logistical or humanitarian assistance may be authorized by the Installation Commander. For additional information, please see the *MCB Quantico/PWC Emergency Coordination Plan*. For a list of active mutual aid agreements, see the *PWC Resource Management and Logistics Plan*.

## 7. Administration and Finance

This section addresses PWC's approach to administrative and financial protocols, including cost recovery, in the context of emergency operations.

### 7.1. Administration

PWC will follow standing County policies and procedures during emergency operations, but some policies may be adapted, and new policies may be implemented. In some cases, exceptions to standing County policies and procedures (e.g., procurement policies) may be enacted as part of emergency declarations or in line with continuity of operations actions. Legal counsel ensures review of legal risks and liabilities resulting from adaptation and implementation of policies during emergency or disaster operations.

PWC Government continues to provide emergency and essential services during disaster or emergency situations. During an incident, County operations will mirror day-to-day operations to the extent possible, though the Director of Emergency Management can direct County departments and agencies to address tasks outside normal functions to support response actions. For personnel-related matters, the Department of Human Resources provides support.

#### 7.1.1. Documentation

Documenting response and recovery operations is an essential administrative process required to generate historical records, inform cost-recovery processes with required data, and capture lessons learned to establish new best practices and address corrective actions. For all individuals involved in emergency operations (both on-scene and off-site), complete record keeping is an essential documentation task. During a MACC activation, each individual who fills a MACC position must document actions taken and sign in and out of the MACC using established incident-management and record-keeping systems. For redundancy, ICS-214s (activity logs) are available and a paper sign-in/sign-out sheet is used. Information products developed throughout an incident (e.g., spot reports and situation reports), MACC support plans, and additional forms and reports provide an overarching picture of the incident and MACC actions similar to a series of historical snapshots. Damage assessment is documented and shared with the state, and the collected information is used to support Individual Assistance Program, Public Assistance Program, and Small Business Administration disaster assistance processes, when these programs are activated. Additionally, the administrative process of enacting an after-action review serves as a mechanism to capture lessons learned, identify key operational strengths, and identify areas of improvement to inform future preparedness and mitigation efforts. All these forms of documentation help to identify key operational process elements, including resources used, actions taken, lessons learned, and impacts of the incident on the County's residents, environment, economy, and infrastructure.

## 7.2. Finance

PWC uses pre-established accounting methods to track all emergency-related expenditures. Departments follow standard procurement processes unless single-point ordering is established. During an emergency response, single-point ordering is established for all incident-related expenditures when the MACC is activated. Single-point ordering results in cost and resource efficiencies and inhibits potential resource competition among County departments. In coordination with the County Finance Department and the Office of Procurement Services, the MACC provides oversight of finance-related processes related to emergency or disaster response support, including oversight of purchasing and costs associated with personnel resources. The MACC Manager ensures effective cost analysis and normal purchasing requirements are considered prior to purchasing emergency-related resources or services. When possible, pre-approved vendors and established contract vehicles will be leveraged, and all purchasing will comply with County procurement regulations.

A local declaration of emergency signed by the Director of Emergency Management authorizes emergency powers for the County, including emergency purchasing and resource prioritization. For more detailed information regarding emergency procurement during an emergency declaration see [Section 9.2: Local Declaration of Emergency](#).

### 7.2.1. Cost Recovery

When state and/or federal public assistance programs are activated and applied to support response and recovery activities in PWC, the organization and its response and/or support agencies pursue cost-recovery-eligible reimbursements. The County may also relay information to residents and small businesses regarding potential cost recovery and assistance programs when applicable, such as Small Business Administration low-interest disaster loans, Federal Emergency Management Agency (FEMA) Individual Assistance Program, unemployment, and worker's compensation.

During emergency response operations, the County departments and the MACC, when activated, ensure accurate accounting of incident-related expenditures, including personnel overtime, volunteer hours, equipment uses and expended, contracted obligations, leased equipment, and purchases. Clear and full documentation of these expenses informs the cost-recovery process by properly documenting eligible costs for reimbursement. All procurement associated with a declared emergency requires a MACC mission number reference in the County's purchasing system. During MACC activations, the County enacts its disaster timekeeping processes to document personnel expenses related to the incident to facilitate reimbursement of eligible, personnel-related costs. Tracking volunteer hours is also essential to support reimbursement processes. For more detailed information regarding the County's approach to cost recovery, see the *PWC Cost Recovery Framework*.

## 8. Jurisdiction and Regional Coordination

Coordination with the County's incorporated towns, neighboring jurisdictions, and regional partners is essential for the County's emergency operations due to the interconnected nature of Northern Virginia.

### 8.1. Incorporated Town Coordination

Operational coordination between the County and its four incorporated towns, Dumfries, Haymarket, Occoquan, and Quantico, is essential for both daily operations and emergency events. Each town maintains its own police department, but firefighting, emergency medical services, and 911 communication, dispatch, and public safety radio services are provided by the County. As required in the Code of Virginia, Chapter 3.2, Title 44, Section 146.19, subsection B, each Town has designated emergency management contacts to integrate emergency planning, training, exercise, and outreach functions with PWC EM. Each Town is covered by the PWC EOP and must coordinate any resource requests or the need for an emergency declaration with PWC EM. In the event of a Presidential emergency or disaster declaration for the County, the Towns can apply for public assistance independently or as part of the County. For additional information on coordination with each town, please refer to their *Town Coordination Plan*<sup>2</sup>.

### 8.2. Marine Corps Base Quantico Coordination

Marine Corps Base (MCB) Quantico is a U.S. Marine Corps installation located near Triangle, VA in the Eastern and Central regions of PWC. MCB Quantico is bordered by the Potomac River, PWC, Stafford County and Fauquier County; the base entirely surrounds the incorporated Town of Quantico, which can only be accessed by land through base security checkpoints. There are several complex factors that may impact daily operations and/or emergency response to the base, including a large on-base residential population, CSX rail lines that carry passenger and cargo trains through the base, a significant daytime commuter workforce, and limited access control points along the US-1 corridor. Due to these hazards, complexities, and differing authorities, there is typically a need coordinate emergency operations with MCB Quantico.

Quantico Fire & Emergency Services are civilians and emergency response coordination with PWC falls under the NOVA mutual aid agreements. During a disaster, any expanded emergency support PWC would require outside of fire and EMS by MCB Quantico would fall under the Immediate Response Authority under the Defense Support to Civil Authority (DSCA). Immediate Response Authority is a Department of Defense capability that allows base commanders and certain Defense civilians to respond quickly to requests for assistance from civil authorities. As listed in DoD Directive 3025.18, a request for assistance from a civil authority (tribal authority, mayor, chief of police, fire chief, sheriff, chief of

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<sup>2</sup> This plan is currently in an operational planning process at the time of EOP adoption.

emergency management, etc.) is required to initiate the Immediate Response Authority. Following the request, Army Reserve units within the affected area may respond immediately under imminently serious conditions to disasters and attacks as required by civil authorities and within limits established by law. For additional information on emergency coordination with MCB Quantico, please refer to the *MCB Quantico/PWC Emergency Coordination Plan*<sup>3</sup>.

### 8.3. City Coordination

The City of Manassas and City of Manassas Park are independent political subdivisions that are entirely within the footprint of the County (as they were formerly incorporated towns of the County prior to their independent city status in the 1970's). All three jurisdictions maintain separate emergency management programs and EM Coordinators that coordinate closely regarding preparedness, response, mitigation, and recovery. The three jurisdictions have a shared services agreement for certain programs and are all served by the same elected Sheriff and Clerk of the Court, the 31<sup>st</sup> Judicial District court system, and the Virginia Department of Health's Prince William Health District.

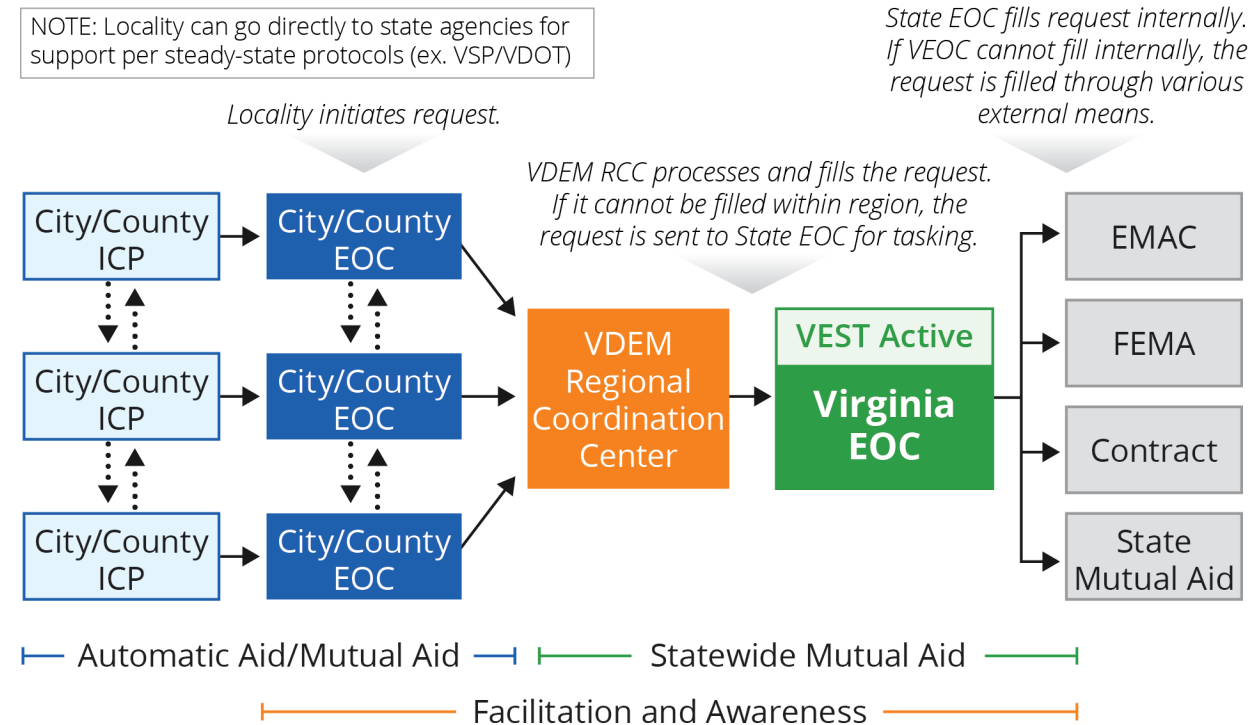
The County and Cities are also served by many of the same non-profit organizations and community organizations active in disasters, such as the Human Services Alliance of Greater Prince William, Volunteer Prince William, an American Red Cross chapter, the Health District's Medical Reserve Corps, and the local Amateur Radio Emergency Services group. During an emergency, coordination with these partners and the emergency management staff of all three jurisdictions is essential to ensure equitable access to limited resources and prevent duplication of effort across the jurisdictions.

### 8.4. Regional Coordination

Regional coordination is a key factor for the planning and operational needs of Prince William County. Coordination before, during and after emergencies occurs among local, state, and federal jurisdictions; PWC departments, volunteer and non-profit agencies and private-sector partners. The coordination process from a field incident to the County, region, and state is depicted in [Figure 12](#).

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<sup>3</sup> This plan is currently in an operational planning process at the time of EOP adoption.



**Figure 12: Regional Coordination Depiction**

#### 8.4.1. Virginia Department of Emergency Management Region 7

Prince William County is part of the VDEM Region 7. During emergency operations, the County coordinates with VDEM via the Region 7 Regional Coordination Center (RCC), which serves as a multi-agency coordination center and single conduit to state agencies for the region's 10 political subdivisions and public institutions of higher education. Additionally, the RCC serves as a coordination point with jurisdictions in the NCR outside of the Commonwealth (i.e., the State of Maryland, Maryland counties, and the District of Columbia). Requests for information and support are first issued to the RCC and then can be elevated to the Virginia Emergency Operations Center if they cannot be addressed or filled by the RCC.

#### 8.4.2. Northern Virginia Emergency Response System

The Northern Virginia Emergency Response System (NVERS) is a collaboration among local governments in northern Virginia, the state, and the private sector. The organization focuses on efforts to expand the ability of public safety agencies through preparedness activities, including planning efforts, training and exercises, and resource acquisition. NVERS is also the region's healthcare coalition, representing healthcare and response organizations focused on health preparedness and response activities. The Regional Healthcare Coordination Center (RHCC) serves as a hub for public health and healthcare emergencies and a liaison to the other five regions and Virginia Department of Health's

Emergency Coordination Center. Prince William County coordinates with the Prince William Health District and RHCC, when applicable, during emergency response operations to connect healthcare organizations in need to resources and other assistance.

#### **8.4.3. Northern Virginia Regional Coordination**

PWC is part of the Northern Virginia planning district commission region, known as the Northern Virginia Regional Commission (NVRC). The NVRC is comprised of Arlington, Fairfax, Loudoun and Prince William Counties; the independent cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park; and the incorporated towns within Fairfax, Loudoun, and Prince William Counties. The region's emergency managers work collaboratively to address preparedness activities and response operations, as applicable. The *Northern Virginia Hazard Mitigation Plan (NOVA HMP)* is a key preparedness activity that supports a regional view and consideration of the threats and hazards with potential regional impacts.

#### **8.4.4. National Capital Region**

As one of the independent jurisdictions of the National Capital Region (NCR) PWC EM participates in regional collaboration, coordination, training, and exercise efforts among NCR jurisdictions. The Metropolitan Washington Council of Governments (MWCOG) serves as a coordination point for public safety organizations, including emergency management, in the NCR with a focus on preparedness activities. MWCOG hosts regional emergency support function (RESF) committees, including RESF-5, the NCR's regional emergency management committee. MWCOG also supports regional conference calls for adverse weather events and serves as the administrator for the Regional Incident Communications and Coordination System, which serves as an internal notification system used to keep NCR officials informed regarding incidents of regional importance.

## **9. Emergency Declarations**

The purpose of an emergency declaration is to allow governmental agencies to mobilize resources; conduct disaster preparedness, response, and recovery activities; and authorize expenditures to cover disaster activities. Not all emergencies result in an emergency declaration. Three broad types of emergency declarations apply to PWC: local, state, and Presidential (i.e., federal). The enactment of any of these declarations is based on the scope and magnitude of the incident. Local and state declarations may be based on the threat of disaster, such as an approaching hurricane, to help facilitate preparedness actions.

### **9.1. Emergencies without Declarations**

The Director of Emergency Management or designee may direct County departments and agencies to respond to emergencies or disasters as outlined in this Plan without a formal declaration of a local emergency when the expectation is that local resources will be used without requesting reimbursement of costs from the state or federal government.

### **9.2. Local Declaration of Emergency**

Title 44 of the Code of Virginia allows the Director of Emergency Management to authorize a local declaration of emergency when the threat or actual occurrence of an emergency or disaster reaches a severity and magnitude to warrant a coordinated response by various County departments, agencies, and volunteer organizations. A local declaration of emergency must be confirmed by the BOCS its next regularly scheduled meeting or at a special meeting within 45 days of the declaration, whichever occurs first. PWC EM supports the Director of Emergency Management in the process of declaring a local emergency by monitoring for threats, hazards and/or incidents and providing information to support the decision-making process.

A local declaration of emergency authorizes emergency powers for the County as noted in the Code of Virginia, Chapter 3.2, Title 44, Section 146.21 subsection C, including emergency purchasing and resource procurement. This may include taking actions without regard for formalities normally prescribed by law, with the exception of mandatory constitutional requirements, in connection to public work, entering into contracts, incurring obligations, leveraging temporary workers and rental equipment, purchasing resources, levying taxes, and appropriating and/or using public funds. Additionally, as long as it does not affect other political subdivisions, the County is allowed to control, restrict, allocate, or regulate the use, sale, production, and distribution of food, fuel, clothing, and other commodities, materials, goods, services, and resource systems that exist only inside the County. A local emergency declaration is independent of state and federal emergency declarations; however, a local declaration is required for the County to engage with state and federal disaster declaration funding.

### **9.2.1. Local Declaration of Water Supply Emergency**

In addition to a local declaration of emergency, the County Executive may promulgate orders for restricted use of water as authorized in Title 15.2, Section 924 of the Code of Virginia and Section 30-82 of the PWC County Code. A declaration of water supply emergency may be exercised concurrently with a local declaration of emergency and allows for the adoption of ordinances for the restricted use or absolute curtailment of the use of water by citizens for nonessential purposes for the duration of a water supply emergency or to prevent the occurrence of a water supply emergency. These restrictions only apply to water supplied by a locality, authority, or company distribution water for a fee or charge.

### **9.3. State Emergency Declarations**

The Governor of Virginia may issue a declaration of a state of emergency. If the declaration includes PWC, it provides the County with access to resources and assistance of departments and agencies of the state, including the National Guard, in the event local resources are insufficient to meet the needs. When the Governor declares a state of emergency that includes PWC, the County is authorized, under the supervision of the Governor or designated representative, to establish contracts and other obligations required to address threatened or actual impacts of a disaster, to protect health and safety of people and property, or to provide emergency assistance to victims.

As part of this supervised authorization outlined in the Code of Virginia, Chapter 3.2, Title 44, Sections 146.19 and 146.21, the County is allowed to proceed with emergency purchasing and resource procurement, which may include taking actions without regard for formalities normally prescribed by law, with the exception of mandatory constitutional requirements, in connection to public work, entering into contracts, incurring obligations, leveraging temporary workers and rental equipment, purchasing of resources, levying taxes, and the appropriating/using public funds. Additionally, as long as it does not impact other political subdivisions, the County is allowed to control, restrict, allocate or regulate the use, sale, production and distribution of food, fuel, clothing and other commodities, materials, goods, services and resource systems that exist only inside the County.

A local emergency declaration is independent of a state emergency declaration, but in some cases, a local declaration must be in place for the County to engage with certain state and federal programs.

### **9.4. Other State Declarations**

In addition to a declaration of a state of emergency, the state government may issue public health and drought emergency declarations. These declarations may be exercised concurrently with a state of emergency and include the following:

- The Governor of Virginia may make a statewide or regional drought emergency declaration through executive order. During a declared drought emergency, the

Director of the Department of Environmental Quality may allocate ground water and surface water resources to meet the necessary beneficial uses as established in Title 62.1 of the Code of Virginia.

- The State Board of Health, or the State Health Commissioner when the Board of Health is not in session, may make a public health emergency declaration to suppress nuisances dangerous to the public health and communicable, contagious, and infectious diseases and other dangers to public life and health as established in Title 32.1 of the Code of Virginia.

## 9.5. Federal Disaster Declarations

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (1988) established two types of federal disaster declarations: emergency declarations and major disaster declarations. Both types of declaration authorize the President to provide supplemental federal disaster assistance, and can only be requested by the Governor once certain thresholds are met

### 9.5.1. Emergency Declarations

Emergency declarations can be declared by the President for any event or incident the President determines requires federal assistance. These declarations provide supplemental support to State and local or Indian tribal government efforts to provide emergency services to address a threat of catastrophe in the United States. Up to five million dollars can be provided to assist for a single emergency.

### 9.5.2. Major Disaster Declarations

Major disaster declarations can be declared by the President for any natural event or, regardless of cause, fire, flood, or explosion when the President determines the incident has caused damage beyond the capabilities of State and local governments combined. A major disaster declaration provides a range of federal assistance programs for both public infrastructure and individuals. These programs include the provision of funds for emergency and permanent work. Each disaster incident is evaluated to determine which programs will be activated. FEMA assistance programs are identified below:

- **Individual Assistance:** assistance to individuals and households.
- **Public Assistance:** assistance to state, tribal, and local governments and certain private nonprofit organizations for emergency work and repair or replacement of disaster-damaged facilities.
- **Hazard Mitigation Assistance:** assistance to state, tribal, and local governments and certain private nonprofit organizations for actions taken to prevent or reduce long-term risk to life and property from natural hazards.

### 9.5.3. Requirements

The Governor of Virginia may request an emergency or major disaster declaration for any or all of the Commonwealth of Virginia within 30 days of an incident. The Governor may make the request pre-disaster or after a disaster has commenced. An emergency or major disaster declaration is requested when the disaster is expected to exceed or has exceeded the combined resources of the local jurisdictions and the state. If a declaration is made, it opens assistance from the federal government based on the type of declaration. The President determines if a request from the Governor warrants a declaration. Additionally, the President can declare an emergency or major disaster whenever the President determines federal assistance is required. In the event Prince William County is declared a federal disaster area, the resources of federal departments and agencies are available to provide resources and assistance to augment those of the County and the state.

### 9.6. Other Federal Declarations

Several federal agencies have independent authorities to declare disasters or emergencies. These authorities may be exercised concurrently or become part of a major disaster, or an emergency declared under the Robert T. Stafford Act. These other authorities include the following:

- The Administrator of the U.S. Small Business Administration may make a disaster declaration based upon physical damage to buildings, machinery, equipment, homes, and other property as well as economic injury.
- The Secretary of the U.S. Department of Health and Human Services may declare, after consultation with public health officials, a public health emergency in the event of a significant outbreak of infectious disease or a bioterrorist attack.
- The U.S. Army Corps of Engineers may issue a disaster declaration in response to flooding or coastal storms.
- The Secretary of the U.S. Department of Agriculture may declare a disaster in certain situations in which the County sustains a production loss of 30 percent or greater in a single major enterprise.
- The Secretary of the U.S. Department of Commerce may make a declaration of commercial fisheries' failures or fishery resources disaster.

A Federal On-scene Coordinator designated by the Environmental Protection Agency, U.S. Coast Guard, or the U.S. Department of Energy, under the National Contingency Plan, has the authority to direct response efforts at the scene of a discharge of oil, hazardous substance, pollutants, or contaminants, depending upon the location, area of responsibility agreements, and source of the release.

## 10. Assignment of Responsibilities

In the event of a disaster or emergency, the PWC Government will continue to function and provide emergency and essential services. Emergency operations will mirror day-to-day government operations to the extent possible. Assigned responsibilities during each emergency management phase are established below, and each agency's specific primary and supporting roles during plan activation are defined in [Appendix E: Agency Responsibilities Matrix](#).

### 10.1. Board of County Supervisors

In the event an emergency impacts the PWC Board of County Supervisors (BOCS), the following succession order is in place according to the Rules of the Board:

1. Chair of the BOCS
2. Vice Chair of the BOCS
3. Chair Pro Tempore of the BOCS

The PWC BOCS has the following responsibilities:

- **Preparedness, Prevention, and Mitigation**
  - Adopt the EOP every four years as set forth in Title 44 of the Code of Virginia.
  - Adopt the *Northern Virginia Regional Hazard Mitigation Plan* every five years.
  - Establish strategic policy, such as allocation of resources to fund personnel, equipment, and training for the provision of emergency and non-emergency services for the County to respond to emergencies and disasters.
  - Adopt other supporting PWC plans, as needed.
- **Response and Recovery**
  - The Chair and members of the Board serve as conduits to their districts during an emergency and complete the following:
    - Provide ongoing communication from districts and/or constituents to the Director of Emergency Management through the Government Liaison Officer and the MACC PIO and/or JIC, if activated.
    - Amplify communication to constituents during the event as developed by the JIC using the "one message, many voices" concept.
    - Ratify the Declaration of Local Emergency at the next regularly scheduled BOCS meeting or at a special meeting within 45 days of declaration, whichever occurs first, and authorize the Director of Emergency Management to execute agreements with state and federal disaster relief agencies, according to Title 44 of the Code of Virginia.

- Pre-authorize use of an undesignated fund balance to respond to declared local emergencies.
- Local emergency declarations are subject to confirmation by the BOCS within 45 days of the declaration.
- Coordinates with other elected officials at the regional and state level, including the Congressional Delegation.
- **Recovery**
  - Authorize expenditures necessary to conduct long-term recovery functions.
  - Consider policy issues regarding recovery, such as the prioritization of recovery efforts.
  - Communicate with community stakeholders, including residents and the business community, and provide input to recovery plan/efforts.

## 10.2. County Executive (Director of Emergency Management)

The PWC County Executive, serving as the Director of Emergency Management, or designee, has the following responsibilities:

- **Preparedness, Prevention, and Mitigation**
  - Promulgate and approve the EOP every four years as set forth in Title 44 of the Code of Virginia.
  - Appoints, with the consent of the Board of Supervisors, the EM Coordinator and Deputy EM Coordinator to manage the day-to-day functions of emergency management and the MACC.
- **Response**
  - Provide strategic direction and consider policy issues regarding response, such as prioritization of response efforts.
  - Activate the MACC, if deemed necessary to address incident demands.
  - When a district or localized event of importance occurs, notify the Chair and appropriate District Supervisor. The Government Liaison Officer may be designated to complete this action.
  - Provide updates on the progress of response to the BOCS. The Government Liaison Officer may be designated to complete this action.
  - Determine the need for a local declaration of emergency and authorize declaration, if necessary (in accordance with Title 44 of the Code of Virginia).
  - Authorize issuance of public evacuation recommendations.

- Directs and reallocates County assets and resources during an emergency. Approves inbound and outbound statewide mutual aid or EMAC requests.
- **Recovery**
  - Consider policy issues regarding recovery, such as the prioritization of recovery efforts.
  - Review and approve recovery plans and associated efforts.
  - Provide input into the After-Action Report (AAR).

### 10.3. Deputy County Executives

The Deputy County Executives have the following responsibilities:

- **Preparedness, Prevention, and Mitigation**
  - Ensure their quad of government participates in all preparedness, prevention, and mitigation activities and programs.
  - Identify program areas that intersect with emergency management and ensure coordination across all functions.
- **Response**
  - Serve as the acting County Executive and/or acting Director of Emergency Management if designated by the County Executive to assume this role in his or her absence.
  - Manages identified aspects of an emergency if authority to do so is delegated by the County Executive.
  - In the event of an emergency, Deputy County Executives shall continue to maintain their organizational responsibility and ensure departments and agencies under their supervision carry out identified roles and responsibilities assigned to them in the EOP or by law.
  - Communicate and coordinate across department heads to ensure response activities receive the staff, support, and resources needed to respond to the incident.
  - Resolve critical resource gaps and policy issues.
- **Recovery**
  - Consider policy issues regarding recovery, such as the prioritization of recovery efforts.
  - Review and approve recovery plans and associated efforts.
  - Provide input into the AAR.

## 10.4. County Departments and Agencies

In the event of a significant emergency, County department directors are expected to carry out Mission Essential Functions<sup>4</sup>, emergency duties and responsibilities, and additional normally assigned duties, as possible. Below, responsibilities are defined and assigned by emergency management phases. Refer to the *PWC County Continuity of Operations Plan (COOP)* and agency COOP annexes for information on all primary mission essential functions and agency mission essential functions

### Preparedness, Prevention, and Mitigation Phases

The following is a partial list of duties and assigned responsibilities for County agencies and department and key partners during preparedness, prevention, and mitigation phases.

- Agencies and departments responsible for supporting the MACC (e.g., filling MACC positions) or other emergency response activities (e.g. supporting mass care facilities, testing sites, food distribution, etc.) are responsible for associated preparedness activities, including staff engagement in emergency management training, development and maintenance of associated rosters, and preparation and maintenance of associated plans. These activities are coordinated by the Office of Emergency Management.
- Agencies and departments involved with mitigation activities participate in the PWC Hazard Mitigation Program.
- Identify potential mitigation projects and communicate them to the PWC Hazard Mitigation Working Group coordinated by PWC EM.
- Maintain contracts with department and agency vendors that provide goods and services during disasters.
- Participate in plan development and review based on role (e.g., Base Plan, operational and functional plans, COOP, Mitigation Plan). Directors may designate staff to serve in this capacity.

### Response and Recovery Phases

[Table 3](#) is a list of key duties and assigned responsibilities for County agencies and departments and key partners to support emergency operations in PWC, which may vary depending on the type and scope of the incident. Identified agencies are expected to provide available staff and resources to support emergency operations, as requested. Long-term recovery roles will be further identified in the *PWC Long-Term Recovery Framework*.

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<sup>4</sup> Mission Essential Functions are actions that cannot be left undone without risking failure of mission or loss of trust, respect, and/or funding.

**Table 3: County and Other Agencies' Duties and Responsibilities**

| Agency                                                                    | Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adult Detention Center                                                    | <ul style="list-style-type: none"> <li>Provide detention facilities for arrestees and assist in evacuation efforts if needed to move arrestees to another secure facility.</li> <li>Provide staff support and facilities for mass feeding operations, as required (food supplies are required to continue support for extended operations).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                |
| Amateur Radio Emergency Operations/Radio Amateur Civil Emergency Services | <ul style="list-style-type: none"> <li>Coordinate the establishment of local emergency radio communications networks as needed to meet the needs of the MACC and incident operations.</li> <li>Provide equipment and operator support to implement and maintain emergency radio communications networks.</li> <li>When activated, support and advise the development of communications support plans.</li> </ul>                                                                                                                                                                                                                                                                                                                                      |
| American Red Cross                                                        | <ul style="list-style-type: none"> <li>Provide services and fill roles in the <i>PWC Mass Care Framework</i>.</li> <li>Provide available comfort resources, assets, or commodities to support response operations or to alleviate impacts of the incident on the community.</li> <li>Coordinate trained Red Cross volunteers to support mass care incident operations when requested.</li> </ul>                                                                                                                                                                                                                                                                                                                                                      |
| Area Agency on Aging                                                      | <ul style="list-style-type: none"> <li>Provide services and fill roles in the <i>PWC Mass Care Framework</i>.</li> <li>Provide information, assistance, and/or care coordination for older adults affected or potentially affected by emergencies.</li> <li>Leverage existing partnerships, programs, and activities to support emergency food and water distribution activities such as Meals on Wheels programs to ensure critical resources reach homebound elderly.</li> <li>Provide transportation to individuals aged 60 and older to and from the Senior Centers.</li> <li>Provide assistance for people aged 60 and older who need to have lost paperwork or cards replaced by the Social Security Administration and/or Medicare.</li> </ul> |
| Circuit Court Judges Chambers                                             | <ul style="list-style-type: none"> <li>Coordinate continuity plan implementation and identify resources needed to sustain services required by applicable law or Virginia Supreme Court orders.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Office of the Clerk of the Circuit Court                                  | <ul style="list-style-type: none"> <li>Coordinate continuity plan implementation and identify resources needed to sustain services required by applicable law or Virginia Supreme Court orders.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Office of the Commonwealth's Attorney                                     | <ul style="list-style-type: none"> <li>Coordinate continuity plan implementation and identify resources needed to sustain services required by applicable law or Virginia Supreme Court orders.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

| Agency                                         | Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Community Services                             | <ul style="list-style-type: none"> <li>▪ Provide services and fill roles in the <i>PWC Mass Care Framework</i>.</li> <li>▪ Provide immediate crisis-intervention services to victims of a disaster, families of victims, and support workers who must respond to a disaster and its aftermath.</li> <li>▪ Provide family, individual, and/or group counseling services to disaster victims, families of victims, and workers who must respond to a disaster and its aftermath on an ongoing basis after the immediate crisis is over.</li> <li>▪ Coordinate with the MACC to ensure that all required changes to statutory requirements are understood, and any issues maintaining requirements during emergencies are addressed.</li> </ul> |
| County Attorney's Office                       | <ul style="list-style-type: none"> <li>▪ Advise County officials concerning legal responsibilities, powers, and liabilities regarding emergency response and recovery operations and other legal issues that may arise related to a state of emergency.</li> <li>▪ Prepare or review, as appropriate, emergency ordinances agreements, and local emergency declarations.</li> </ul>                                                                                                                                                                                                                                                                                                                                                          |
| Criminal Justice Services                      | <ul style="list-style-type: none"> <li>▪ Coordinate continuity plan implementation and identify resources needed to sustain regulatory requirements and services.</li> <li>▪ Notify Virginia Department of Criminal Justice Services (804-786 4000) and Department of Corrections Victim Services (804-674-3243) if there is an incident with individuals determined to be victims as defined in the Code of Virginia 19.2-11.01.</li> </ul>                                                                                                                                                                                                                                                                                                 |
| Department of Development Services             | <ul style="list-style-type: none"> <li>▪ When requested, support the damage assessment process by providing evaluation of structures from building inspector reports in accordance with existing policies and procedures.</li> <li>▪ Coordinate with PWC EM and/or the MACC to ensure inspector reports and information is accurate and accessible for recovery efforts.</li> <li>▪ Ensure that inspected damaged buildings are properly identified.</li> <li>▪ Provide property owners and contractors with assistance and information about building code requirements during the recovery phase as needed.</li> </ul>                                                                                                                     |
| Department of Economic Development and Tourism | <ul style="list-style-type: none"> <li>▪ Lead the Business and Industry function for the MACC.</li> <li>▪ Utilize existing communication channels and relationships to assist and coordinate in stabilizing supply chains and operations between business owners and operators.</li> <li>▪ Identify, collect, and document key areas of support needed for business to facilitate the recovery process.</li> <li>▪ Coordinate functions of economic recovery, including employment recovery, business-restoration recovery, business retention and recruitment, and supply-chain recovery.</li> </ul>                                                                                                                                        |

| Agency                                                         | Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                | <ul style="list-style-type: none"> <li>Communicate and coordinate with businesses in the community that may have resources to provide during emergencies or disasters.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Office of Elections                                            | <ul style="list-style-type: none"> <li>Coordinate all election activities in PWC.</li> <li>Identify resources needed to conduct elections that may be affected by emergency incidents in accordance with the Prince William County or Virginia Board of Elections or applicable court order.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Office of Emergency Management                                 | <ul style="list-style-type: none"> <li>Perform day-to-day liaison with state, regional, and federal emergency management staff members and other neighboring local emergency management personnel.</li> <li>Recommend a declaration of emergency pursuant to state statutes.</li> <li>Open the MACC when activated by the Director of Emergency Management, the Emergency Management Coordinator, or the Deputy Emergency Management Coordinator.</li> <li>Fills the role of the MACC Manager.</li> <li>Oversee and facilitate the development of the MACC Support Plan during MACC operations.</li> <li>Implement the Request for Assistance Process and/or Single Point Ordering to ensure appropriate utilization of County resources.</li> <li>Facilitate coordination channels among local, state, federal, private, and volunteer organizations.</li> <li>Coordinate dissemination of emergency warning information with JIC.</li> <li>Request state and federal assistance as necessary.</li> </ul> |
| Office of Executive Management                                 | <ul style="list-style-type: none"> <li>Establish and promulgate emergency policy decisions including declarations of local emergencies, delegations of authority, and changes to County operating status.</li> <li>Provide high-level strategic direction and priorities for incident response through careful consideration of impacts and the needs of the whole community in coordination with the Emergency Management Coordinator or designee and the Policy Group.</li> <li>Communicate and coordinate across department heads to ensure response activities receive the staff, support, and resources needed to respond to the incident.</li> <li>Resolve critical resource gaps and policy issues.</li> </ul>                                                                                                                                                                                                                                                                                      |
| Executive Management / Office of Communications and Engagement | <ul style="list-style-type: none"> <li>Coordinate all joint public information functions for PWC.</li> <li>Establish the Joint Information System (JIS), establish a Joint Information Center (JIC), and coordinate messaging activities with local, regional, state, and federal partners and agencies.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

| Agency                                                | Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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|                                                       | <ul style="list-style-type: none"> <li>▪ Disseminate information approved by the Director of Emergency Management, the Emergency Management Coordinator, or the MACC Manager to keep the public and employees informed during emergency situations.</li> <li>▪ Disseminate public policy statements approved by the MACC Manager or Emergency Management Coordinator to the media.</li> <li>▪ In coordination with the MACC, interface with media and arrange for media briefings, as appropriate. Coordinate rumor-control activities with the MACC.</li> <li>▪ Fill the role of Government Liaison Officer and coordinate information dissemination to the BOCS and other elected officials.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Executive Management / Office of Equity and Inclusion | <ul style="list-style-type: none"> <li>▪ Coordinate language access initiatives and support the Office of Communications and Engagement in public information activities.</li> <li>▪ The Language Access Manager is vital in promoting public safety and ensuring that all information disseminated to the community is accessible and comprehensible to individuals with limited English proficiency. This includes overseeing, translating, and interpreting critical messages and materials relevant to emergencies.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Executive Management / Office of Sustainability       | <ul style="list-style-type: none"> <li>▪ Provide guidance on short-term recovery objectives relating to sustainability and resiliency considerations.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Department of Facilities and Fleet Management         | <ul style="list-style-type: none"> <li>▪ Provide vehicles and other transportation assets (County owned, leased, or procured) to support emergency transportation functions.</li> <li>▪ Coordinate with County agencies and facility owners for utilization of leased structures, land, or property during incidents.</li> <li>▪ Locate and support acquisition or lease of facilities for emergency use, if applicable.</li> <li>▪ Provide facility status information to the MACC; identify impacted facilities and resource gaps preventing operability.</li> <li>▪ Utilizing existing staff or contracts, provide 24/7 operation support and maintenance of designated emergency facilities.</li> <li>▪ Support MACC Warehouse and Logistics operations; track deployment of departmental assets and consumables.</li> <li>▪ Coordinate with utility companies and fuel vendors to service and supply County facilities and fueling stations, including rationing of fuel at County fuel stations, if needed.</li> <li>▪ Provide physical security of County government facilities including electronic access and security identification badging of employees, contractors, volunteers, visitors, etc.</li> </ul> |

| Agency                                      | Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Department of Finance                       | <ul style="list-style-type: none"> <li>▪ Lead the Finance/Administration Section, including all aspects of cost tracking, personnel timekeeping, and procurement-related support.</li> <li>▪ Coordinate with PWC EM to ensure all incident-related costs are tracked and documented based on established MACC single-point ordering procedures.</li> <li>▪ Provide a centralized means of reporting total incident-related costs and implications on other County Finance functions.</li> <li>▪ Risk and Wellness Services: provide policy guidance on all incident-related activities to ensure the safety of employees, facilities, sites, and the environment.</li> <li>▪ Support the Office of Emergency Management with cost-recovery documentation, including information for applicable federal financial assistance.</li> </ul> |
| Department of Fire and Rescue               | <ul style="list-style-type: none"> <li>▪ Act as lead agency for firefighting, urban search and rescue, and hazardous materials MACC functions.</li> <li>▪ Provide fire suppression, hazardous materials control, technical rescue, emergency medical services, radiological monitoring, and emergency prevention of fire and explosions.</li> <li>▪ Coordinate and authorize access for use of FRS facilities for Incident support, as available.</li> <li>▪ Support MACC Warehouse and Logistics operations; track deployment of departmental assets and consumables.</li> </ul>                                                                                                                                                                                                                                                       |
| Department of Public Safety Communications  | <ul style="list-style-type: none"> <li>▪ Maintain the Countywide system for receiving 911 calls, coordinate appropriate response with public safety agencies, and notify the Duty Officer of incidents outlined in the <i>PWC EM Reportable Incidents Guide</i>.</li> <li>▪ Provide or deploy emergency communications resources and staff to maintain communication between incident scenes and the PSCC.</li> <li>▪ Coordinate with DoIT to maintain the County public safety radio system.</li> <li>▪ Provide ongoing incident information to the MACC to enhance situational awareness and inform the common operating picture.</li> </ul>                                                                                                                                                                                          |
| General District Court                      | <ul style="list-style-type: none"> <li>▪ Coordinate continuity plan implementation and identify resources needed to sustain services required by applicable law or Virginia Supreme Court orders.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Office of Housing and Community Development | <ul style="list-style-type: none"> <li>▪ Provide services and fill roles in the <i>PWC Mass Care Framework</i>.</li> <li>▪ Provide permanent housing information, such as available unit listings, and outreach to the housing community to identify additional permanent housing.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| Agency                                            | Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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|                                                   | <ul style="list-style-type: none"> <li>Identify if disaster-affected families are participants in the Housing Choice Voucher (HCV) Program.</li> <li>Work with affected HCV families to locate permanent housing or return to their existing unit if able.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Office of Human Resources                         | <ul style="list-style-type: none"> <li>Assist with coordination of County staff reassignments by identifying and aligning skillsets with response needs.</li> <li>Assist in the coordination and implementation of personnel and County policies, as it relates to emergencies and disasters.</li> <li>Coordinate time tracking and documentation of personnel assigned to the incident.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Office of Human Rights                            | <ul style="list-style-type: none"> <li>Consider and provide recommendations on access and equity issues related to emergency response strategy and operations.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Human Services Alliance of Greater Prince William | <ul style="list-style-type: none"> <li>Activate and oversee the Prince William Disaster Fund as requested by Prince William County, the City of Manassas, and/or the City of Manassas Park.</li> <li>Serve as a conduit for transitioning human services support approach during transition from disaster response to recovery, including case management.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Department of Information Technology              | <ul style="list-style-type: none"> <li>Maintain continuity of physical and digital infrastructure for County operations.</li> <li>Maintain the public safety radio communications infrastructure systems. Assist in deployment and tracking of additional radio assets as needed.</li> <li>Ensure telephone, computing resources, and network communications essential to emergency operations are maintained and operational.</li> <li>Lead or support coordination and communications with external service carriers and vendors as needed to support continuity or restoration of services.</li> <li>Prioritize network restoration and support based on mission essential functions identified in the Prince William County Continuity of Operations Plan.</li> <li>Provide Geographic Information System (GIS) support to the MACC.</li> <li>Coordinate with the MACC Supply Function to ensure IT-related consumables and assets deployed in support of the incident are being tracked.</li> </ul> |
| Juvenile and Domestic Relations Court             | <ul style="list-style-type: none"> <li>Coordinate continuity plan implementation and Identify resources needed to sustain services required by applicable law or Virginia Supreme Court orders.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

| Agency                                                      | Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| Juvenile Court Services Unit                                | <ul style="list-style-type: none"> <li>Coordinate continuity plan implementation and Identify resources needed to sustain services required by applicable law or Virginia Supreme Court orders.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Office of Management and Budget                             | <ul style="list-style-type: none"> <li>Advise the Director of Emergency Management of current or potential impacts on the County budget as a result of the emergency.</li> <li>Identify unexpended balances that can be reallocated to meet response and recovery priorities.</li> <li>Assist in the oversight of incident expenditures and transition to budgetary requirements and long-term needs.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Department of Parks and Recreation                          | <ul style="list-style-type: none"> <li>Provide physical facilities, support resources, and assistance, such as on-site equipment and supplies.</li> <li>Provide services and fill roles in the <i>PWC Mass Care Framework</i>.</li> <li>Provide staff to support MACC Logistics and Ground Support operations.</li> <li>Lead for physical donations management processes. Coordinate, collect, organize and sort physical donations made to the County.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Planning Office                                             | <ul style="list-style-type: none"> <li>Support operational needs, including provision of staff and resources.</li> <li>Share information on impacts to special projects, historic, or cultural sites with the MACC Situational Awareness Section.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Police Department                                           | <ul style="list-style-type: none"> <li>Act as lead for PWC Law Enforcement and Security, the MACC Intelligence Unit/Section, and ground search and rescue lead (e.g., missing person search).</li> <li>Provide traffic flow and control at incident sites and support locations.</li> <li>Assist with and direct movement of vehicles and foot traffic during evacuations. Coordinate with state agencies as needed to facilitate route utilization.</li> <li>Collect, analyze, and develop incident-related intelligence (non-sensitive) that will support public safety operations and inform leadership.</li> <li>Coordinate Urban Search and Rescue activities and operations with Department of Fire and Rescue.</li> <li>Animal Services Bureau: act as lead for pet sheltering functions and provide expertise, staff, equipment, and facility support.</li> <li>Coordinate with other local, state, and federal law enforcement agencies.</li> </ul> |
| Potomac and Rappahannock Transportation Commission/OmniRide | <ul style="list-style-type: none"> <li>Act as lead for MACC Transportation functions.</li> <li>Provide services and fill roles in the <i>PWC Mass Care Framework</i>.</li> <li>Collect, analyze, and distribute information on the status of the County's transportation infrastructure.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

| Agency                         | Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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|                                | <ul style="list-style-type: none"> <li>▪ Provide transportation services to support response and recovery operations.</li> <li>▪ Monitor the status of transportation infrastructure repair and restoration.</li> <li>▪ Provide information and planning support for evacuation operations. Support evacuation of persons utilizing resources, assets, and staff.</li> <li>▪ Coordinate with VRE regarding any incident impacts to VRE operations.</li> <li>▪ Coordinate with CSX and Norfolk Southern regarding damage to rail lines and stoppage or resumption of VRE services.</li> </ul>                                                                                                           |
| Prince William County Schools  | <ul style="list-style-type: none"> <li>▪ Provide information, status and impacts of incidents on school infrastructure programs and resources.</li> <li>▪ Provide services and fill roles in the <i>PWC Mass Care Framework</i>.</li> <li>▪ Provide facilities or sites within the school system that can support incident operations, mass care sites, staging areas, and supply staging points.</li> <li>▪ Provide assets, resources, and staff to support transportation and evacuation activities.</li> <li>▪ <i>NOTE: PWCS primary mission is education of students; as such its ability to provide facilities and services will be limited when school is in session.</i></li> </ul>             |
| Prince William Water           | <ul style="list-style-type: none"> <li>▪ Lead coordination efforts and information sharing activities with Fairfax Water, City of Manassas Water Department, and the Upper Occoquan Service Authority (UOSA).</li> <li>▪ Monitor water supply systems and provide information about service disruptions or damage to supply networks.</li> <li>▪ Repair damaged water-distribution system, water treatment facilities, and water collection systems, keeping the MACC, the Virginia Department of Health, and Virginia Department of Environmental Quality informed of status.</li> </ul>                                                                                                              |
| Prince William Health District | <ul style="list-style-type: none"> <li>▪ Act as lead for Public Health and Medical MACC functions.</li> <li>▪ Provide services and fill roles in the <i>PWC Mass Care Framework</i>.</li> <li>▪ Provide situational awareness information regarding impacts and impacts on health care facilities, services and supply chains.</li> <li>▪ Coordinate monitoring and response activities with the RHCC, other medical facilities, and state and federal health and environmental agencies.</li> <li>▪ Coordinate development and dissemination of health advisories with the PWC Offices of Communications and Engagement and Emergency Management, the Virginia Department of Health, other</li> </ul> |

| Agency                          | Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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|                                 | <p>National Capital Region jurisdictions, and other northern Virginia jurisdictions.</p> <ul style="list-style-type: none"> <li>Conduct active disease surveillance, investigation, and mitigation. Provide technical assistance during outbreaks or suspected outbreaks at specific locations or facilities.</li> <li>As it relates to the incident, order testing of diseased animals, inspect individual and community sanitary waste disposal, and monitor food safety and general sanitation.</li> <li>Coordinate the activation and response activities of the Greater Prince William County Medical Reserve Corps.</li> <li>Assist the Office of the Chief Medical Examiner with mass fatality management.</li> </ul>                                            |
| Prince William Public Libraries | <ul style="list-style-type: none"> <li>Provide services and fill roles in the <i>PWC Mass Care Framework</i>.</li> <li>Act as lead for the County Call Center, if activated.</li> <li>Provide facilities and staff for incident operations, where applicable and available.</li> <li>Support distribution of public information at library facilities, as applicable.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                        |
| Office of Procurement Services  | <ul style="list-style-type: none"> <li>Provide supervision, approval, and oversight of incident-related procurement processes. Ensure all policies and procedures are followed for all purchases and provide guidance on emergency procurement changes and requirements.</li> <li>Assist the Resource Support Section with identification of suppliers, supplier contacts, and contract vehicles that may be used to fulfill resource requests during an incident or planned event.</li> </ul>                                                                                                                                                                                                                                                                          |
| Public Safety Resilience Center | <ul style="list-style-type: none"> <li>Act as the lead for provision of behavioral health support and stress first aid for first responders and incident support personnel.</li> <li>Provide services and fill roles in the <i>PWC Mass Care Framework</i>.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Department of Public Works      | <ul style="list-style-type: none"> <li>Lead the debris management response in accordance with the <i>PWC Debris Management Plan</i>.</li> <li>Assist in damage assessment of impacts to drainage, stormwater management, waste management, and environmental services to identify areas of damage or impact.</li> <li>Investigate emerging or potential environmental impacts and/or contamination to public works sites and storm water resources.</li> <li>Maintain oversight of cleanups at environmental incidents such as fuel and chemical spills.</li> <li>Assist with coordination of neighborhood debris cleanup activities through existing programs or relationships.</li> <li>Coordinate substantial damage assessments during a flooding event.</li> </ul> |

| Agency                                                                                                | Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| Sheriff's Office                                                                                      | <ul style="list-style-type: none"> <li>▪ Lead agency for coordinating Judicial Center security.</li> <li>▪ Provide information, deputies, and other resources that may be needed to support law enforcement functions at incident locations.</li> <li>▪ During emergencies requiring transportation or relocation of prisoners, provide assets and resources to ensure safety and security.</li> <li>▪ Coordinate search and rescue efforts with PWC Police Department to locate registered Project Life Saver clients that wander from family or guardians.</li> <li>▪ Coordinate resources for Civil Disturbance Unit support with PWC Police Department and the Adult Detention Center.</li> </ul> |
| Department of Social Services                                                                         | <ul style="list-style-type: none"> <li>▪ Coordinate mass care service implementation with the MACC in accordance with the <i>PWC Mass Care Framework</i> and associated operational plans.</li> <li>▪ Distribute emergency Supplemental Nutrition Assistance Program allotments to eligible disaster victims.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                              |
| Department of Transportation                                                                          | <ul style="list-style-type: none"> <li>▪ Collect, analyze, and distribute information on the status of the County's transportation infrastructure projects.</li> <li>▪ Assist with transportation-related emergency needs (i.e., permits, information sharing, etc.) with the Virginia Department of Transportation, as required.</li> </ul>                                                                                                                                                                                                                                                                                                                                                          |
| Virginia American Water                                                                               | <ul style="list-style-type: none"> <li>▪ Monitor water supply systems and provide information about service disruptions or damage to supply networks.</li> <li>▪ Repair damaged water-distribution system, water treatment facilities, and water collection systems, keeping the MACC, the Virginia Department of Health and the State Environmental Quality Association informed of status.</li> </ul>                                                                                                                                                                                                                                                                                               |
| Virginia Cooperative Extension                                                                        | <ul style="list-style-type: none"> <li>▪ Coordinate information, assistance and/or timely damage assessment to agricultural producers about their crops, livestock, farm homes, barns and other buildings, fencing, and machinery.</li> <li>▪ Identify issues or concerns relating to large animals impacted during emergencies. Coordinate evacuation and sheltering functions as necessary.</li> <li>▪ Support emergency response and recovery with farmers and the agricultural industry in the event of a radiological incident at either Calvert Cliffs or North Anna Power plants.</li> </ul>                                                                                                   |
| Virginia Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund | <ul style="list-style-type: none"> <li>▪ Serve as lead coordinating agencies for individuals determined to be victims as defined in the Code of Virginia 19.2-11.01.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| Agency                                                           | Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| Virginia Department of Transportation                            | <ul style="list-style-type: none"> <li>▪ Lead agency for repair, treatment, debris removal, and clearance operations during incidents affecting state roadways within the County.</li> <li>▪ Support evacuation operations for affected areas by providing input to route planning, law enforcement coordination, and resources to support evacuation operations.</li> <li>▪ Oversee snow removal and roadway treatment during winter storms.</li> <li>▪ Oversee roadway and related infrastructure inspections and repairs.</li> <li>▪ Coordinate necessary road closures with the County Police Department or Virginia State Police as appropriate.</li> </ul> |
| Virginia Office of the Chief Medical Examiner, Northern District | <ul style="list-style-type: none"> <li>▪ Support investigations of emergency related unnatural deaths in accordance with § 32.1-283 of the Code of Virginia.</li> <li>▪ Support assigned services in the <i>PWC Mass Care Framework</i> by assisting with decedent identification and notification processes with local law enforcement.</li> <li>▪ Oversee mass fatality operations in coordination with the Prince William Health District and the state mass fatality plan.</li> </ul>                                                                                                                                                                        |
| Virginia State Police                                            | <ul style="list-style-type: none"> <li>▪ Act as lead for all law enforcement activities on interstate highways.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Volunteer Prince William                                         | <ul style="list-style-type: none"> <li>▪ Coordinate and manage unaffiliated and/or spontaneous volunteers.</li> <li>▪ Coordinate Volunteer Reception Centers as required.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Office of Youth Services                                         | <ul style="list-style-type: none"> <li>▪ Provide secure and non-secure detention facilities (Juvenile Detention Center and Molinari Juvenile Shelter) and community supervision for court-ordered youth and assistance in relocation of youth to another facility if needed.</li> <li>▪ Provide staffing to support operations outlined in the <i>PWC Mass Care Framework</i>.</li> </ul>                                                                                                                                                                                                                                                                        |

Beyond pre-identified response and recovery assignments, County agencies and departments with available personnel or additional capabilities may be tasked with addressing unmet needs based on the demands of the incident. Outside agencies, particularly critical infrastructure and utility providers, may be leveraged based on incident impacts and areas of expertise.

## 11. Training and Exercises

Training and exercises remain vital for the growth and health of PWC EM's program. The PWC Integrated Preparedness Plan (IPP) establishes a strategic approach to ensure training for first responders and MACC staff and is offered in a systematic manner. Exercises are developed based on training and plan update cycles.

### 11.1. Training and Exercise Requirements

PWC EM coordinates all emergency management and incident management training and exercises for the County. Specific trainings and exercises are determined based on assigned roles and responsibilities during an emergency. PWC EM provides training across six broad categories to meet the needs of the whole community:

- County staff emergency preparedness training
- MACC operational training and exercises
- MACC capstone tabletop and/or functional exercises
- Field-based ICS training and exercise support (per Police Department and Department of Fire and Rescue training requirements)
- Continuity of Operations/Continuity of Government training
- Whole community preparedness training

All response personnel are trained to the minimum standards suggested in NIMS (2017). The EM Coordinator and Deputy EM Coordinator complete the required trainings to meet VDEM standards. For details regarding required and recommended training for MACC staff, see the *Prince William County MACC Training Matrix*.

The County's exercises are aligned with the Homeland Security Exercise and Evaluation Program (HSEEP) guidance. The following are the minimum exercise requirements:

- The EOP will be activated at least once annually via real-world event or exercise.
- All MACC staff must participate in at least one real-world MACC activation or exercise activation annually.
- If participation is requested, the County will participate in the Governor's annual statewide drills.
- The County's IPP establishes an integrated training and exercise approach.

In addition to County training and exercise activities, PWC participates in regional training and exercises efforts as part of the Northern Virginia region, NVERS, and the NCR. Additional information about the Training & Exercise program can be found in the *Prince William County Training & Exercise Framework*.

## 11.2. Continuous Improvement Program

The PWC Continuous Improvement Program (CIP) provides a framework to conduct consistent and rigorous continuous improvement activities before, during, and after real-world incidents. In order to do so, incidents and significant events impacting the County, and its agencies, must be analyzed and reviewed in a process driven manner to identify both strengths of the response and area for improvement. All areas for improvement are captured in the *Continuous Improvement Tracker* which serves as a continuous improvement planning tool for the County's emergency management program.

### 11.2.1. County Wide Incidents

Any incident that impacts a large portion of PWC and/or where the response requires the coordination of multiple County agencies will undergo a full after-action process. PWC EM will coordinate the gathering of information, the facilitation of an After-Action Meeting (AAM), and the development of an AAR and Improvement Plan (IP). The items identified at the AAM and analyzed in the AAR will be included in the CIP going forward.

### 11.2.2. Isolated County Incidents

Any incident that has a significant impact on a smaller portion of PWC and does not require coordination between multiple incidents may still require a process to identify areas for improvement to include in an IP. For these incidents, PWC EM will coordinate the gathering of information and develop an incident narrative and IP based on that data. An AAM may or may not be necessary based on the incident. The items identified and analyzed in the narrative and IP will be included in the CIP going forward.

### 11.2.3. Field Incidents

Any incident that is managed by an Incident Command Post or Incident Management Team and lasts longer than one operational period will undergo a full after-action process. PWC EM will coordinate the gathering of information, the facilitation of an AAM, and the development of an AAR and IP. The items identified at the AAM and analyzed in the IP will be included in the CIP going forward.

### 11.2.4. County COOP Incidents

PWC has identified Mission Essential Functions that must be maintained during impacts to County facilities or systems. Whenever a primary County mission essential function is impacted by an incident, or when an incident causes two (2) or more departments to activate their departmental COOP plan, then a full after-action process will be undertaken either when the incident is resolved or has been stabilized. PWC EM will coordinate the gathering of information, the facilitation of an AAM, and the development of an AAR and IP. The Deputy County Executive that oversees each department will be included in the AAR development process. The items identified at the AAM and analyzed in the AAR will be included in the CIP going forward.

## 12. Plan Development, Maintenance, and Distribution

The Office of Emergency Management is responsible for development, maintenance, and distribution of the EOP.

### 12.1. Review Timeline

PWC conducts a comprehensive review and update of the EOP every four years as required by § 44-146.19 Va. Code Ann. (2024). The plan is re-promulgated every four years or when most of the PWC BOCS changes or if the BOCS determines the EOP requires re-promulgation based on a significant change to the standing EOP.

The *PWC IPP* outlines the planning priorities each year to develop new operational plans and procedures supporting the EOP. PWC EM reviews all existing operational plans and procedures every two years for any required updates or changes. All lead and supporting agencies participate in the plan development and update process, coordinated by PWC EM.

All portions of the EOP may be updated following implementation during an actual event or exercise when subsequent reviews determine the need for changes or updates. PWC will also review the EOP when deficiencies are revealed; AAR/improvement plans require changes; local, state, or federal policy changes occur; or any other condition occurs that requires change. All changes made to the plan between re-promulgation are documented in the Appendix B: Record of Changes.

### 12.2. Development and Review Method

PWC EM has a plan development and update process established for all planning-related documents supporting the EOP that includes four phases: Initiation, Planning, Development, and Operationalization. This process is also followed for the development of the Base Plan and was last completed in 2024.

**Initiation** – The first phase of the process includes scoping to define the end goal of the plan and defining the area of planning. In addition, a gap analysis is conducted to determine best practices, existing information to incorporate, and gaps in processes to incorporate into the planning process. This results in the development of a comprehensive project management plan that notes key stakeholders, planning meeting cadence, and plan development timeline.

**Planning** – This phase involves coordinating the planning meetings with all relevant stakeholders to gather required information for the plan.

**Development** – This phase focuses on plan development and stakeholder review from first draft to final draft. The phase ends with final plan approval, adoption, and/or promulgation, depending on specific plan requirements. A key component of stakeholder

review is ensuring accuracy of all identified agency roles and responsibilities and a concurrence with the established concept of operations.

**Operationalization** – After the plan has been finalized, PWC EM and all relevant stakeholders conduct a POETE (planning, organization, equipment, training and exercise) assessment to identify next steps required to operationalize the plan. Examples include:

- Planning - job aids, standard operating procedures, follow-on planning documentation
- Organization/Systems –Staffing identified to support planning assumptions; IT systems/technology development
- Equipment –Equipment required to support plan; develop mission ready packages
- Training/Exercise –Required/Recommended training and exercise cadence needed

For the PWC EOP, key stakeholders are defined as leadership from all agencies and partners with lead responsibilities defined in the Base Plan; secondary stakeholders are defined as leadership from agencies and partner organizations with responsibilities in supporting role or prominent role in a supporting plan.

### 12.3. Distribution

The EOP and supporting documents are considered controlled documents and the following distribution guidelines apply:

**Internal Distribution** - Distribution of all parts of the EOP and its supporting materials is based on an “need to know” basis as managed by the Office of Emergency Management. All agency directors, MACC staff, executive management, and BOCS receive a copy of the Base Plan and relevant supporting documents. PWC EM maintains master copies of the Base Plan and all supporting operational plans.

**External Distribution** - Any request for the EOP or supporting documents must be reviewed in accordance with the Virginia Freedom of Information Act. The Base Plan is available to the public, but supporting operational documents are not published publicly due to safety and security considerations. Portions of these records may be excluded from mandatory disclosure pursuant to applicable law, including Virginia Code Sections 2.2-3705.1(5), 2.2-3705.1(10), 2.2-3705.2(2), 2.2-3705.2(3), 2.2-3705.2(4), and 2.2-3705.2(6). If records are requested, please consult with the County Attorney's Office to discuss invoking exemptions.

## Appendix A: Authority and References

The authority for this Emergency Operations Plan and the Prince William County emergency management program is established by Commonwealth of Virginia Emergency Services and Disaster Law of 2000, Section 44-146.13 through 44-146.28.1, as amended. The following legislation and references provide additional guidance and legal authorities to this plan.

### Federal

- Comprehensive Preparedness Guide 101 Version 2, Federal Emergency Management Agency (FEMA; 2010)
- Executive Order 13347, Individuals with Disabilities in Emergency Preparedness (2004)
- Fair Labor Standards Act of 1938, as amended, 29 U.S.C.S. 201, *et seq.* (1938)
- Federal Civil Defense Act of 1950, Public Law 81-920, as amended
- Federal Disaster Mitigation Act of 2000, Public Law 106-390
- Homeland Security Exercise Evaluation Program (2020)
- Homeland Security Presidential Directive 5, Management of Domestic Incidents (2003)
- Intelligence Reform and Terrorism Protection Act of 2004, Public Law 108-458, Section 7302
- National Response Framework (2019)
- National Incident Management System, 3rd ed., FEMA (2017)
- Pets Evacuation and Transportation Standards Act of 2006, Public Law 109-308
- Post-Katrina Emergency Management Reform Act of 2006, Public Law 109-295
- Presidential Policy Directive 8 (2011)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-388 as amended
- Sandy Recovery Improvement Act and Disaster Relief Appropriations Act (113-2) (2013)
- Section 504, Rehabilitation Act of 1973
- Title III, Superfund Amendments and Reauthorization Act (SARA), Sections 301-305, 311, and 312 (1986)
- Title II, Americans with Disabilities Act of 1990

- Title 13, Business Credit and Assistance, Chapter 1, part 123, Disaster Loan Program, as amended
- Title 44, Emergency Services and Assistance, CFR, as amended

## Commonwealth

- Commonwealth of Virginia, Emergency Services and Disaster Law of 2000, Section 44-146.13 through 44-146.28.1, Code of Virginia, as amended
- Commonwealth of Virginia, Disease Prevention and Control, Article 3.02, Sections 32.1-48.05 to 32.1-48.017, Code of Virginia, as amended
- Commonwealth of Virginia, Emergency Operations Plan (2021)
- Commonwealth of Virginia, Counties, Cities, and Town, Subtitle II. Powers of Local Government, Section 15.2- 924, Code of Virginia, as amended
- Commonwealth of Virginia, Hazard Mitigation Plan (2023)
- Commonwealth of Virginia, Virginia Post Disaster Anti-Price Gouging Act, Sections 59.1-525 to 59.1-529, Code of Virginia, as amended
- Commonwealth of Virginia, Office of the Governor, Executive Order Number One Hundred and Two (2005), Adoption of the National Incident Management System and Use of the National Preparedness Goal for Preventing, Responding to and Recovery from Crisis Events in the Commonwealth (2005)
- Statewide Mutual Aid Operations Manual (2010)

## Additional References

- Emergency Management Standard, Emergency Management Accreditation Program (2022)
- Prince William County Code, as amended
- Prince William County Equity and Inclusion Policy
- Regional Emergency Coordination Plan, Metropolitan Washington Council of Governments (2011)
- Northern Virginia Regional Hazard Mitigation Plan (2022)

## Appendix B: Record of Changes

All changes to the *PWC Emergency Operations Plan: Base Plan* are documented in the table below.

| Change Number | Date | Description of Change | Change Made By (Name): |
|---------------|------|-----------------------|------------------------|
|               |      |                       |                        |
|               |      |                       |                        |
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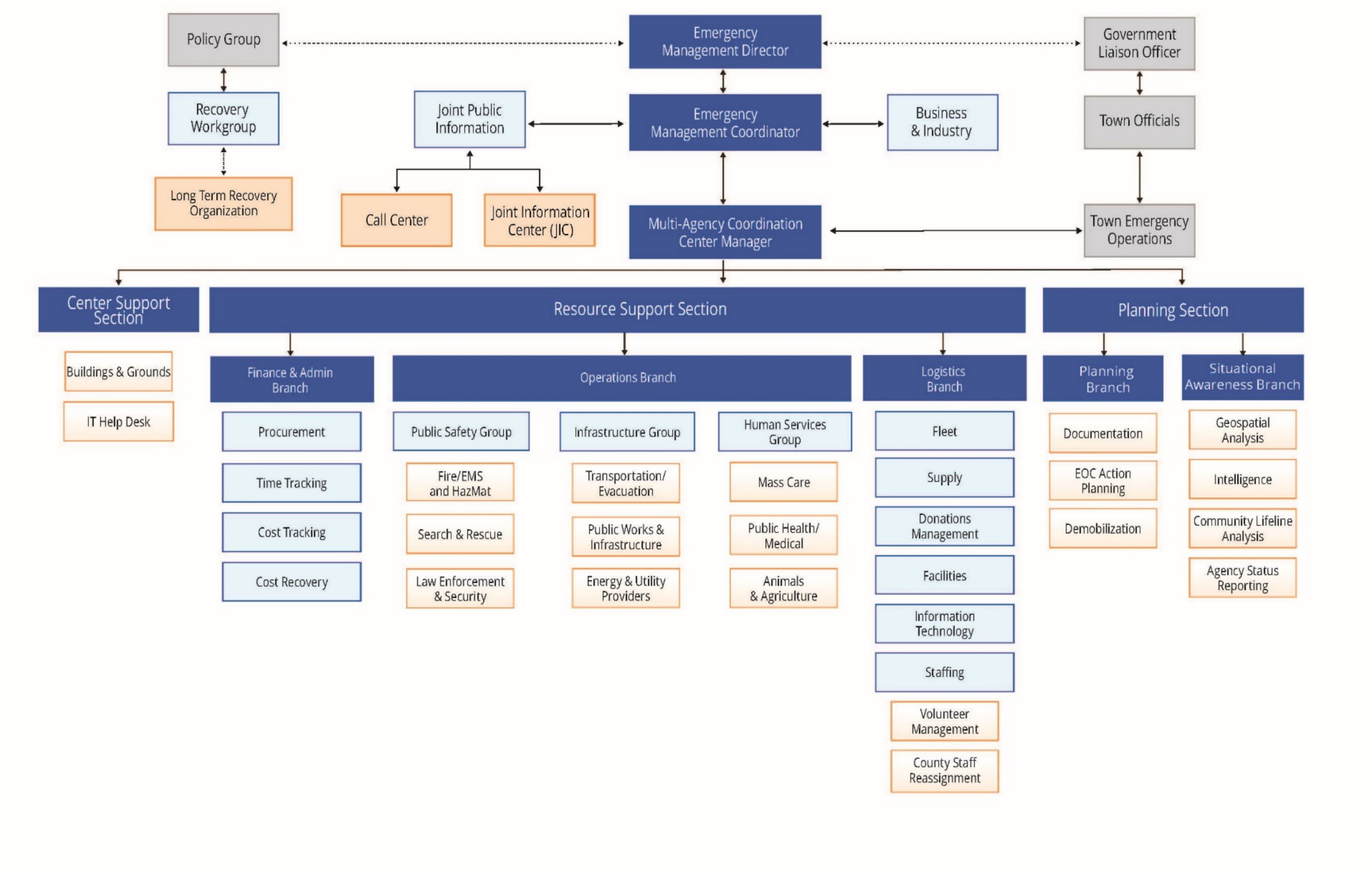
## Appendix C: Acronyms and Abbreviations

| Acronym | Meaning                                           |
|---------|---------------------------------------------------|
| AAM     | After Action Meeting                              |
| AAR     | After Action Report                               |
| ACS     | American Community Survey                         |
| ARES    | Amateur Radio Emergency Services                  |
| BOCS    | Board of County Supervisors                       |
| CIP     | Continuous Improvement Program                    |
| CONOPS  | Concept of Operations                             |
| COOP    | Continuity of Operations                          |
| EM      | Emergency Management                              |
| EMAC    | Emergency Management Assistance Compact           |
| EOP     | Emergency Operations Plan                         |
| FEMA    | Federal Emergency Management Agency               |
| HCV     | Housing Choice Voucher                            |
| HSEEP   | Homeland Security Exercise and Evaluation Program |
| IC      | Incident Commander                                |
| ICS     | Incident Command System                           |
| IP      | Improvement Plan                                  |
| IPP     | Integrated Preparedness Plan                      |
| ISM     | Incident Support Model                            |
| JIC     | Joint Information Center                          |
| JIS     | Joint Information System                          |
| MCB     | Marine Corps Base                                 |
| MWCOG   | Metropolitan Washington Council of Governments    |
| NCR     | National Capital Region                           |
| NIMS    | National Incident Management System               |
| NVERS   | Northern Virginia Emergency Response System       |
| MACC    | Multi-Agency Coordination Center                  |
| PIO     | Public Information Officer                        |
| PWC     | Prince William County                             |
| RACES   | Radio Amateur Civil Emergency Service             |
| RCC     | Regional Coordination Center                      |
| RESF    | Regional Emergency Support Function               |

| Acronym | Meaning                                     |
|---------|---------------------------------------------|
| RFA     | Request for Assistance                      |
| RHCC    | Regional Healthcare Coordination Center     |
| SMA     | Statewide Mutual Aid                        |
| VDEM    | Virginia Department of Emergency Management |
| VEOC    | Virginia Emergency Operations Center        |

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Appendix D: PWC MACC Organization Chart



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Appendix E: Agency Responsibilities by Function Matrix

The Agency Responsibilities Matrix defines primary (P) and supporting (S) roles of agencies by key functional areas during plan activation.

|                                                | Safe Haven                   | Reception | Reunification | Food, Water, & Emergency Supply Dist. | Emergency Overnight Sheltering | Heating and Cooling | Neighborhood Comfort | Family Assistance Operations | Long-Term Housing | Long-Term Case Management | Resiliency | Agriculture & Natural Resources | Fire, EMS, and HazMat | Public Health and Medical | Law Enforcement & Security | Mass Casualty/Fatality | Search & Rescue | Judicial | Evacuation & Transportation | Debris Management | Damage Assessment | Critical Infrastructure | Fleet | Facilities | Donations Management | Volunteer Management | Communications/IT | Joint Public Information | Business and Industry | Finance & Administration |   |
|------------------------------------------------|------------------------------|-----------|---------------|---------------------------------------|--------------------------------|---------------------|----------------------|------------------------------|-------------------|---------------------------|------------|---------------------------------|-----------------------|---------------------------|----------------------------|------------------------|-----------------|----------|-----------------------------|-------------------|-------------------|-------------------------|-------|------------|----------------------|----------------------|-------------------|--------------------------|-----------------------|--------------------------|---|
|                                                | Mass Care and Human Services |           |               |                                       |                                |                     |                      |                              |                   |                           |            |                                 | Public Safety         |                           |                            |                        | Infrastructure  |          |                             |                   | Logistics         |                         |       |            |                      |                      |                   |                          |                       |                          |   |
| Adult Detention Center                         |                              |           |               | S                                     |                                |                     |                      |                              |                   |                           |            |                                 |                       |                           | S                          |                        |                 | P        |                             |                   |                   |                         |       |            |                      |                      |                   |                          |                       |                          |   |
| ARES/RACES                                     |                              |           |               |                                       |                                |                     |                      |                              |                   |                           |            |                                 |                       |                           |                            |                        |                 |          |                             |                   |                   |                         |       |            |                      | S                    | S                 |                          |                       |                          |   |
| American Red Cross                             |                              | S         | S             | S                                     | S                              | S                   | S                    | S                            |                   | S                         | S          |                                 |                       |                           |                            |                        |                 |          |                             |                   |                   |                         |       |            |                      | S                    |                   |                          |                       |                          |   |
| Area Agency on Aging                           |                              | S         | S             | S                                     | S                              | S                   | S                    | S                            | S                 | S                         | S          |                                 |                       |                           |                            |                        |                 |          |                             |                   |                   |                         |       | S          |                      |                      |                   |                          |                       |                          |   |
| Circuit Court Judges Chambers                  |                              |           |               |                                       |                                |                     |                      |                              |                   |                           |            |                                 |                       |                           |                            |                        |                 | P        |                             |                   |                   |                         |       |            |                      |                      |                   |                          |                       |                          |   |
| Office of the Clerk of the Circuit Court       |                              |           |               |                                       |                                |                     |                      |                              |                   |                           |            |                                 |                       |                           |                            |                        |                 | P        |                             |                   |                   |                         |       |            |                      |                      |                   |                          |                       |                          |   |
| Office of the Commonwealth's Attorney          |                              |           |               |                                       |                                |                     |                      |                              |                   |                           |            |                                 |                       |                           |                            |                        |                 | P        |                             |                   |                   |                         |       |            |                      |                      |                   |                          |                       |                          |   |
| Office of Communications & Engagement          |                              |           |               |                                       |                                |                     |                      |                              |                   |                           |            |                                 |                       |                           |                            |                        |                 |          |                             |                   |                   |                         |       |            |                      |                      |                   | P                        |                       |                          |   |
| Community Services                             |                              | S         | S             | S                                     | S                              | S                   | S                    | S                            | S                 | S                         | S          |                                 |                       |                           |                            | S                      |                 |          |                             |                   |                   |                         |       |            |                      |                      |                   |                          |                       |                          |   |
| County Attorney's Office                       |                              |           |               |                                       |                                |                     |                      |                              |                   |                           |            |                                 |                       |                           |                            |                        |                 |          |                             |                   |                   |                         |       |            |                      |                      |                   |                          |                       | S                        |   |
| Criminal Justice Services                      |                              |           |               |                                       |                                |                     |                      |                              |                   |                           |            |                                 |                       |                           |                            |                        |                 | S        |                             |                   |                   |                         |       |            |                      |                      |                   |                          |                       |                          |   |
| Department of Development Services             |                              |           |               |                                       |                                |                     |                      |                              |                   |                           |            |                                 |                       |                           |                            |                        |                 |          |                             |                   | S                 |                         |       |            |                      |                      |                   |                          |                       |                          |   |
| Department of Economic Development and Tourism |                              |           |               | S                                     |                                |                     |                      |                              |                   |                           | S          |                                 |                       |                           |                            |                        |                 |          |                             |                   |                   |                         |       |            |                      |                      |                   |                          | P                     |                          |   |
| Office of Emergency Management                 |                              | S         | P             | P                                     | S                              | P                   | P                    | S                            | S                 | P                         | S          | S                               | S                     | S                         | S                          | S                      | S               | S        | P                           | S                 | P                 | P                       | S     | P          | P                    | P                    | S                 | S                        | S                     | S                        | P |
| Office of Equity & Inclusion                   |                              |           |               |                                       |                                |                     |                      |                              |                   |                           |            |                                 |                       |                           |                            |                        |                 |          |                             |                   |                   |                         |       |            |                      |                      |                   | S                        |                       |                          |   |
| Department of Facilities and Fleet Management  |                              | S         | S             | S                                     | S                              | S                   |                      | S                            |                   |                           |            |                                 |                       |                           | S                          |                        |                 |          |                             |                   | S                 |                         | P     | P          |                      |                      |                   |                          |                       |                          |   |

|                                                   | Safe Haven                   | Reception | Reunification | Food, Water, & Emergency Supply Dist. | Emergency Overnight Sheltering | Heating and Cooling | Neighborhood Comfort | Family Assistance Operations | Long-Term Housing | Long-Term Case Management | Resiliency | Agriculture & Natural Resources | Fire, EMS, and HazMat | Public Health and Medical | Law Enforcement & Security | Mass Casualty/Fatality | Search & Rescue | Judicial | Evacuation & Transportation | Debris Management | Damage Assessment | Critical Infrastructure | Fleet     | Facilities | Donations Management | Volunteer Management | Communications/IT | Joint Public Information | Business and Industry | Finance & Administration |  |
|---------------------------------------------------|------------------------------|-----------|---------------|---------------------------------------|--------------------------------|---------------------|----------------------|------------------------------|-------------------|---------------------------|------------|---------------------------------|-----------------------|---------------------------|----------------------------|------------------------|-----------------|----------|-----------------------------|-------------------|-------------------|-------------------------|-----------|------------|----------------------|----------------------|-------------------|--------------------------|-----------------------|--------------------------|--|
|                                                   | Mass Care and Human Services |           |               |                                       |                                |                     |                      |                              |                   |                           |            |                                 | Public Safety         |                           |                            |                        |                 |          | Infrastructure              |                   |                   |                         | Logistics |            |                      |                      |                   |                          |                       |                          |  |
| Department of Finance                             |                              |           |               |                                       |                                |                     |                      |                              |                   |                           |            |                                 |                       |                           |                            |                        |                 |          |                             |                   | S                 |                         |           |            |                      |                      |                   |                          |                       | P                        |  |
| Department of Fire and Rescue                     | P                            | S         | S             | S                                     | S                              |                     |                      | S                            |                   |                           |            |                                 | P                     |                           |                            | P                      | P               |          |                             |                   | S                 |                         | S         | S          |                      |                      | S                 | S                        |                       |                          |  |
| Department of Public Safety Communications        | S                            |           |               |                                       |                                |                     |                      |                              |                   |                           |            |                                 | S                     |                           | S                          | S                      | S               |          | S                           |                   |                   |                         |           |            |                      |                      |                   | P                        | S                     |                          |  |
| General District Court                            |                              |           |               |                                       |                                |                     |                      |                              |                   |                           |            |                                 |                       |                           |                            |                        |                 | P        |                             |                   |                   |                         |           |            |                      |                      |                   |                          |                       |                          |  |
| Office of Housing and Community Development       |                              |           |               |                                       |                                |                     |                      |                              | P                 |                           | S          |                                 |                       |                           |                            |                        |                 |          |                             |                   |                   |                         |           |            |                      |                      |                   |                          |                       |                          |  |
| Office of Human Resources                         |                              |           |               |                                       |                                |                     |                      |                              |                   |                           |            |                                 |                       |                           |                            |                        |                 |          |                             |                   |                   |                         |           |            |                      |                      |                   |                          |                       | P                        |  |
| Human Services Alliance of Greater Prince William |                              |           |               |                                       |                                |                     |                      |                              |                   | S                         | S          |                                 |                       |                           |                            |                        |                 |          |                             |                   |                   |                         |           |            |                      | P                    |                   |                          |                       |                          |  |
| Department of Information Technology              |                              |           |               |                                       |                                |                     |                      |                              |                   |                           |            |                                 |                       |                           |                            |                        |                 |          |                             |                   |                   |                         |           |            |                      |                      |                   | P                        |                       |                          |  |
| Juvenile and Domestic Relations Court             |                              |           |               |                                       |                                |                     |                      |                              |                   |                           |            |                                 |                       |                           |                            |                        |                 |          | P                           |                   |                   |                         |           |            |                      |                      |                   |                          |                       |                          |  |
| Juvenile Court Services Unit                      |                              |           |               |                                       |                                |                     |                      |                              |                   |                           |            |                                 |                       |                           |                            |                        |                 |          | P                           |                   |                   |                         |           |            |                      |                      |                   |                          |                       |                          |  |
| Office of Management and Budget                   |                              |           |               |                                       |                                |                     |                      |                              |                   |                           |            |                                 |                       |                           |                            |                        |                 |          |                             |                   |                   |                         |           |            |                      |                      |                   |                          |                       | S                        |  |
| Department of Parks and Recreation                |                              | S         | S             | S                                     | S                              | S                   |                      | S                            |                   |                           | S          | S                               |                       |                           |                            |                        |                 |          |                             | S                 | S                 | S                       |           | S          | P                    |                      |                   |                          |                       |                          |  |
| Police Department                                 | P                            | S         | S             | S                                     | S                              | S                   |                      | S                            |                   |                           | S          |                                 |                       |                           | S                          | P                      | P               | S        | P                           |                   | S                 |                         | S         |            |                      |                      | S                 | S                        |                       |                          |  |
| PRTC/OmniRide                                     | S                            | S         | S             | S                                     | S                              | S                   |                      | S                            |                   |                           | S          |                                 |                       |                           |                            |                        |                 |          | P                           |                   | S                 | P                       |           |            |                      |                      |                   |                          |                       |                          |  |
| Prince William County Schools                     |                              | S         | S             | S                                     | S                              | S                   |                      | S                            |                   |                           | S          |                                 |                       |                           |                            |                        |                 |          | S                           | S                 | S                 | S                       |           | S          |                      |                      |                   | S                        |                       |                          |  |
| Prince William Water                              |                              |           |               |                                       |                                |                     |                      |                              |                   |                           |            |                                 |                       |                           |                            |                        |                 |          |                             |                   | S                 | P                       |           |            |                      |                      |                   |                          |                       |                          |  |
| Prince William Health District                    |                              | S         | S             | S                                     | S                              | S                   |                      | S                            |                   |                           | S          |                                 |                       | P                         |                            | S                      |                 |          | S                           | S                 |                   | P                       |           |            |                      | S                    |                   | S                        | S                     |                          |  |

|                                                                                   | Safe Haven                   | Reception | Reunification | Food, Water, & Emergency Supply Dist. | Emergency Oversight Sheltering | Heating and Cooling | Neighborhood Comfort | Family Assistance Operations | Long-Term Housing | Long-Term Case Management | Resiliency | Agriculture & Natural Resources | Fire, EMS, and HazMat | Public Health and Medical | Law Enforcement & Security | Mass Casualty/Fatality | Search & Rescue | Judicial | Evacuation & Transportation | Debris Management | Damage Assessment | Critical Infrastructure | Fleet     | Facilities | Donations Management | Volunteer Management | Communications/IT | Joint Public Information | Business and Industry | Finance & Administration |
|-----------------------------------------------------------------------------------|------------------------------|-----------|---------------|---------------------------------------|--------------------------------|---------------------|----------------------|------------------------------|-------------------|---------------------------|------------|---------------------------------|-----------------------|---------------------------|----------------------------|------------------------|-----------------|----------|-----------------------------|-------------------|-------------------|-------------------------|-----------|------------|----------------------|----------------------|-------------------|--------------------------|-----------------------|--------------------------|
|                                                                                   | Mass Care and Human Services |           |               |                                       |                                |                     |                      |                              |                   |                           |            |                                 | Public Safety         |                           |                            |                        |                 |          | Infrastructure              |                   |                   |                         | Logistics |            |                      |                      |                   |                          |                       |                          |
| Prince William Public Libraries                                                   |                              | S         | S             | S                                     |                                | S                   |                      | S                            |                   |                           | S          |                                 |                       |                           |                            |                        |                 |          |                             |                   |                   |                         |           | S          |                      |                      |                   | S                        |                       |                          |
| Office of Procurement Services                                                    |                              |           |               |                                       |                                |                     |                      |                              |                   |                           |            |                                 |                       |                           |                            |                        |                 |          |                             |                   |                   |                         |           |            |                      |                      |                   |                          |                       | P                        |
| Public Safety Resilience Center                                                   | S                            | S         | S             | S                                     | S                              | S                   | S                    | S                            | S                 | S                         | S          |                                 |                       |                           |                            | S                      |                 |          |                             |                   |                   |                         |           |            |                      |                      |                   |                          |                       |                          |
| Department of Public Works                                                        |                              |           |               |                                       |                                |                     |                      |                              |                   |                           |            |                                 |                       |                           |                            |                        |                 |          |                             | P                 | S                 | P                       |           |            |                      |                      |                   |                          |                       |                          |
| Sheriff's Office                                                                  | S                            |           | S             |                                       |                                |                     |                      |                              |                   |                           |            |                                 |                       |                           | S                          |                        | S               | P        | S                           |                   |                   |                         |           |            |                      |                      |                   |                          |                       |                          |
| Department of Social Services                                                     |                              | P         | P             | P                                     | P                              | P                   |                      | P                            |                   | P                         | P          |                                 |                       |                           |                            |                        |                 |          |                             |                   |                   |                         |           |            |                      |                      |                   |                          |                       |                          |
| Department of Transportation                                                      |                              |           |               |                                       |                                |                     |                      |                              |                   |                           |            |                                 |                       |                           |                            |                        |                 |          | S                           |                   |                   | S                       |           |            |                      |                      |                   |                          |                       |                          |
| Virginia American Water                                                           |                              |           |               |                                       |                                |                     |                      |                              |                   |                           |            |                                 |                       |                           |                            |                        |                 |          |                             |                   | S                 | P                       |           |            |                      |                      |                   |                          |                       |                          |
| Virginia Cooperative Extension                                                    |                              |           |               |                                       |                                |                     |                      |                              |                   |                           |            | P                               |                       |                           |                            |                        |                 |          |                             |                   | S                 |                         |           |            |                      |                      |                   |                          |                       |                          |
| VA Dept of Criminal Justice Services & the VA Criminal Injuries Compensation Fund |                              |           |               |                                       |                                |                     |                      | S                            |                   |                           | S          |                                 |                       |                           |                            |                        |                 |          |                             |                   |                   |                         |           |            |                      |                      |                   |                          |                       |                          |
| Virginia Department of Transportation                                             |                              |           |               |                                       |                                |                     |                      |                              |                   |                           |            |                                 |                       |                           |                            |                        |                 |          | P                           |                   | S                 | P                       |           |            |                      |                      |                   |                          |                       |                          |
| Virginia Office of the Chief Medical Examiner, Northern District                  |                              |           | S             |                                       |                                |                     |                      | S                            |                   |                           |            |                                 |                       | S                         |                            | P                      |                 |          |                             |                   |                   |                         |           |            |                      |                      |                   |                          |                       |                          |
| Virginia State Police                                                             |                              |           |               |                                       |                                |                     |                      |                              |                   |                           |            |                                 |                       |                           | S                          |                        |                 |          | S                           |                   |                   |                         |           |            |                      |                      |                   |                          |                       |                          |
| Volunteer Prince William                                                          |                              |           |               |                                       |                                |                     |                      |                              |                   |                           |            |                                 |                       |                           |                            |                        |                 |          |                             |                   |                   |                         |           |            |                      | S                    |                   |                          |                       |                          |

## Appendix F: Functional Definitions

| Function                          | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Agriculture and Natural Resources | <ul style="list-style-type: none"> <li>Coordination with the agriculture sector and farms in PWC to support response and recovery needs during disasters is a key component of this function.</li> <li>This function also ensures the protection of natural, cultural and historic resources.</li> </ul>                                                                                                                                                                                                                                                           |
|                                   | <ul style="list-style-type: none"> <li>Lead Agency: Virginia Cooperative Extension</li> <li>Key Supporting Agencies: <ul style="list-style-type: none"> <li>Office of Planning – County Archeologist</li> <li>Department of Parks and Recreation – Office of Historic Preservation</li> </ul> </li> </ul>                                                                                                                                                                                                                                                          |
| Animal Sheltering                 | <ul style="list-style-type: none"> <li>Animal sheltering addresses pet and livestock needs, relieves people unwilling to evacuate without pets, and provides humane care and treatment during disasters.</li> </ul>                                                                                                                                                                                                                                                                                                                                                |
|                                   | <ul style="list-style-type: none"> <li>Lead Agency: <ul style="list-style-type: none"> <li>PWC Police Department – Animal Services Bureau - pets</li> <li>Virginia Cooperative Extension – livestock</li> <li>Virginia Department of Wildlife Resources – wildlife</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                          |
| Behavioral Health                 | <ul style="list-style-type: none"> <li>Integrating behavioral health support is vital to monitor mental health needs, provide psychosocial support, and promote emotional recovery during disaster mass care response.</li> </ul>                                                                                                                                                                                                                                                                                                                                  |
|                                   | <ul style="list-style-type: none"> <li>Lead Agency: Community Services</li> <li>Key Supporting Agencies: <ul style="list-style-type: none"> <li>Public Safety Resilience Center</li> <li>American Red Cross</li> <li>PWC Fire and Police Chaplains</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                          |
| Business and Industry             | <ul style="list-style-type: none"> <li>Coordinating and engaging the businesses and industries in PWC during and after a disaster by sharing information and resources. This function coordinates utilizing specialized resources to support response and recovery efforts that may only exist in the private sector. In addition, economic recovery and restoration of key services after a disaster are key components to supporting community recovery.</li> <li>Additional details found in the <i>PWC Business and Industry Coordination Plan</i>.</li> </ul> |
|                                   | <ul style="list-style-type: none"> <li>Lead Agency: Department of Economic Development and Tourism</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Communications/IT                 | <ul style="list-style-type: none"> <li>Maintaining and restoring critical communications systems during an emergency are critical. This function provides emergency radio</li> </ul>                                                                                                                                                                                                                                                                                                                                                                               |

| Function          | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <p>and telecommunications services for PWC departments involved in response and recovery operations; and to restore and maintain communications services needed for emergency response and recovery operations by the County.</p> <ul style="list-style-type: none"> <li>Additional details are found in the <i>PWC Communications Disruption Plan</i></li> </ul>                                                                                                                                                                                                                                           |
|                   | <ul style="list-style-type: none"> <li>Lead Agency: Department of Information Technology</li> <li>Key Supporting Agencies: <ul style="list-style-type: none"> <li>Department of Public Safety Communications</li> <li>Fire and Rescue System</li> <li>Police Department</li> <li>Amateur Radio Emergency Service/Radio Amateur Civil Emergency Service (ARES/RACES)</li> </ul> </li> </ul>                                                                                                                                                                                                                  |
| Damage Assessment | <ul style="list-style-type: none"> <li>Damage Assessment is the process for determining the nature and extent of the loss, suffering, and/or harm to the community resulting from a natural, accidental, or human-caused disaster.</li> <li>The purpose of this function is to conduct a thorough damage assessment of all affected areas of the County to determine extent of damage and restoration action to be taken.</li> <li>Additional details are found in the <i>PWC Damage Assessment Plan</i>.</li> </ul>                                                                                        |
|                   | <ul style="list-style-type: none"> <li>Lead Coordinating Agency: PWC Emergency Management</li> <li>Key Supporting Agencies: <ul style="list-style-type: none"> <li>Department of Development Services</li> <li>Fire and Rescue System</li> <li>Finance – Real Estate Assessment</li> <li>Facilities and Fleet Management</li> <li>Parks and Recreation</li> <li>Public Works</li> <li>Virginia Department of Transportation</li> <li>Critical Infrastructure partners</li> </ul> </li> </ul>                                                                                                                |
| Debris Management | <ul style="list-style-type: none"> <li>Debris management refers to the collective operations of demolition, clearance, removal, transport, temporary storage, segregation, reduction, and ultimately, disposal of debris.</li> <li>This function is scalable from providing information on proper disposal of debris from a small, localized storm event to utilization of large contractors to manage debris removal and monitoring after a catastrophic countywide incident.</li> <li>Additional details and a list of supporting agencies are found in the <i>PWC Debris Management Plan</i>.</li> </ul> |
|                   | <ul style="list-style-type: none"> <li>Lead Agency: Public Works</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

| Function                       | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| Donations Management           | <ul style="list-style-type: none"> <li>After a disaster, there may be a need to receive financial donations and/or physical goods to support impacted members of the community. The scale and scope of donations management varies depending on the scale and scope of the disaster. PWC does not generally accept the donation of physical goods after a disaster and encourages financial donations to trust organizations or to the PWC Disaster Fund, if activated.</li> <li>Additional details are found in the <i>PWC Physical Donations Plan</i> and the <i>PWC Disaster Fund Concept of Operations</i>.</li> </ul>                                                                                                        |
|                                | <ul style="list-style-type: none"> <li>Lead Agency – Physical Donations: Parks and Recreation</li> <li>Lead Agency – Financial Donations: Human Services Alliance of Greater Prince William</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Emergency Overnight Sheltering | <ul style="list-style-type: none"> <li>Emergency overnight sheltering consists of providing unmet needs including safe and secure sleeping accommodation to displaced individuals during emergencies. PWC may utilize either congregate or non-congregate types of overnight sheltering based on population needs.</li> <li>Additional details and a list of supporting agencies are found in the <i>PWC Mass Care Framework</i> and the <i>PWC Shelter Operations Plan</i>.</li> </ul>                                                                                                                                                                                                                                           |
|                                | <ul style="list-style-type: none"> <li>Lead Coordinating Agency: Department of Social Services</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Energy and Utility Services    | <ul style="list-style-type: none"> <li>This function collects, evaluates, and shares information on energy system status, damage, cascading impacts, and estimated time of restoration. This information is tracked and coordinated through situational awareness processes in EM or the MACC, when activated.</li> <li>Key energy and utility providers in PWC include: <ul style="list-style-type: none"> <li>Power: Dominion Energy, NOVEC</li> <li>Water/Wastewater: PWC Water and Virginia American Water</li> <li>Gas: Columbia Gas and Washington Gas</li> <li>Phone/Internet/Cable: Verizon and Comcast</li> </ul> </li> </ul>                                                                                            |
|                                | <ul style="list-style-type: none"> <li>Lead Coordinating Agency: PWC Emergency Management</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Evacuation and Transportation  | <ul style="list-style-type: none"> <li>Transportation as part of mass care enables access to essential services for all impacted populations and supports evacuation, sheltering, recovery, and accessibility needs during disasters.</li> <li>There may be a need to conduct evacuation operations as part of an emergency response. Evacuations can range from localized to communitywide depending on the size and scope of the incident.</li> <li>In addition, this function addresses impacts to PWC communities based on regional incidents that can cause major transportation disruptions. For example, a major incident causing an evacuation of Washington D.C., or a major closure of Interstates 66 or 95.</li> </ul> |
|                                | <ul style="list-style-type: none"> <li>Lead Coordinating Agency: PWC Emergency Management</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

| Function                     | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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|                              | <ul style="list-style-type: none"> <li>▪ Key Supporting Agencies: <ul style="list-style-type: none"> <li>○ PRTC/OmniRide</li> <li>○ Police Department</li> <li>○ Fire and Rescue System</li> <li>○ Virginia State Police</li> <li>○ Virginia Department of Transportation</li> <li>○ Virginia Railway Express (VRE)</li> <li>○ Amtrak</li> <li>○ PWC Schools</li> <li>○ PWC Transportation Department</li> <li>○ Private transportation partners (taxi, charter buses, ride share)</li> </ul> </li> </ul>                                                                                                                                                                                                                                          |
| Facilities                   | <ul style="list-style-type: none"> <li>▪ Depending on the incident, there may be a need to utilize a facility to support operations, mainly for mass care support services. A list of pre-identified facilities to support incident operations is maintained by PWC EM and coordinated with the owning agencies. These facilities include County facilities, Libraries, Recreation Centers, Schools, Fire Station social halls, and Town facilities.</li> <li>▪ Facilities and Fleet Management Property Management Division can facilitate leasing a facility if the existing facility list does not support the incident parameters.</li> <li>▪ There may be other private facilities available just in time for incident operations.</li> </ul> |
|                              | <ul style="list-style-type: none"> <li>▪ Lead Coordinating Agency: PWC Emergency Management</li> <li>▪ Key Supporting Agencies: <ul style="list-style-type: none"> <li>○ Facilities and Fleet Management</li> <li>○ Libraries</li> <li>○ Area Agency on Aging</li> <li>○ Department of Parks and Recreation</li> <li>○ Fire and Rescue System</li> <li>○ PWC Schools</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                        |
| Family Assistance Operations | <ul style="list-style-type: none"> <li>▪ Family assistance operations provide information and ongoing support to friends and families of decedents and impacted persons during a mass casualty or mass fatality event. This type of support can include identification of victims, access to counseling, financial assistance, and memorial services support.</li> <li>▪ Additional details and a list of supporting agencies are found in the <i>PWC Mass Care Framework</i>.</li> </ul>                                                                                                                                                                                                                                                          |
|                              | <ul style="list-style-type: none"> <li>▪ Lead Coordinating Agency: PWC Emergency Management</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Fire, EMS and HazMat         | <ul style="list-style-type: none"> <li>▪ This function coordinates all fire and emergency medical services emergency response in PWC.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| Function                                       | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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|                                                | <ul style="list-style-type: none"> <li>▪ The PWC Hazardous Materials Coordinator and associated program coordinates responses to an actual or potential discharge or release of hazardous materials. This function provides for prevention, containment, and coordinate cleanup of hazardous materials releases within the County, and to coordinate with County, State, Federal, and private hazardous materials emergency response operations during incidents that impact or threaten to impact the County or adjacent lands and waters.</li> <li>▪ The PWC Fire and Rescue System maintains all operational plans relating to this function.</li> </ul>                                                                                                                            |
|                                                | <ul style="list-style-type: none"> <li>▪ Lead Agency: Fire and Rescue System</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Food, Water, and Emergency Supply Distribution | <ul style="list-style-type: none"> <li>▪ Emergency supply distribution consists of providing emergency supplies to those impacted by an emergency. Examples include door-to-door delivery of water and food and establishing a point of distribution when an incident prevents a population from accessing commercial supplies, like a critical infrastructure disruption.</li> <li>▪ Additional details and a list of supporting agencies are found in the <i>PWC Mass Care Framework</i>.</li> </ul>                                                                                                                                                                                                                                                                                 |
|                                                | <ul style="list-style-type: none"> <li>▪ Lead Coordinating Agency: PWC Emergency Management</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Heating and Cooling                            | <ul style="list-style-type: none"> <li>▪ Support may be available to provide heating or cooling to people who may be exposed to unsafe environmental temperatures.</li> <li>▪ Warming or cooling centers can be opened in response to extreme temperatures, winter storms, power outages, or other situations where normal living conditions do not protect from the extreme temperatures.</li> <li>▪ Cooling resources are provided in response to heatwaves, power outages, or other situations where hot temperatures pose health risks, especially to vulnerable populations like the elderly, young children, or individuals with medical conditions.</li> <li>▪ Additional details and a list of supporting agencies are found in the <i>PWC Mass Care Framework</i>.</li> </ul> |
|                                                | <ul style="list-style-type: none"> <li>▪ Lead Coordinating Agency: PWC Emergency Management</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Law Enforcement and Security                   | <ul style="list-style-type: none"> <li>▪ This function provides enforcement of applicable orders, ordinances and statutes; to provide traffic control during evacuations; and to maintain security for impacted, protected, and evacuated areas critical facilities; to provide support to emergency response and recovery operations.</li> <li>▪ The PWC Police Department maintains all operational plans relating to this function.</li> </ul>                                                                                                                                                                                                                                                                                                                                      |
|                                                | <ul style="list-style-type: none"> <li>▪ Lead Agency: Police Department</li> <li>▪ Key Supporting Agencies:</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

| Function                    | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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|                             | <ul style="list-style-type: none"> <li>○ Sheriff's Office</li> <li>○ Town Police Departments</li> <li>○ Virginia State Police</li> <li>○ Facilities and Fleet Management (County Facility Security Lead)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Long-Term Case Management   | <ul style="list-style-type: none"> <li>▪ Long-term case management is the administrative process of coordinating ongoing assistance and recovery resources for individuals and families with specific needs following an emergency. Case management assists clients in need of health and/or social services for beyond the initial 30 days following the incident. This intensive case coordination enables accelerated recovery and brings essential resources to those with the most critical post-disaster needs who are unable to navigate challenges on their own. Long-term case management transitions people requiring long-term support from the temporary strategies provided during initial and on-going response to a "new normal" with support from established programs and services in the community.</li> <li>▪ Additional details and a list of supporting agencies are found in the <i>PWC Mass Care Framework</i>.</li> </ul> |
|                             | <ul style="list-style-type: none"> <li>▪ Lead Coordinating Agencies: Social Services and PWC Emergency Management</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Long-Term Housing           | <ul style="list-style-type: none"> <li>▪ Long-term housing consists of providing assistance to displaced people to secure shelter for an extended displacement from their homes due to uninhabitability from a disaster. Examples include providing temporary housing units or money for rental assistance or hotel reimbursement. Funding must be obtained through federal or state Disaster Recover Funds, to address the issue of long-term housing assistance.</li> <li>▪ Additional details and a list of supporting agencies are found in the <i>PWC Mass Care Framework</i>.</li> </ul>                                                                                                                                                                                                                                                                                                                                                    |
|                             | <ul style="list-style-type: none"> <li>▪ Lead Agency: Office of Housing and Community Development</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Mass Casualty/Mass Fatality | <ul style="list-style-type: none"> <li>▪ A mass casualty incident (MCI) occurs when emergency medical services resources, such as personnel and equipment, are overwhelmed by the number and severity of casualties. A mass casualty incident in PWC occurs when there are more than 10 patients requiring medical attention. Fire and Rescue System personnel coordinate with the RHCC to ensure all patients are transported to the closest available hospital with the required services to care for the patient without overwhelming one facility.</li> <li>▪ A mass fatality incident occurs when there are multiple deaths relating to one incident that overwhelms existing resources. This number varies daily due to the existing workload and capacity of</li> </ul>                                                                                                                                                                    |

| Function                      | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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|                               | <p>the Office of the Chief Medical Examiner (OCME). The OCME coordinates all mass fatality incidents in PWC.</p> <ul style="list-style-type: none"> <li>▪ Lead Agency: Fire and Rescue System (MCI) and OCME</li> <li>▪ Key Supporting Agencies: <ul style="list-style-type: none"> <li>○ Prince William Health District</li> <li>○ Regional Healthcare Coordination Center (RHCC)</li> <li>○ Virginia Office of the Chief Medical Examiner, Northern District</li> <li>○ Police Department</li> </ul> </li> </ul>                                                                                                                                                                                                   |
| Mass Feeding                  | <ul style="list-style-type: none"> <li>▪ Mass feeding provides essential sustenance through organized food service operations. It requires extensive planning, logistics, and partnerships to meet nutritional needs on a large scale after a disaster.</li> <li>▪ Additional details and a list of supporting agencies are found in the <i>PWC Mass Care Framework</i>.</li> </ul>                                                                                                                                                                                                                                                                                                                                  |
|                               | <ul style="list-style-type: none"> <li>▪ Lead Coordinating Agency: PWC Emergency Management</li> <li>▪ Key Supporting Agencies: <ul style="list-style-type: none"> <li>○ Adult Detention Center</li> <li>○ Area Agency on Aging</li> <li>○ Department of Parks and Recreation</li> <li>○ PWC Schools</li> <li>○ American Red Cross</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                            |
| Neighborhood Comfort Stations | <ul style="list-style-type: none"> <li>▪ Neighborhood comfort operations are a community led effort where community-based organizations conduct organic mass care operations.</li> <li>▪ The County supports neighborhood comfort initiatives to help these organizations in providing immediate relief and assistance and reestablishing a sense of security to impacted populations during emergencies that are typically longer duration. An example includes providing fuel for a homeowner's association community center that is operating a comfort center during a winter storm.</li> <li>▪ Additional details and a list of supporting agencies are found in the <i>PWC Mass Care Framework</i>.</li> </ul> |
|                               | <ul style="list-style-type: none"> <li>▪ Lead Coordinating Agency: PWC Emergency Management</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Public Health and Medical     | <ul style="list-style-type: none"> <li>▪ This function coordinates local governmental and non-governmental resources to respond to the medical and public health needs for an incident. The issues that may need to be addressed are the assessment of public health and medical needs; public health surveillance; medical equipment and supplies; environmental health monitoring and response; mass fatality</li> </ul>                                                                                                                                                                                                                                                                                           |

| Function                        | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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|                                 | <p>coordination and mass casualty management; and behavioral health.</p> <ul style="list-style-type: none"> <li>▪ This function serves as the lead for coordinating with regional emergency support function (ESF)-8 facilities and partners, including the RHCC, hospitals, skilled nursing facilities, dialysis, and home health agencies.</li> <li>▪ The Prince William Health District maintains all operational plans relating to this function.</li> </ul>                                                                                                                                                                                        |
|                                 | <ul style="list-style-type: none"> <li>▪ Lead Coordinating Agency: Prince William Health District</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Public Works and Infrastructure | <ul style="list-style-type: none"> <li>▪ This function provides guidance on actions to protect, repair, and restore the County's infrastructure; to provide engineering services and construction management expertise; to provide emergency heavy equipment contracting support for lifesaving and life-sustaining services; to repair public safety and other key response agencies' vehicles; and to conduct and oversee debris management operations.</li> <li>▪ This function also incorporates functional areas of Debris Management, supports Damage Assessment, and incorporates coordination with Critical Infrastructure partners.</li> </ul> |
|                                 | <ul style="list-style-type: none"> <li>▪ Lead Coordinating Agency: PWC Public Works and Emergency Management</li> <li>▪ Key Supporting Agencies: <ul style="list-style-type: none"> <li>○ Facilities and Fleet Management</li> <li>○ PWC Water</li> <li>○ Virginia American Water</li> <li>○ Department of Development Services</li> <li>○ Department of Transportation</li> <li>○ Virginia Department of Transportation</li> </ul> </li> </ul>                                                                                                                                                                                                         |
| Reception                       | <ul style="list-style-type: none"> <li>▪ Activate and oversee the Prince William Disaster Fund as requested by Prince William County, the City of Manassas, and/or the City of Manassas Park.</li> <li>▪ Serve as a conduit for transitioning human services support approach during transition from disaster response to recovery, including case management.</li> <li>▪ Additional details and a list of supporting agencies are found in the <i>PWC Mass Care Framework</i>.</li> </ul>                                                                                                                                                              |
|                                 | <ul style="list-style-type: none"> <li>▪ Lead Coordinating Agencies: Social Services and PWC Emergency Management</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Resiliency                      | <ul style="list-style-type: none"> <li>▪ Resiliency efforts are meant to help people and communities mitigate the long-term impacts of a catastrophic incident, which may include, but not limited to a natural disaster, or mass fatality/mass casualty incident. This strategy helps people navigate</li> </ul>                                                                                                                                                                                                                                                                                                                                       |

| Function          | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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|                   | <p>the complexities of long-term personal and business recovery, as well as supporting the community's return to a "new normal" and assisting in rebuilding that may need to occur.</p> <ul style="list-style-type: none"> <li>Access to recovery resources, services, and disaster assistance programs from government agencies, non-profits, and private sector can be included, but also provision of support for community rebuilding, memorials, and ongoing mental health support.</li> <li>Additional details and a list of supporting agencies are found in the <i>PWC Mass Care Framework</i>.</li> </ul>                                                                                                                                                                                                                                                                                                                                           |
|                   | <ul style="list-style-type: none"> <li>Lead Coordinating Agency: PWC Emergency Management</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Reunification     | <ul style="list-style-type: none"> <li>Reunification is the process of connecting separated family and friends by providing vetted information on the status of a loved one. This situation can occur for several reasons, including natural disasters (e.g., hurricanes, earthquakes, floods) or technological or human-caused emergencies (e.g., active violence incidents, evacuations). Examples include providing public information about where to go for information about missing friends and family, providing a phone or cell phone charging station to people who are displaced from their means of communication, and assisting survivors of an incident to reunify with friends and family.</li> <li>Additional details and a list of supporting agencies are found in the <i>PWC Mass Care Framework</i> and the <i>PWC Reunification Plan</i>.</li> </ul>                                                                                     |
|                   | <ul style="list-style-type: none"> <li>Lead Coordinating Agencies: PWC Social Services and PWC Emergency Management</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Search and Rescue | <ul style="list-style-type: none"> <li>This function includes several components of search and rescue, including urban, technical, ground, and swiftwater. In general, search and rescue coordinates the location of, extrication of and immediate medical treatment of victims trapped in collapsed structures, swift water, flat water, flood water, ice and/or requiring technical rescue capabilities for rescue.</li> <li>This function also provides coordination and effective use of County resources and available mutual aid resources for USAR, technical rescue and SWR activities.</li> <li>Search and Rescue operations for lost person(s) are the responsibility of the Prince William County Police Department. All other components of rescue are the responsibility of the PWC Fire and Rescue System.</li> <li>The PWC Fire and Rescue System and Police Department maintains all operational plans relating to this function.</li> </ul> |
|                   | <ul style="list-style-type: none"> <li>Lead Coordinating Agencies: Police Department (Ground Search and Rescue) and Fire and Rescue System (Urban and Technical Search and Rescue)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| Function             | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| Volunteer Management | <ul style="list-style-type: none"> <li>▪ This function describes how the County addresses volunteer management-related processes during an emergency.</li> <li>▪ When an emergency or disaster takes place, many volunteers will be affiliated with existing voluntary or nonprofit organizations or NGOs that provide specific training that applies to normal volunteering opportunities that can be leveraged during a disaster, such as Voluntary Organizations Active in Disasters (VOAD). Through direct coordination with partner NGOs (e.g., the American Red Cross, ARES), affiliated volunteers may address County-focused emergency operations, but these NGOs retain overarching management and responsibility for these affiliated volunteers.</li> <li>▪ Many emergency or disaster incidents, especially catastrophic-level disasters, will also result in offers of assistance from new volunteers who are unaffiliated, meaning they are offering assistance or engaging in response efforts but have no connection to an existing mechanism or organization. PWC and Volunteer Prince William will implement a Volunteer Reception Center or a process to manage unaffiliated volunteers to harness additional capacity for the community to respond and recover.</li> <li>▪ Additional details can be found in the <i>PWC Volunteer Management Plan</i>.</li> </ul> |
|                      | <ul style="list-style-type: none"> <li>▪ Lead Coordinating Agency: PWC Emergency Management</li> <li>▪ Key Supporting Agencies: <ul style="list-style-type: none"> <li>○ Volunteer Prince William</li> <li>○ American Red Cross</li> <li>○ Prince William Health District – Medical Reserve Corps</li> <li>○ ARES/RACES</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |