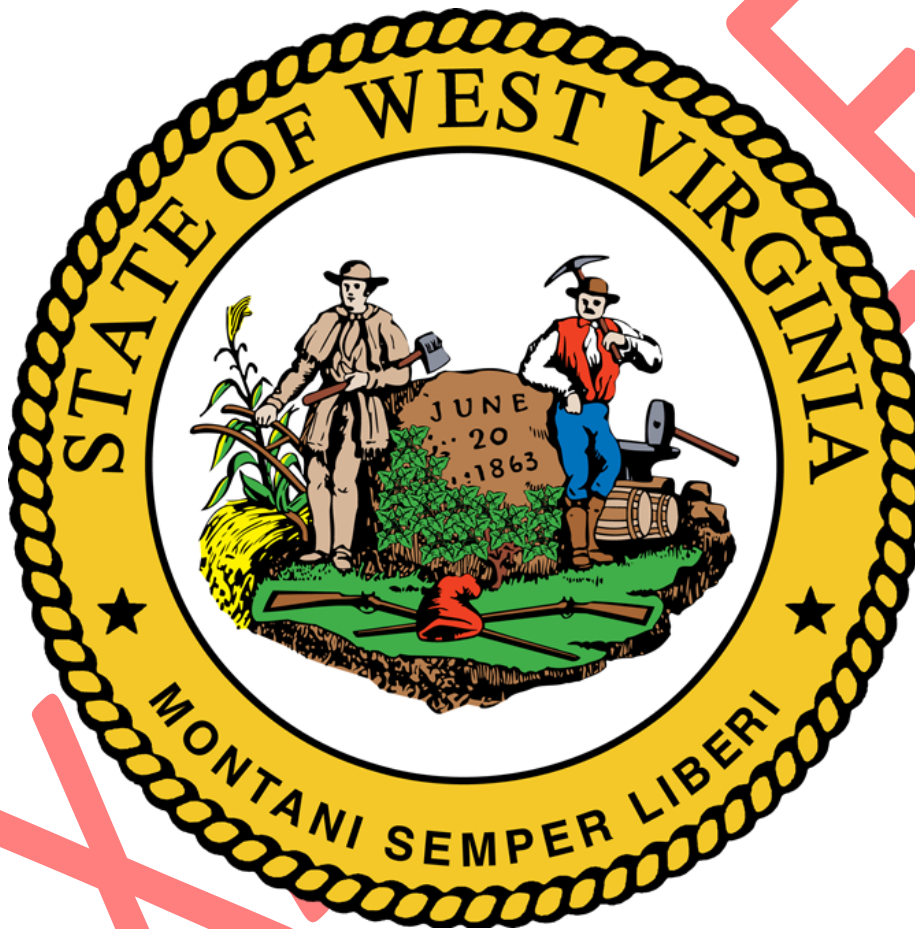


State of West Virginia Emergency Operations Plan

2024 Version



**WEST VIRGINIA DEPARTMENT OF
HOMELAND SECURITY
EMERGENCY MANAGEMENT DIVISION**

2/22/2024

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OPERATIONALIZING COMMUNITY LIFELINES

To achieve West Virginia’s desire of no longer requiring state or federal lifesaving/life-sustaining assistance to Counties and stabilizing Community Lifeline services, the West Virginia Homeland Security regions work toward each Lifeline stabilization target which, when achieved, no longer requires state or federal support. To achieve a Lifeline Stabilization Target, Lines of Effort (LOEs) are activated to support that Lifeline. Intermediate objectives of activated LOEs are high-level tasks conducted by Emergency Support Functions (ESFs) to accomplish through leveraging Core Capabilities, or the general competencies required during response. LOEs are activated and outlined tasks to achieve specific objectives that support Lifeline stabilization.

The following illustrates the linkages between Lifelines, LOEs that can be activated to bring them to stabilization, Core Capabilities that state or federal support can bring to Counties, and ESFs that are activated to conduct tasks in the LOEs.



I. SAFETY AND SECURITY LIFELINE

Lines of Effort	Core Capabilities	ESF(s)
<ul style="list-style-type: none"> ▪ Commercial Communications Support ▪ Emergency Repairs or Augmentation to Infrastructure ▪ Evacuation, Reception, Re-entry, and Return ▪ Private Sector Coordination ▪ Public Information and Warning ▪ Responder Security and Protection ▪ Restoration of Public Infrastructure ▪ Search and Rescue ▪ Temporary Reestablishment of Public Safety Communications 	<ul style="list-style-type: none"> ▪ Critical Transportation ▪ Environmental Response/Health and Safety ▪ Fire Management and Suppression ▪ Infrastructure Systems ▪ Logistics and Supply Chain Management ▪ Mass Search and Rescue Operations ▪ On-Scene Security, Protection, and Law Enforcement ▪ Operational Coordination ▪ Operational Communications ▪ Planning ▪ Public Health, Healthcare, Emergency Medical Service ▪ Public Information and Warning ▪ Situational Assessment 	<ul style="list-style-type: none"> ▪ ESF #1 ▪ ESF #2 ▪ ESF #4 ▪ ESF #5 ▪ ESF #6 ▪ ESF #7 ▪ ESF #8 ▪ ESF #9 ▪ ESF #14 ▪ ESF #13 ▪ ESF #15



II. HEALTH AND MEDICAL LIFELINE

Lines of Effort	Core Capabilities	ESF(s)
<ul style="list-style-type: none"> ▪ Debris Management ▪ Emergency Repairs or Augmentation to Infrastructure ▪ Fatality Management ▪ Healthcare Systems Support ▪ Medical Transportation ▪ Private Sector Coordination ▪ Restoration of Public Infrastructure ▪ Temporary Emergency Power 	<ul style="list-style-type: none"> ▪ Public Health, Healthcare, and Emergency Medical Services ▪ Behavioral Health Services ▪ Mass Care Services 	<ul style="list-style-type: none"> ▪ ESF #6 ▪ ESF #8



III. ENERGY LIFELINE

Lines of Effort	Core Capabilities	ESF(s)
<ul style="list-style-type: none"> ▪ Debris Management ▪ Direct Power Utility Restoration ▪ Emergency Repairs or Augmentation to Infrastructure ▪ Restoration of Public Infrastructure ▪ Temporary Emergency Power 	<ul style="list-style-type: none"> ▪ Logistics and Supply Chain Management ▪ Operational Coordination ▪ Infrastructure Systems ▪ Critical Transportation 	<ul style="list-style-type: none"> ▪ ESF #3 ▪ ESF #5 ▪ ESF #7 ▪ ESF #12



IV. COMMUNICATIONS LIFELINE

Lines of Effort	Core Capabilities	ESF(s)
<ul style="list-style-type: none"> ▪ Commercial Communications Support ▪ Emergency Repairs or Augmentation to Infrastructure ▪ Private Sector Coordination ▪ Public Information and Warning ▪ Restoration of Public Infrastructure ▪ Temporary Reestablishment of Public Safety Communications 	<ul style="list-style-type: none"> ▪ Infrastructure Systems ▪ Operational Communications ▪ Public Information and Warning 	<ul style="list-style-type: none"> ▪ ESF #2



V. TRANSPORTATION LIFELINE

Lines of Effort	Core Capabilities	ESF(s)
<ul style="list-style-type: none"> ▪ Debris Management ▪ Emergency Repairs or Augmentation to Infrastructure ▪ Restoration of Public Infrastructure ▪ Transportation 	<ul style="list-style-type: none"> ▪ Infrastructure Systems ▪ Critical Transportation 	<ul style="list-style-type: none"> ▪ ESF #1 ▪ ESF #3 ▪ ESF #5 ▪ ESF #10



VI. FOOD-HYDRATION-SHELTER LIFELINE

Lines of Effort	Core Capabilities	ESF(s)
<ul style="list-style-type: none"> ▪ Debris Management ▪ Hazardous Waste ▪ Public Information and Warning ▪ Restoration of Public Infrastructure 	<ul style="list-style-type: none"> ▪ Infrastructure Systems ▪ Critical Transportation ▪ Environmental Response/Health and Safety 	<ul style="list-style-type: none"> ▪ ESF #1 ▪ ESF #3 ▪ ESF #4 ▪ ESF #5 ▪ ESF #6 ▪ ESF #10 ▪ ESF #11 ▪ ESF #14



VII. WATER SYSTEMS LIFELINE

Lines of Effort	Core Capabilities	ESF(s)
<ul style="list-style-type: none"> ▪ Debris Management ▪ Hazardous Waste ▪ Public Information and Warning ▪ Restoration of Public Infrastructure 	<ul style="list-style-type: none"> ▪ Infrastructure Systems ▪ Critical Transportation ▪ Environmental Response/Health and Safety 	<ul style="list-style-type: none"> ▪ ESF #1 ▪ ESF #3 ▪ ESF #4 ▪ ESF #5 ▪ ESF #6 ▪ ESF #10 ▪ ESF #11 ▪ ESF #14



VIII. HAZARDOUS MATERIALS LIFELINE

Lines of Effort	Core Capabilities	ESF(s)
<ul style="list-style-type: none"> ▪ Debris Management ▪ Hazardous Waste ▪ Public Information and Warning ▪ Restoration of Public Infrastructure 	<ul style="list-style-type: none"> ▪ Infrastructure Systems ▪ Critical Transportation ▪ Environmental Response/Health and Safety 	<ul style="list-style-type: none"> ▪ ESF #1 ▪ ESF #3 ▪ ESF #4 ▪ ESF #5 ▪ ESF #6 ▪ ESF #10 ▪ ESF #11 ▪ ESF #14

ROLES AND RESPONSIBILITIES FOR RESPONSE

I. LOCAL GOVERNMENT

The responsibility for responding to natural and human-caused incidents that have recognizable geographic boundaries generally begins at the local level with individuals and public officials in the county, parish, city, or town affected by an incident. The following paragraphs describe the responsibilities of specific local officials who have emergency management responsibilities.

II. CHIEF ELECTED OR APPOINTED OFFICIAL

Jurisdictional chief executives are responsible for the public safety and welfare of the people of their jurisdiction. Officials provide strategic guidance and resources across all five mission areas (Prevention, Protections, Mitigation, Response, and Recovery). Chief elected or appointed officials must have a clear understanding of their emergency management roles and responsibilities and how to apply the response core capabilities because they may need to make decisions regarding resources and operations during an incident to stabilize community lifelines. Lives may depend on their decisions. Elected and appointed officials also routinely shape or modify laws, policies, and budgets to aid preparedness efforts and improve emergency management and response capabilities. The local chief executive's response duties may include the following:

- A. Obtaining assistance from other governmental agencies,
- B. Providing direction for response activities, and
- C. Ensuring appropriate information is provided to the public.

III. LOCAL EMERGENCY MANAGER

The jurisdiction's emergency manager oversees the day-to-day emergency management programs and activities. The emergency manager works with chief elected and appointed officials to establish unified objectives regarding the jurisdiction's emergency plans and activities. This role entails coordinating and integrating all elements of the community. The emergency manager coordinates the local emergency management program. This includes assessing the capacity and readiness to deliver the capabilities most likely required to stabilize community lifelines during an incident and identifying and correcting shortfalls. The local emergency manager's duties often include the following:

- A. Advising elected and appointed officials during a response.
- B. Conducting response operations in accordance with the National Incident Management System (NIMS).
- C. Coordinating the functions of local agencies.

- D. Coordinating the development of plans, and working cooperatively with other local agencies, community organizations, private sector businesses, and Non-Governmental Organizations (NGO).
- E. Developing and maintaining mutual aid and assistance agreements.
- F. Coordinating resource requests during an incident through the management of an emergency operations center.
- G. Coordinating damage assessments during an incident.
- H. Advising and informing local officials and the public about emergency management activities during an incident to facilitate response operations such as sheltering, avoiding, evacuating, and resupply of food and water.
- I. Developing and executing accessible public awareness and education programs.
- J. Conducting exercises to rehearse response activities; test personnel, plans and systems; and identify areas for improvement.
- K. Coordinating integration of individuals with disabilities, individuals from racially and ethnically diverse backgrounds, and others with access and functional needs into emergency planning and response.
- L. Helping to ensure the continuation of essential services and functions through the development and implementation of continuity of operations plans.

IV. OTHER LOCAL DEPARTMENTS AND AGENCIES

Local government department and agency heads collaborate with the emergency manager during the development of local emergency plans and provide key response resources. Participation in the planning process helps to ensure that specific capabilities are integrated into a workable plan to safeguard the community. The department and agency heads and their staff develop, plan, and train on internal policies and procedures to meet response needs safely, and they participate in interagency training and exercises to develop and maintain necessary capabilities.

Similar to the federal and state level, local emergency management agencies are not the only entities involved in incident response. Local departments, agencies, and offices, such as those for emergency medical services, economic development, public health, law enforcement, fire, public works, land use planning, building construction, and animal control, as well as other administrative elements of local government, have a significant role to play and provide valuable perspective, depending on the incident.

V. STATES

State governments supplement local efforts before, during, and after incidents by applying in-state resources first. When an incident expands or has the potential to expand beyond

the capability of a local jurisdiction and responders cannot meet the needs with mutual aid and assistance resources, local officials contact the state:

Upon receiving a request for assistance from a local or tribal government, state officials may do the following:

- A. Coordinate warnings and public information through the activation of the state's public communications strategy.
- B. Distribute supplies stockpiled to meet the needs of the emergency.
- C. Provide technical assistance and support to meet the response and recovery needs.
- D. Suspend or waive statutes, rules, ordinances, and orders, to the extent permitted by law, to ensure timely performance of response functions.
- E. Implement state volunteer and donations management plans and coordinate with the private sector and voluntary organizations.
- F. Order or recommend evacuations ensuring the integration and inclusion of the requirements of populations such as children; individuals with disabilities and others with access and functional needs; those from religious, racial, and ethnically diverse communities; people with limited English proficiency; and owners of animals, including household pets and service and assistance animals.
- G. Mobilize resources to meet the requirements of individuals with disabilities and others with access and functional needs in compliance with federal civil rights laws.

If additional resources are required, states can request assistance from other states through interstate mutual aid and assistance agreements such as the Emergency Management Assistance Compact (EMAC). Administered by the National Emergency Management Association, EMAC is an interstate mutual aid agreement that streamlines the interstate mutual aid and assistance process. If a state anticipates that its resources may be exceeded, the governor may request assistance from the Federal Government through a Stafford Act declaration.

The following paragraphs describe some of the roles and responsibilities of key officials, as well as other departments and agencies.

VI. GOVERNOR

The public safety and welfare of a state's residents are the fundamental responsibilities of the Governor. The governor coordinates state resources and provides strategic guidance for response to all types of incidents. This includes supporting local governments, as needed, and coordinating assistance with other states and the Federal Government. The Governor also does the following during response:

- A. In accordance with state law, may make, amend, or suspend certain orders or regulations associated with response efforts.
- B. Communicates to the public in an accessible manner (i.e., effective communications to address all members of the whole community), and helps people, businesses, and organizations cope with the consequences of and protective actions for any type of incident.
- C. Commands the state military forces (National Guard personnel not in federal service and state defense forces).

VII. STATE HOMELAND SECURITY ADVISER

WV has designated a homeland security adviser who serve as counsel to the governor on homeland security issues and may serve as a liaison between the governor's office, the state homeland security structure, and other organizations inside and outside of the state. The advisor may chair a committee composed of representatives of relevant state agencies, including public safety, the National Guard, emergency management, public health, environment, agriculture, and others charged with developing prevention, protection, mitigation, response, and recovery strategies.

VIII. STATE EMERGENCY MANAGEMENT AGENCY DIRECTOR

WV has laws mandating the establishment of a state emergency management agency, as well as the emergency plans coordinated by that agency. The director of the state emergency management agency is responsible for ensuring that the state is prepared to deal with large-scale emergencies and coordinating the statewide response to such incidents. This includes supporting local and county governments, as needed; coordinating assistance with other states and the Federal Government; and, in some cases, with NGOs and private sector organizations. The state emergency management agency may dispatch personnel to assist in the response and recovery effort.

IX. NATIONAL GUARD

The WV National Guard (WVNG) is an important state resource available for planning, preparing, and responding to natural or human-caused incidents. National Guard members have expertise in critical areas, such as emergency medical response; communications; logistics; search and rescue; civil engineering; chemical, biological, radiological, and nuclear response and planning; and decontamination.

The governor may order members of the National Guard to state active-duty status to support state functions and activities. The governor or the state adjutant general may assign members of the National Guard to assist with state, regional, and federal emergency management plans. In American Samoa, the governor coordinates response activities with the US Army Reserve because it is the sole US territory with no National Guard.

X. OTHER STATE DEPARTMENTS AND AGENCIES

State department and agency heads and their staff develop, plan, and train on internal policies and procedures to meet response and recovery needs. As discussed earlier, these departments and agencies represent the full range of authorities and resources of the state government, such as law enforcement, transportation, housing, economic development, public works, health, social services, and agriculture. State department and agency heads also provide important links to regional voluntary organizations, business, and industry. Staff from these departments and agencies also participate in interagency training and exercises to develop and maintain the necessary capabilities and share resources through mutual aid agreements. State department and agency heads are vital to the state's overall emergency management program because they bring expertise spanning various response functions and serve as core members of the State Emergency Operation Center (SEOC) and Incident Command Post (ICP). Many state departments and agency heads have direct experience in providing accessible and vital services to the whole community during response operations. State departments and agencies typically work in close coordination with their federal counterpart agencies during joint state and federal responses, and under some federal laws, they may request assistance from these federal partners.

The President may order National Guard forces to active duty (e.g., sections 12302 or 12304 of title 10, U.S.C.), call National Guard forces into Federal service (e.g., the Insurrection Act), or request National Guard force support of Department of Defense (DOD) operations or missions (e.g., section 502(f) of title 32 U.S.C.) in the United States. When ordered to active duty or called into Federal service, National Guard forces operate under the command of the Secretary of Defense.

XI. EMERGENCY SUPPORT FUNCTIONS AND ESF COORDINATORS

A. ESF #1 – Transportation

ESF Coordinator: Department of Transportation (WVDOT)/WV Division of Highways (WVDOH) Coordinates the support of management of transportation systems and infrastructure, the regulation of transportation, management of the Nation's airspace, and ensuring the safety and security of the national transportation system. Functions include but are not limited to the following:

1. Transportation modes management and control.
2. Transportation safety.
3. Stabilization and re-establishment of transportation infrastructure.
4. Movement restrictions.
5. Damage and impact assessment.

B. ESF #2 – Communications

ESF Coordinators: WV Emergency Management Division (WVEMD) Statewide Interoperable Radio Network (SIRN), WV Office of Technology (WVOT)

Coordinates government and industry efforts for the reestablishment and provision of critical communications infrastructure and services, facilitates the stabilization of systems and applications from malicious activity (e.g., cyber), and coordinates communications support to response efforts (e.g., emergency communication services and emergency alerts and telecommunications). Functions include but are not limited to the following:

1. Coordination with telecommunications and information technology industries.
2. Coordination of the re-establishment and provision of critical communications infrastructure.
3. Protection, re-establishment, and sustainment of national cyber and information technology resources.
4. Oversight of communications within the federal response structures.
5. Facilitation of the stabilization of systems and applications from cyber events.

C. ESF #3 – Public Works and Engineering

ESF Coordinators: WV Department of Health, WVDOH

Coordinates the capabilities and resources to facilitate the delivery of services, technical assistance, engineering expertise, construction management, and other support to prepare for, respond to, and recover from a disaster or an incident. Functions include but are not limited to the following:

1. Infrastructure protection and emergency repair.
2. Critical infrastructure re-establishment.
3. Engineering services and construction management.
4. Emergency contracting support for lifesaving and life-sustaining services.

D. ESF #4 – Firefighting

ESF Coordinator: WV State Fire Marshal Office (WVSFMO), WV Division of Forestry (WVDOF)

Coordinates the support for the detection and suppression of fires. Functions include but are not limited to supporting wildland, rural, and urban firefighting operations.

E. ESF #5 – Emergency Management/Information and Planning ESF Coordinator: WVEMD

Supports and facilitates multiagency planning and coordination for operations involving incidents requiring federal coordination. Functions include but are not limited to the following:

1. Deliberate and crisis action planning; and
2. Information collection, analysis, visualization, and dissemination.

F. ESF #6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services

ESF Coordinator: WV Department of Health/ WV Department of Human Services /Red Cross/Voluntary Organizations/NGO's

Coordinates the delivery of mass care and emergency assistance. Functions include but are not limited to the following:

1. Mass care.
2. Emergency assistance.
3. Temporary housing.
4. Human services.

G. ESF #7 – Logistics

ESF Coordinator: WVEMD

Coordinates comprehensive incident resource planning, management, and sustainment capability to meet the needs of disaster survivors and responders. Functions include but are not limited to the following:

1. Comprehensive national incident logistics planning, management, and sustainment capability.
2. Resource support (e.g., facility space, office equipment and supplies, and contracting services).

H. ESF #8 – Public Health and Medical Services ESF Coordinator: WV Department of Health

Coordinates the mechanisms for assistance in response to an actual or potential public health and medical disaster or incident. Functions include but are not limited to the following:

1. Public health.
2. Medical surge support, including patient movement.

3. Behavioral health services.
4. Mass fatality management.
5. Medical, and public health services.

I. ESF #9 – Search and Rescue

ESF Coordinator: WVEMD/Civil Air Patrol (CAP)

Coordinates the rapid deployment of search and rescue resources to provide specialized life-saving assistance. Functions include but are not limited to the following:

1. Structural collapse (urban) search and rescue.
2. Maritime/coastal/waterborne search and rescue.
3. Land search and rescue.

J. ESF #10 – Oil and Hazardous Materials Response

ESF Coordinator: WVSFMO / WV Department of Environmental Protection (WVDEP)

Coordinates support in response to an actual or potential discharge and/or release of oil or hazardous materials. Functions include but are not limited to the following:

1. Environmental assessment of the nature and extent of oil and hazardous materials contamination.
2. Environmental decontamination and cleanup, including

K. ESF #11 – Agriculture

ESF Coordinator: WV Department of Agriculture (WVDA)

Coordinates a variety of functions designed to protect the Nation's food supply, respond to pest and disease incidents impacting agriculture, and protect natural and cultural resources. Functions include but are not limited to the following:

1. Nutrition assistance.
2. Agricultural disease and pest response.
3. Technical expertise, coordination, and support of animal and agricultural emergency management.
4. Meat, poultry, and processed egg products are safe and defense.

5. Natural and cultural resources and historic properties protection.

L. ESF #12 – Energy

ESF Coordinator: WVEMD/ WV Office of Energy (WVOE)

Facilitates the re-establishment of damaged energy systems and components and provides technical expertise during an incident involving radiological/nuclear materials. Functions include but are not limited to the following:

1. Energy infrastructure assessment, repair, and re-establishment.
2. Energy industry utilities coordination.
3. Energy forecast.

M. ESF #13 – Public Safety and Security

ESF Coordinator: WV State Police (WVSP)

Coordinates the integration of public safety and security capabilities and resources to support the full range of incident management activities. Functions include but are not limited to the following:

1. Facility and resource security.
2. Security planning and technical resource assistance.
3. Public safety and security support.
4. Support to access, traffic, and crowd control.

N. ESF #14 – Cross-Sector Business and Infrastructure

ESF Coordinator: WVEMD/WV State Resiliency Office (WVSRO)/WVOT

Coordinates cross-sector operations with infrastructure owners and operators, businesses, and their government partners, with particular focus on actions taken by businesses and infrastructure owners and operators in one sector to assist other sectors to better prevent or mitigate cascading failures between them. Focuses particularly on those sectors not currently aligned to other ESFs (e.g., the Financial Services Sector). Functions include but are not limited to the following:

1. Assessment, analysis, and situational awareness of cross-sector challenges.
2. Facilitates operational coordination with critical infrastructure sectors.

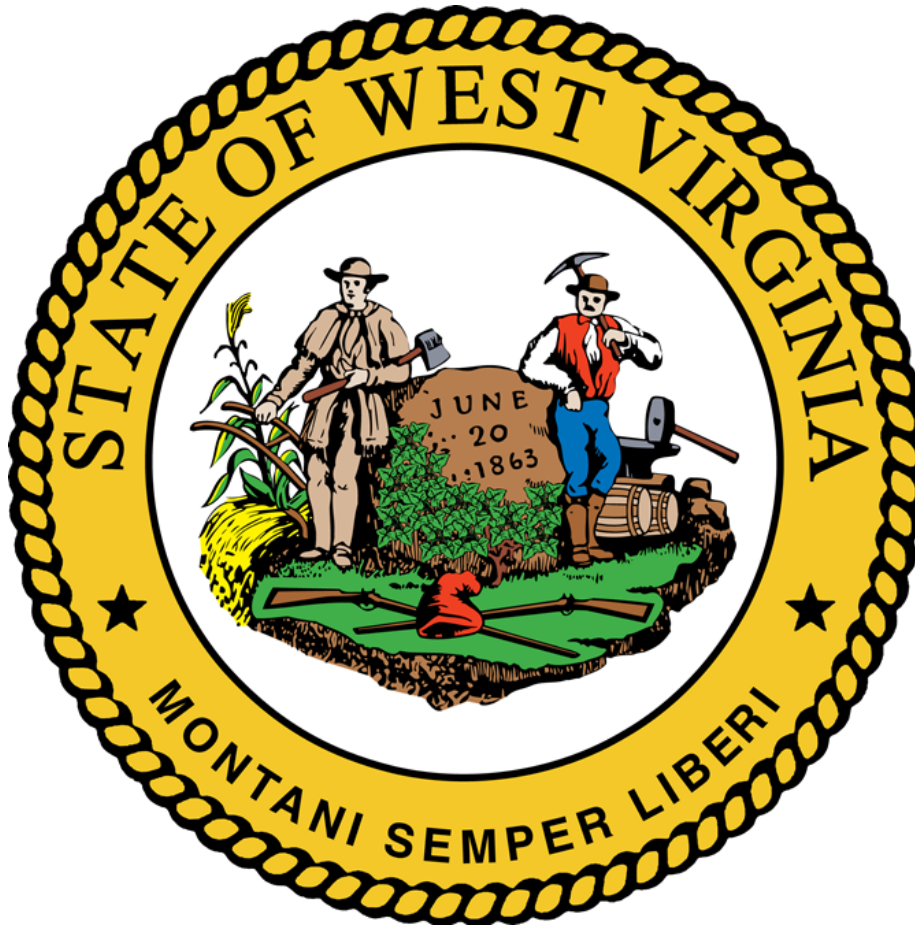
O. ESF #15 – External Affairs

ESF Coordinator: WVEMD/Governor's Office of Communications

Coordinates the release of accurate, coordinated, timely, and accessible public information to affected audiences, including the government, media, NGOs, and the private sector. Works closely with state and local officials to ensure outreach to the whole community. Functions include but are not limited to the following:

1. Public affairs and the Joint Information Center.
2. Intergovernmental (local, state, tribal, territorial, nongovernmental, and private sector) affairs.
3. Congressional affairs.

State of West Virginia Emergency Operations Plan 2024 Version



**WEST VIRGINIA DEPARTMENT OF
HOMELAND SECURITY
EMERGENCY MANAGEMENT DIVISION**

2/22/2024

FOREWORD

West Virginia Code §15-5, Emergency Management Division provides the legal authority to establish and implement comprehensive homeland security and emergency management plans for development, maintenance, and implementation of the West Virginia Emergency Management Program to deal with disasters and large-scale threats that result from terrorism, enemy attack, sabotage, or other hostile action, or from fire, flood, earthquakes or other natural or man-made causes. It confers emergency powers upon the Governor and executive heads of governing bodies of the political subdivisions of the state and defines the emergency powers, authorities, and responsibilities of the Governor, the Secretary of the Department of Homeland Security, and the Director of the Emergency Management Division. In addition, West Virginia Code §15-5 requires that state and local jurisdictions develop and maintain current emergency operations plans (EOPs) to be prepared for a variety of natural and human-caused hazards. Executive Orders by the Governor supplement the laws and establish specific planning initiatives and requirements.

Such regulations and the WV Emergency Operations Plan (WVEOP) include provisions for WV Emergency Management Division (WVEMD) to manage state-level assets, coordinate multi-jurisdictional activities, and to guide federal support. WVEMD follows the actions laid out in the WVEOP, to achieve success for response, recovery, and mitigation activities taken by whole community partners as they help all residents and visitors of West Virginia before, during, and after disasters, in an equitable and impartial manner.

RECORD OF CHANGES

CHANGE NUMBER	DATE OF CHANGE	SECTION/CHANGE	CHANGE MADE BY (SIGNATURE)

GOVERNOR’S PROMULGATION

THIS IS AN EXAMPLE ONLY

I, James C. Justice, Governor of the State of West Virginia, am responsible for the preservation of life and property of the people of this State. In compliance with West Virginia Code, Chapter 15, Article 5, Section 5(2), I have directed the West Virginia Operations Plan, dated (Date) to be implemented and thereby supersede all previous version of the plan.

This plan reflects the existing capabilities and resources of the State government and how they will be effectively used to ensure that the citizens of West Virginia can obtain relief and recovery assistance in the most timely and effective manner when an emergency or disaster occurs. This plan provides guidelines to cope with both natural and man-made disasters.

Responsibilities for emergency functions are assigned to appropriate state agencies. I hereby direct that these agencies be aware of and prepared to discharge their responsibilities in the event of an emergency or disaster under the coordination of the Emergency Management Division.

The Director of the Emergency Management Division is authorized to make minor changes or amend the sections as necessary in order to achieve the Preparedness Goals and Initiatives of the Nation and this State in consultation with appropriate state agencies support.

This plan is approved for distribution and implementation.

Signed: _____

James C. Justice

Governor State of West Virginia

Dated: _____

**CABINET SECRETARIES AND CONSITITUTIONAL OFFICERS
STATEMENT OF CONCURRENCE**

The undersigned concur with and recommend approval of the State of West Virginia Emergency Operations Plan.

Cabinet Secretary Mark D. Scott
Department of Administration

Date

Cabinet Secretary James Bailey
Department of Commerce

Date

Superintendent Michelle Blach
Department of Education

Date

Cabinet Secretary Harold Ward
Department of Environmental Protection

Date

Cabinet Secretary Dr. Sherri Young
Department of Health

Date

Cabinet Secretary Dr. Cynthia Persily
Department of Human Services

Date

Cabinet Secretary Michael Caruso
Department of Health Facilities

Date

Cabinet Secretary Chelsea Ruby
Department of Tourism

Date

Commissioner Denise R. Worley
Bureau of Senior Services

Date

Cabinet Secretary Mark Sorsaia
Department of Homeland Security

Date

Cabinet Secretary Larry Pack
Department of Revenue

Date

Cabinet Secretary Jimmy Wriston
Department of Transportation

Date

Cabinet Secretary Edward A. "Ted" Diaz
Department of Veterans' Assistance

Date

Cabinet Secretary Randall Reid-Smith
Department of Arts, Culture, and History

Date

Cabinet Secretary Mitch Carmichael
Department of Economic and Development

Date

Kent Leonhardt
Commissioner of Agriculture

Date

Patrick Morrissey
Attorney General

Date

John B. McCuskey
State Auditor

Date

Mac Warner
Secretary of State

Date

Riley Moore
State Treasurer

Date

RECORD OF DISTRIBUTION

Distribution of the WVEOP is available on the WVEMD website (www.emd.wv.gov) and the references portion of the Emergency Management Information System (EMIS) and access is provided by the WVEMD. Printed copies are provided to:

Governor's Office

Cabinet Secretary, Department of Administration

Cabinet Secretary, Department of Veterans Assistance

Cabinet Secretary, Department of Arts, Culture, and History

Cabinet Secretary, Department of Tourism

Cabinet Secretary, Department of Commerce

Cabinet Secretary, Department of Economic Development

Cabinet Secretary, Department of Environmental Protection

Cabinet Secretary, Department of Health

Cabinet Secretary, Department of Human Services

Cabinet Secretary, Department of Health Facilities

Cabinet Secretary, Department of Homeland Security

Cabinet Secretary, Department of Revenue

Cabinet Secretary, Department of Transportation

Cabinet Secretary, Department of Veterans Assistance

Cabinet Secretary, Bureau of Senior Services

Commissioner of Agriculture

Attorney General

State Auditor

Secretary of State

State Treasurer

Superintendent, Department of Education

PREFACE

I. EMERGENCY MANAGEMENT PROGRAM FOR THE STATE

The strategies and objectives are established in several plans including:

- A. Incident specific plans developed by individual agencies that address specific incidents or are pursuant to federal guidance.
- B. Agency strategic plans that focus on prioritized actions including the functions of each agency, which are critical to the emergency response and recovery operations for the State of West Virginia.
- C. Agency continuity plans that address an agency's ability to continue to provide essential government functions in the event of a disruption. Plans include orders of succession, delegations of authority, and essential records, systems, and equipment. They also address the procedures for restoring essential government functions, including those that are critical to emergency response and recovery operations.

II. COMPONENTS OF EMERGENCY OPERATIONS PLAN

The Basic Plan uses a “whole of community” approach to incident management. It describes the concepts and structures of response and recovery operations; identifies agencies and coordinating Non-Governmental Organizations (NGO) and Private Sector Stakeholders (PSS) with primary and support emergency management functions; and defines emergency preparedness, response, recovery, and mitigation responsibilities of local jurisdictions.

The Basic Plan includes the Governor's letter promulgating the WVEOP and the Record of Changes section to document updates made between promulgation years that are approved by the Governor or designee based on recommendations submitted by the Director of WVEMD.

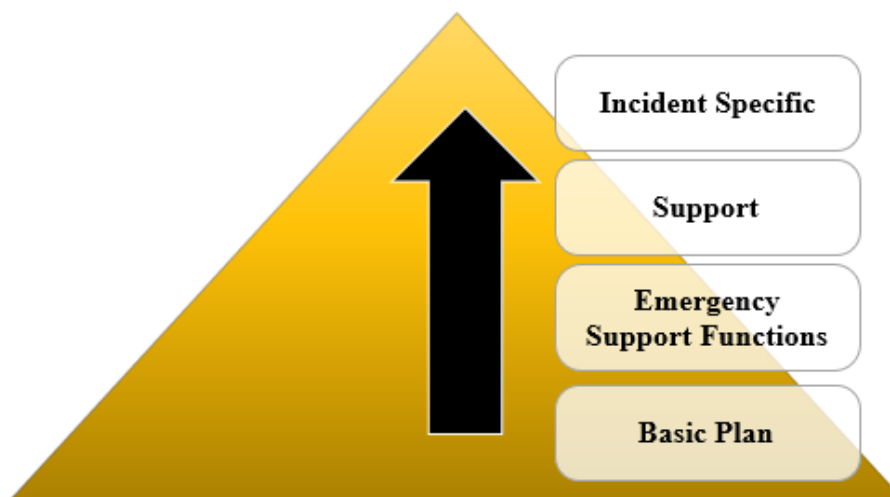
There are fifteen (15) Emergency Support Function (ESF) Annexes, ten (10) Support Annexes (SAs), and eleven (11) Incident Specific (IS) Annexes to the Basic Plan.

The ESF Annexes provide the structure for state coordinated emergency operations in support of affected local jurisdictions, individuals, and businesses. The annexes identify primary and supporting agencies, NGOs, PSSs, and explain in general terms how the State of West Virginia will organize and implement support functions. Agencies, NGOs, or PSSs are assigned to primary or support roles for each of the ESFs based on authorities, resources, and capabilities.

The SAs describe the framework through which state agencies, NGOs, and PSSs coordinate and execute the common functional processes. This framework supports administrative requirements necessary to ensure efficient and effective incident management.

The IS Annexes address contingency or hazard situations requiring specialized response and recovery procedures. They describe policies, situations, concepts of operations and responsibilities pertinent to incidents such as: radiological emergencies, public health threats such as an influenza pandemic, terrorism incidents, technological hazards, and large-scale hazardous-materials incidents.

WHOLE OF COMMUNITY APPROACH



The diagram above reflects the whole of community approach and illustrates the workflow through which the Emergency Operations Plan (EOP) annexes are implemented. The Basic Plan serves as the foundation and is implemented at the beginning of an incident. As the state's response grows, select ESF annexes are called upon to support specific mission requirements. SAs may then be implemented to supplement actions specified in the Basic Plan and ESFs. Located at the top of the pyramid, Incident-Specific plans, support plans, and local EOPs contain more detailed procedures as needed, including increased readiness action checklists and specific reporting requirements. These incident-specific annexes address enhanced response actions not identified in the Basic Plan and ESFs. Additionally, this series of plans and supporting documents is developed to meet the equitable needs of the entire population of West Virginia, including those who possess or are limited by access and functional needs.

The WVEOP Basic Plan provides the coordinating structures, processes, and mechanisms in a collective framework for the coordination of state support to affected local jurisdictions, individuals, and businesses. It is compatible with the National Response Framework (NRF) and National Disaster Recovery Framework (NDRF) and provides the structure for coordinating with the federal government in the delivery of federal disaster assistance. The plan supports the emergency management mission of the State by improving the capability to respond to and recover from natural and human-caused disasters. State agencies that have been assigned primary emergency response or recovery duties and responsibilities, and to maintain their designated components of the WVEOP.

Local governments also maintain their local EOPs in accordance with the guidance and operational concepts set forth by Federal Emergency Management Agency (FEMA).

PLAN ELEMENTS

I. INTRODUCTION

A. Purpose

1. Reduce the vulnerability to the citizens and communities to loss of life, injury, environmental damage, economic damage and/or the loss of property resulting from natural, technological, criminal, or hostile acts.
2. Identify the roles, responsibilities and actions required of governmental and NGO responding to major disasters and emergencies and integrating these with the NRF.
3. Protect as well as restore Critical Infrastructure Key Resources (CIKR). Facilitate recovery of individuals, businesses, communities, governments, and the environment.
4. Identify the relationship between State response functions, ESFs and Community Lifelines.
5. Provide a framework of policies, objectives, and approaches for coordinating, integrating, and administering the emergency operations and related plans of local, state, and federal government.
6. Ensure a coordinated response among local, state, and federal governmental agencies along with NGOs in managing emergencies or disasters to reduce injuries and preserve lives, economy, property, and the environment.
7. Address the steps necessary to ensure Continuity of Government (COG) in the event of a disruptive emergency; as well as the Continuity of Operations (COOP) to continue public safety and other essential services.
8. Provide for flexibility of methods, operations, and actions needed to facilitate efforts of the State and local jurisdictions in accomplishing emergency management objectives.

B. Scope and Applicability

1. The WVEOP is based on a “whole of community” approach to emergency response except for terrorism, pandemics, and atypical scenarios.
2. The WVEOP establishes methods of operation that span the direction and control of an emergency from response through recovery.
3. The WVEOP and its annexes assign specific functions to appropriate State agencies and NGOs, as well as outlining methods to coordinate with the private sector and voluntary organizations.

4. The WVEOP addresses various types of incidents that are likely to occur ranging from local emergencies to catastrophic disasters.
5. The WVEOP identifies actions that WVEMD initiates in coordination with local jurisdictions, NGOs, and federal counterparts regardless of the incident magnitude.
6. The WVEOP defines the mechanisms that facilitate delivery of assistance including direction and control of intrastate, interstate, and federal response and recovery aid.
7. The WVEOP covers the full range of complex and constantly changing requirements in anticipation of or in response to threats or acts of terrorism, major disasters, other emergencies, and events.
8. The WVEOP establishes interagency, multi-jurisdictional, and public/private mechanisms for state agency involvement in domestic incident management operations. It provides the framework for the rendering of mutual aid among the political subdivisions of the state and with other states and to cooperate with the federal government with respect to the carrying out of emergency services and homeland security functions in accordance with WV Code §15-5.
9. This plan is applicable to state/local government, coordinating NGOs, and PSSs that may be requested to assist or conduct operations in response to an incident or event. Depending on the severity of the incident or event, the Governor may declare a State of Emergency or State of Preparedness and determine if state emergency management coordination is required.

C. Situation

1. WV covers approximately 24,231 square miles and is geographically characterized by the Appalachian Ridge and Valley Region and the Appalachian Plateau. The Allegheny and Blue Ridge Mountain Ranges run in a broad strip from the northeast to southwest across the most eastern portion of the State. These mountains are characterized by long parallel ridges with streams running through the valleys separating the ridges. Where the Ridge and Valley region meets the Plateau on the western edge of the mountains is known as the Allegheny Front; sharper, rugged mountains of the east meet the more rolling terrain of the Plateau. Many of the peaks in this area rise to over 4,000 feet above sea level. The more prominent Appalachian Plateau is remarkable for flat-topped highlands and more rounded hills. The State's transportation infrastructure consists of six major interstate highways, two major railway corridors, forty-one total for general passenger and commercial airports, and five rivers.
2. WV is divided into 55 counties and 232 incorporated municipalities with a total population of approximately 1,793,716. County populations range

3. from as low as 5,194 in Wirt County to more than 180,745 in Kanawha County (2020 Census).
4. Millions of travelers are attracted to WV for business, outdoor recreational opportunities, and leisure activities. The combination of high hazard areas and many out-of-state visitors, who are unfamiliar with local conditions and emergency response capabilities, presents unique emergency planning and response challenges.
5. Approximately, twenty (20%) percent of the State's population is 65 years of age and over (2020 Census).

D. Planning Assumptions

1. Local Emergency Operation Centers (EOCs) should commit all their available resources to save lives, minimize property damage, and protect the environment while working to maintain direction and control.
2. Large numbers of casualties, heavy damage to buildings or basic infrastructure, and/or disruption of essential public services may overwhelm the capabilities of a local jurisdiction.
3. Outside assistance is available either through mutual aid agreements with nearby jurisdictions or from the State.
4. Government offices, including emergency facilities, may be destroyed, or become inoperable during a major disaster.
5. Normal communication systems may be destroyed, degraded, or rendered inoperable in a disaster.
6. A disaster event may cause such widespread damage to state and local governments infrastructure that existing emergency response capabilities to provide for the safety and welfare of the public are curtailed or otherwise inadequate to meet the needs of the situation.
7. WV may modify normal operations and redirect appropriate resources to save lives, relieve human suffering, sustain survivors, protect property, promote economic recovery, safeguard the environment, and reestablish essential services.
8. Emergency situations may cause death, injury, or incapacitation of key elected or appointed officials.
9. WV and its political subdivisions may experience emergency situations that cause injury, possible casualties, property loss, environmental damage, economic situation disruption and its effects, disruption of normal support systems, evacuation and/or sheltering of the public at risk.

10. The factors influencing the need for federal involvement in response and recovery may include, but are not limited to:
11. Severity and magnitude of the incident. Another issue WV faces during an incident or disaster is meeting the dollar amount of damage to meet both the county and state to be eligible for FEMA assistance.
12. State or local needs exceeding available resources or specialized response resources are needed. Incident type or location. The need to protect the public health, welfare, or the environment.
13. The economic ability of WV and/or the impacted localities to recover from the incident.
14. The negative effects on WV from natural disasters such as floods, winter storms, earthquakes, and wildfires may increase due to industrial and residential development in disaster prone areas. Human-caused emergencies such as hazardous materials accidents, gas pipeline accidents, power failures, resource shortages and environmental contamination may increase the overall risk.
15. WV's proximity to nuclear facilities and radiological transportation routes along with several critical federal facilities located throughout the state increase the potential for terrorism.

E. Policies

1. West Virginia Code §15 Public Safety, requires that the state, county, and municipalities establish an emergency management organization that develops and maintains an EOP.
2. Incidents are typically managed at the lowest possible geographic, organizational, and jurisdictional level. As such, direction of emergency operations will be exercised by the level of affected jurisdiction(s) closest to the incident. If an incident is determined to have a terrorism nexus, appropriate federal agencies will likely assume direction and control of the investigation, in coordination with state and local authorities.
3. Coordination of emergency response will be accomplished within the National Incident Management System (NIMS), allowing for the incorporation of local, state, and federal agencies, and other responsible parties.
4. In West Virginia, all counties and cities have the primary responsibility for emergency operations and should commit all available resources to save lives, minimize property damage, and protect the environment. Should local emergency response capabilities be exceeded,

5. outside assistance is available through aid agreements, members of the West Virginia Statewide Mutual Aid Agreement (WVSMAA) Program, or from the state through a request for assistance submitted to the State Emergency Operations Center (SEOC). The provision of state assistance and the deployment of resources for emergency response are dependent upon the receipt of prompt and accurate situational information from local officials. Local situation reports and/or requests
6. for assistance will be submitted to WVEMD and the SEOC by methods identified in the SEOC Standard Operating Procedures (SOP).
7. The Governor may issue an Executive Order declaring that a “State of Preparedness” or “State of Emergency” exists in all or a portion of the State.
8. All Executive Branch agencies (including state institutions of higher education) are resources of the Governor, and therefore may be activated to provide support during response and/or recovery activities. Additionally, the governor may request support from other state constitutional officers e.g., WV Department of Agriculture (WVDA), WV Attorney General (WVAG), or Secretary of State (WVSOS).
9. Requests for assistance from nursing homes, colleges, universities, and any other entities will be requested through their local Emergency Management Director in the jurisdiction in which the entity resides. The local Emergency Management Director or designee will submit all requests for assistance to the SEOC when local resources are exceeded. In preparation, these contacts should be established prior to any need for assistance. A Field Liaison Officer (FLO) program should be established between private providers who would be essential in a response to a catastrophe.
10. Emergency response and recovery activities will be initiated and conducted using the principles contained in the National Incident Management System (NIMS).
11. Assistance from state agencies will be coordinated through the SEOC. The SEOC is the primary location from which state coordination is executed.
12. Resources provided to local jurisdictions from state agencies, NGOs, and PSSs will be assigned on a mission-type basis to the applicable ESF and will be under the operational control of the agency or organization providing the resources. These resources will be provided as soon as reasonably possible.
13. WV may participate in interstate cooperation that includes requesting response and recovery resources from other states and sending resources to other states in accordance with the Emergency Management Assistance Compact (EMAC). The Code of West Virginia §15-5-22 authorizes

reimbursement for services the State requests from other states and payment for services sent to other states through EMAC.

14. If the need for resources exceeds the capabilities of localities and the state, the Governor may request federal assistance. The Governor may request that the President declare an emergency or major disaster, and may request
15. federal assistance for individuals, public entities, state agencies, and local jurisdictions.
16. During incidents for which the President has declared an emergency or major disaster, federal support is delivered in accordance with relevant provisions of the Robert T. Stafford Act, as well as other available disaster assistance programs in coordination with the appropriate agencies of WV. This support is requested and coordinated through the SEOC.
17. State Resiliency Office (SRO) §29-30-1 is the recipient of disaster recovery and resiliency funds excluding federal Stafford Act Funds.
18. WVEMD is responsible for the development and maintenance of the WVEOP with assistance from state and local agencies, NGOs, and PSSs. This should occur, at minimum, once every two years.

II. THREAT AND HAZARD IDENTIFICATION AND RISK ASSESSMENT

A. Hazards

Preparedness, response, recovery, prevention, and mitigation strategies are largely based on analyses of natural and human-caused hazards with a history of or potential for impacts in West Virginia. The State of West Virginia Hazard Mitigation Plan identifies and assesses risks to both natural and human-caused hazards. It is possible for emergency situations to occur at any time or place in the state requiring a multi-level governmental response with little or no warning. Dissemination of timely warning messages and implementation of preventative measures may be possible to reduce the threat to lives, property and the environment for emergency situations that develop slowly. Credible intelligence on terrorist threats may aid local and State officials in preventing potential terrorist acts with timely dissemination.

B. Risks

Many of the identified threats facing the State have the potential to cause catastrophic damage and mass casualties. The State of West Virginia utilizes a Threat and Hazard Identification and Risk Assessment (THIRA) Process and Stakeholder Preparedness Review (SPR), which is developed using current year guidance from the US Department of Homeland Security, to help review the potential threats and hazards the state may encounter. This process requires input from many key stakeholders and this process also considers potential gaps in capabilities. This document is reviewed annually and incorporated into WV planning and resource

capability development as well as grant funding. The THIRA/SPR is a living document and is included by reference. Additional hazards are identified in the THIRA/SPR, including festivals, seasonal events, and impacts from time of day, and is updated annually as part of this plan. The THIRA/SPR is also a source document for development of plans, training, resources, and exercises to enhance preparedness at all levels of government.

1. Historically, West Virginia has experienced emergencies such as floods, tropical storms, tornados, winter storms, hazardous materials incidents, power failures, resource shortages, droughts, forest fires, and environmental contamination. The state continues to be vulnerable to a multitude of hazards including:

- a. Natural disaster

Nearly every year, West Virginia experiences floods, tropical storms, tornados, or winter storms of disaster magnitude in some portion of the state. In some years, multiple natural disasters have occurred, taxing the available resources within the state. Floodplain management and enforcement is accomplished through local jurisdiction ordinances with floodplain mapping being managed by FEMA.

- b. Dam failure

Dam failure is a technological threat facing many communities. The most significant dam failure event in West Virginia history was the Buffalo Creek Disaster of 1972, which resulted in 125 deaths and extensive property and environmental damage. There are 126 High Hazard, 7 Significant Hazard, and 2 Low Hazard non-coal dams located throughout the state. (10/30/2023 <https://damsafety.org/west-virginia>) The failure of any of these dams has the potential of causing extensive property damage and possibly loss of life.

- c. Hazardous Materials

Hazardous materials used in agriculture, industry and homes pose a potential hazard to people and the environment. West Virginians are vulnerable to the adverse effects of accidental leakage of hazardous materials. There have been multiple recorded releases of reportable concentrations during the manufacture, storage, usage, or transport of hazardous materials. Steady growth in chemical usage increases the need to transport these materials over nearly every roadway, railway, and waterway throughout the State. In addition, protecting the state's water resources is a key priority. Dealing with the

contamination of the public water system creates severe hardships with cascading consequences on the citizens of the state.

d. Terrorism

WV is at risk for terrorism, both domestic and international. These incidents could take the form of threats and hoaxes, small-scale conventional weapons such as Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) or cyber-attacks.

2. In addition to the threats and hazards listed here, additional issues are identified in the state THIRA as an ongoing process to enhance WV capabilities and improve WV responses. Other less frequent but still potentially dangerous natural or technological hazards include landslide, coal mine emergencies, earthquake (fault zone mapping is managed the US Geologic Survey), agricultural incidents, subsidence, civil disorder, pandemics, major transportation accidents, and/or the breakdown of the energy or information technology infrastructure.
3. Critical Infrastructure and Key Resources (CIKR) threats are monitored on an ongoing basis by the WV Fusion Center (WVFC) per WV Code §15A-12-1. The WV National Guard (WVNG) has the potential to assess CIKR vulnerabilities within the state and the WVEMD maintains a database of CIKR sites to provide situational awareness during disaster response. These efforts promote collaborative and timely information sharing related to potential threats and activities at an unclassified level.
4. In addition to the above, the following hazards have been historically addressed by the State organizations shown below:
 - a. Agricultural and Food supply security under WV Code §19-9-1 to
 - b. §19-9-40 is given to the WVDA and the WV Department of Health as described in IS #9 and ESF #11.
 - c. Cyber Security within state government is the responsibility of the WV Office of Technology (WVOT). Cyber Security issues statewide are monitored and managed by the WVFC and may be augmented by the WVNG, as well as our federal partners; CISA, FBI, Secret Service and Homeland Security.
 - d. CBRNE incidents are monitored by WVEMD with response capabilities within certain elements of the WVNG (35th Civil Support Team - CST) and WV Department of Health.
 - e. Emerging infectious human disease outbreaks are under the WV Code (§16-3-1) authority granted to WV Department of Health with assistance from other stakeholders included in All Hazards

Response planning documents developed under leadership of WV Department of Health.

f. West Virginia has one county in the 10- and 50-mile Emergency Planning Zone (EPZ) and three additional counties in the 50-mile EPZ of the Beaver Valley Power Station in Shippingport, Pennsylvania. The state's Radiological Emergency Preparedness (REP) Program within WVEMD manages all planning and exercise related tasks for this hazard.

5. All threats and hazards identified could occur in a neighboring state and affect West Virginia. The response planning and activities would be no
6. different within our borders. Initial notification of these events could well be from neighboring state emergency management agencies, fusion centers, and/or FEMA Region III.

C. Organizational Structure

1. The West Virginia Code, §15-5 "Emergency Services," as amended, provides that emergency services organizations and operations are structured around the existing constitutional government. West Virginia political subdivisions have the primary responsibility for emergency operations. The Governor is granted general direction and control of the WVEMD for the state. As authorized by the West Virginia Code (§15-5), the Governor appoints a Director of Emergency Management to head WVEMD.
2. Reflecting the NIMS organizational structure, WVEMD uses the Emergency Operations Centers (EOC) guidance as an operational structure for the SEOC with operations conducted in accordance with the SEOC SOP. SEOC management establishes priorities among incidents and associated resource allocations, de-conflicts agency policies, and provides strategic guidance and direction to support incident management activities. WVEMD has divided the state into six Homeland Security Regions. Each of these are served by an Area Liaison which performs coordinating functions between WVEMD and local jurisdictions.
3. Local jurisdictions are required to have an emergency management organization. Locally available manpower, materials, equipment, and facilities should be identified in each local EOP. Localities not affected may be asked to provide mutual aid under the Statewide Mutual Aid Agreement WV Code §15-5-28.
4. WVEMD will coordinate the disaster assistance through the SEOC. The state organization for recovery and mitigation parallels the federal organization at the SEOC to ensure the effective interface and coordination from both a functional and programmatic perspective. The recovery

framework is structured to be flexible and scalable to quickly adapt to any disaster situation.

D. Concept of Operations

1. General

- a. The WVEOP and local emergency operations plans are predicated upon the concept that emergency operations are managed at the lowest jurisdictional level possible until their abilities are exceeded, or resources depleted before requesting state assistance. Local resources provide the first response for all incidents impacting their jurisdiction. However, under certain circumstances such as terrorist
- b. threats, wildland fires, hazardous material incidents, or public health emergencies, State or federal agencies may have the primary jurisdiction for the overall response effort. State assistance, when authorized, is provided by appropriate agencies operating under their own authority, as part of a coordinated WVEMD effort, or operating on behalf of the Governor. The Governor may request assistance from the federal government if the capabilities and resources of both local and state governments are exceeded.
- c. Continuity of emergency operations from the local jurisdiction(s) through the state level response is manifested through standardization. Standardized operational management concepts are based on NIMS and the hierarchy of governmental responsibility and authority. NIMS establishes a clear progression of coordination and communication from the local and state levels to federal regional and headquarters levels addressing both site-specific incident management activities and the broader regional or national issues related to the incident. While the majority of incidents are managed by local jurisdictions, there are domestic incidents where management operations depend on the involvement of multiple jurisdictions, functional agencies, and emergency responder disciplines. The basic functional modules of the Incident Command System (ICS) can be expanded or contracted to meet requirements as an emergency event of any size or type progresses to control response personnel, facilities, and equipment. ICS principles include the use of common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span-of-control, pre-designated facilities, and comprehensive resource management.
- d. Upon identification of an impending or occurring incident, emergency management stakeholders who are assigned roles and responsibilities in the WVEOP will begin initial emergency

response operations and actions as specified in their respective parts of the WVEOP. Actions may include, but are not limited to, notification and warning, activation of the SEOC, assessment of impact, response actions, request for federal assistance, and recovery and mitigation activities. The intent is that emergency response will begin as soon as possible in order to preserve life, property, the environment, meet basic human needs, and maintain the social, economic, and political structure of the affected community up to and including preparatory actions in order to accelerate response.

2. Components

a. Emergency Support Functions

- i. ESF #1 – Transportation
- ii. ESF #2 – Communication
- iii. ESF #3 – Public Works
- iv. ESF #4 – Firefighting
- v. ESF #5 – Emergency Management
- vi. ESF #6 – Mass Care
- vii. ESF #7 – Logistics
- viii. ESF #8 – Public Health
- ix. ESF #9 – Search and Rescue
- x. ESF #10 – Hazmat
- xi. ESF #11 – Agriculture
- xii. ESF #12 – Energy
- xiii. ESF #13 – Public Safety
- xiv. ESF #14 – Cross-Sector Business and Infrastructure
- xv. ESF #15 – External Affairs

b. The six Recovery Support Functions (RSF)s are:

- i. Community Planning and Capacity Building
- ii. Economic Recovery
- iii. Health and Social Services
- iv. Housing
- v. Infrastructure Systems
- vi. Natural and Cultural Resources

*** The Recovery Support Functions are currently being drafted.

c. Community Lifeline Components

- i. Safety and Security
 - Law Enforcement/Security
 - Fire Service
 - Search and Rescue

- Government Service
- Community Safety
- Emergency Medical Services
- ii. Food, Water, Shelter
 - Food
 - Water
 - Shelter
 - Agriculture
- iii. Health and Medical
 - Medical Care
 - Public Health
 - Patient Movement
 - Medical Supply Chain
 - Fatality Management
- iv. Energy
 - Power Grid
 - Fuel
- v. Communications
 - Infrastructure
 - Responder Communications
 - Alerts, Warnings, and Messages
 - Finance
 - 911 and Dispatch
- vi. Transportation
 - Highway/Roadway/Motor Vehicle
 - Mass Transit
 - Railway
 - Aviation
 - Maritime
- vii. Hazardous Material
 - Facilities
 - HAZMAT, Pollutants, Contaminants
- viii. Water Systems
 - Potable Water Infrastructure
 - Wastewater Management
- d. Incident Support
 - i. IS #1 – Nuclear/Radiological

- ii. IS #2 – Terrorism
 - iii. IS #3 – Cyber
 - iv. IS #4 – Coal Mine Emergency
 - v. IS #5 – Water Crisis Response
 - vi. IS #6 – Drought
 - vii. IS #7 – Flood
 - viii. IS #8 – Earthquake
 - ix. IS #9 – Agriculture Incidents
 - x. IS #10 – Dam Failure
 - xi. IS #11 – Debris Removal
- e. Support Annexes
- i. SA #1 – Continuity of Government
 - ii. SA #2 – Military Support
 - iii. SA #3 – Private Sector Coordination
 - iv. SA #4 – Financial Management
 - v. SA #5 – Worker Safety and Health
 - vi. SA #6 – Evacuation and Re-Entry
 - vii. SA #7 – Volunteer and Donations
 - viii. SA #8 – Warning and Notification
 - ix. SA #9 – Recovery
 - x. SA #10 – Protection of Art, Cultural and Historic Resources
3. Direction, Control, and Coordination
- a. WVEMD uses NIMS EOC guidance as an operational structure for the SEOC. SEOC management establishes priorities among incidents and associated resource allocations, de-conflict agency policies, and provides strategic guidance and direction to support incident management activities.
 - b. The SEOC, when activated, is located at the current WVEMD headquarters. Stakeholders may choose to operate incident command/coordination centers. These structures must align with and provide support to the activities and personnel within the SEOC.
 - c. In the majority of disasters, local resources will operate under the umbrella of a mutual aid agreement to provide the first line of emergency response and incident management support. In some instances, a state or federal agency with principal activities or facilities in a local area may act as a first responder and may provide direction or assistance consistent with its specific statutory authorities and responsibilities.
 - d. An emergency declaration indicates that local resources capable of handling the situation are fully committed before external assistance or WVSMAA is requested. State assistance will be provided upon

request when needs exceed local capabilities, subject to resource availability. Exceptions are made to these procedures when localities request state assistance with search and rescue or hazardous materials response. Multi-Jurisdictional events may involve the state from the onset.

- e. If the state’s capabilities are or may be exceeded, the Governor may request federal assistance. At each level, City or County, the government should officially declare that a ‘state of emergency’ exists to request assistance. State resources should be fully committed before federal assistance is requested.

4. Phases of Emergency Response

The WVEOP, by its nature, focuses on response and short-term recovery activities. The phases below list all roles conducted by each level of government before, during, and after an emergency illustrating the placement of response and recovery activities within the overall scope of operations that include:

- a. Preparedness: Preparedness involves actions to enhance readiness and minimize the impact of a potential incident. Note that this plan applies preparedness within the context of an incident. NIMS addresses the broader definition, defining preparedness as the full range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents.
- b. Prevention: Prevention involves actions to avoid an incident or to stop the incident from occurring. This includes applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing; and law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators.
- c. Response: Response involves activities that address the short-term, direct effects of an incident. Response includes immediate actions to preserve life, property, and the environment; meet basic human needs; and maintain the social, economic, and political structure of the community. Response also includes the execution of emergency operations plans and incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.

- d. Recovery: Recovery involves actions and the implementation of programs needed to help individuals, communities, and the environment directly impacted by the incident return to pre-event conditions. Recovery actions assist victims and their families, restore institutions to regain economic stability and confidence, rebuild or replace destroyed property, and reconstitute government operations and services. Recovery actions often extend long after the incident itself. Recovery programs include hazard mitigation components designed to avoid damage from future incidents.
- e. Mitigation: Mitigation includes activities designed to reduce or eliminate risks to persons and/or property or to lessen the actual or potential effects or consequences of a potential incident. Mitigation measures may be implemented prior to, during, or after an emergency. Mitigation measures are often formed by lessons learned from prior incidents. The Basic Plan distinguishes between hazard mitigation and incident mitigation. Hazard mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities, as described in the West Virginia Statewide Standard Hazard Mitigation Plan, as amended.

5. Activation and Notification

a. Activation

The State uses a four-tier flexible response level scheme that allows the Director of WVEMD, or designee, to activate ESFs as the emergency dictates, as well as activating appropriate IS and SA to the WVEOP. Activated ESFs should provide representation in the SEOC. Plans and standard operating guidelines provide that certain actions are taken at each response level based upon the specific hazard anticipated or encountered. The State readiness and response conditions are:

i. Normal Operations.

- This condition reflects normal WVEMD daily operations. The WVEMD Watch Center provides a 24/7/365 presence in the WVEMD complex. Phone lines monitored in the Watch Center include but are not limited to: Mine and Industrial Accident Rapid Response System (MIARRS) Line, Safe Schools Helpline, Arson Investigation Hotline, the Department of Environmental Protection's Spill Reporting Hotline, Drug Tip Hotline and after hours calls for the WVDA.

- ii. Enhanced Operations.
 - This condition reflects those times when the WVEMD Director or designee determines that it is prudent to expand the number of WVEMD personnel on duty or in the WVEMD Watch Center.
- iii. Partial Activation.
 - This condition is appropriate when more specialized actions beyond the capabilities of the WVEMD Watch Center staff may be required under compressed timeframes. During partial activation, WVEMD personnel will activate the SEOC with a minimal number of ESFs being represented. Activities associated with partial activation include monitoring an impending or significant situation for changes in conditions that may warrant full activation of the SEOC by providing appropriate response operations.
- iv. Full Activation.
 - This condition reflects those periods when the SEOC is activated and is staffed by WVEMD personnel and emergency coordinators from appropriate ESFs, including governmental, nongovernmental, and private sectors. The ESFs and entities represented are based on the current situation and potential response requirements.
- v. The relationship between these activation levels and the National Terrorism Advisory System (NTAS) are contained in Appendix 1 to this Basic Plan.

b. Notifications

The WVEOP places emphasis on public address regarding emergency operations. This begins with the initial notification to the public during emergent conditions by the operation of the Emergency Alert System (EAS) in accordance with the West Virginia Emergency Alert System Plan.

The capabilities of the Integrated Public Alert and Warning System (IPAWS) have been integrated in the WV EAS plan and those capabilities authorized for utilization by local emergency management agencies. The WVEOP includes an annex dedicated to that objective, which clarifies the State's intent to provide timely, appropriate, and accurate information to all who require it.

In addition to organizations operating under the provisions of the WVEOP, information is made available to a wide range of state

constituencies and potential stakeholders. Emergency operations may require selected organizations to provide liaisons to the SEOC.

6. Response

- a. In the event of an imminent or actual public emergency, WVEMD will notify appropriate key personnel and partnered organizations of any information relevant to the event.
- b. The Director of WVEMD or designee shall contact the Cabinet Secretary of the WVDHS to provide a situational report.
- c. Based upon the event, SEOC members convene to assess the situation, collect damage information, and determine initial support requirements. The SEOC Director will inform appropriate agency coordinators of the activation.
- d. The WVFC and WVEMD Area Liaisons will collect information regarding the event and provide that information to the SEOC Situational Awareness Unit leader. The WVFC may provide a liaison to the SEOC to ensure that all information gathered is passed to the appropriate personnel. In the event the incident is of a nature that deals with classified information, the WVFC will notify appropriate personnel within WVEMD who have necessary clearances for such information.
- e. The WVEMD Director or designee may augment the SEOC operations by adding representatives from appropriate support agencies, as necessary.
- f. Federal ESF liaisons may also operate within the SEOC as the situation dictates, maintaining contact with their federal counterparts.
- g. The WVEMD Director or designee contacts the FEMA Region III Regional Response Coordination Center (RRCC), based on the severity of the event and potential for the incident to create an impact outside State boundaries.
- h. Primary agencies are responsible for coordinating with their support agencies, if required.
- i. Agencies assess the impact of the emergency on internal operational capabilities and identify, mobilize, and deploy resources to support response activities in the affected area, as required.
- j. The Governor or the Governor's designated liaison officer is briefed by appropriate WVEMD staff and others on the situation assessment.

The Governor may declare a State of Emergency or State of Preparedness based upon the situation and recommendations provided in the briefing.

- k. The state and local emergency management personnel conduct damage assessments to determine the extent of damage and if federal assistance may be required. Depending on the results of this assessment, the state may provide recovery assistance to those affected, request FEMA join the State in doing a Joint Preliminary Damage Assessment (PDA), and/or request a disaster declaration from the United States Small Business Administration (SBA).
- l. If the PDA indicates the damages have exceeded the State's capability to respond, the Governor may submit a request for either an Emergency or Major Disaster Declaration to the President through FEMA Region III. In this request, the Governor designates a State Coordinating Officer (SCO). However, it is not necessary for the Governor to declare a State of Emergency to submit a request for a major disaster or emergency declaration to the President; but the request must certify that the WVEOP has been implemented and name the counties affected.
- m. If either an emergency or major disaster is declared to exist in the state, the President appoints a Federal Coordinating Officer (FCO), and FEMA designates the types of assistance available and the counties that qualify.
- n. The WVEMD supports the establishment of a Joint Field Office (JFO) and other recovery facilities such as Disaster Recovery Centers (DRC) based on the Federal-State Agreement.
- o. The Joint Information Center (JIC) is established to provide a central point for coordinating emergency public information activities and conducting briefings for the media and public as appropriate at a desirable location.
- p. During response operations, WVEMD leadership, in conjunction with other State and local agencies, develops a demobilization plan to demobilize SEOC operations at the conclusion of field operations. Once immediate response missions and lifesaving activities conclude, emergency teams are demobilized, and the emphasis shifts from response to recovery operations.

7. Recovery/Mitigation

- a. If the emergency is a Federally declared disaster, the WVEMD Recovery/ Mitigation Section will become the central coordination point for delivering recovery assistance programs in coordination

with other state agencies. The Recovery/Mitigation Section of WVEMD assesses recovery needs at the outset of the emergency and develops relevant time frames for program delivery. The Section ensures that appropriate recovery assistance program staff are notified of the emergency event, and they share relevant applicant and damage information with all involved agencies. If there is a federal declaration, FEMA coordinates delivery of these programs.

- b. FEMA determines the need for Disaster Recovery Centers within the emergency area. State agencies provide input and staff the centers with knowledgeable officials who provide recovery program
- c. information, advice, counseling, and technical assistance related to mitigation.
- d. The Recovery/Mitigation Section of WVEMD coordinates assistance programs to help individuals, families, and businesses meet basic needs and return to self-sufficiency.
- e. The Recovery/Mitigation Section of WVEMD coordinates assistance programs to aid the local governments and eligible private nonprofit organizations to repair or replace damaged public facilities.
- f. The Section personnel assist in identifying appropriate agency assistance programs to meet applicant needs, synchronizing assistance delivery, and encouraging incorporation of mitigation measures where possible.
- g. Additionally, the Recovery/Mitigation Section tracks the overall progress of the recovery effort, particularly noting potential program deficiencies and problem areas.
- h. When a centralized state emergency coordination presence is no longer required, the Recovery/Mitigation Section takes on the responsibilities for the recovery assistance program oversight and monitoring to the Recovery/Mitigation Section and local long term recovery boards.
- i. Following a public emergency, WVEMD Director or designee submits an after-action report through the WVDHS to the Governor detailing operational successes, challenges and key issues affecting incident management. Data from these reports and targeted reviews are analyzed and provided to agencies, departments, and localities as appropriate. After a particularly large or unique public emergency operation, the SEOC also may convene an interagency forum to identify lessons learned. Lessons learned are evaluated by the Director of WVEMD and implement necessary changes into the

WVEOP and implementation of appropriate mitigation measures. Each state agency involved is encouraged to keep records of its activity to assist in preparing its own after-action report.

E. Roles and Responsibilities

1. State Government

a. Governor of West Virginia

As the chief executive officer of the State of West Virginia, the Governor is responsible for the public safety and welfare of the people of West Virginia. The powers and duties of the Governor in emergency management are summarized below. Complete language can be found in the Code of West Virginia §15-5-5 and §15-5-6.

- i. Responsible for implementing the WVEOP and coordinating state resources to address the full spectrum of actions to respond to and recover from incidents in an all-hazards context to include terrorism, natural disasters, accidents, and other contingencies.
- ii. The Governor may make a verbal declaration of a “state of preparedness” or a “state of emergency”, to include an authorization to grant or seek waivers for transportation requirements for carriers transporting emergency relief supplies or providing utility restoration services. These verbal orders will be followed by a written authorization and an executive order.
- iii. If appropriate, amends and rescinds orders and regulations and/or directs and compels evacuation of all or part of the populace from any threatened or affected area.
- iv. Ensures the provision of essential services, including emergency and disaster response and recovery activities by executive branch agencies and institutions of higher education.
- v. Provides leadership and plays a key role in communicating to the public and in helping people, businesses, and organizations cope with the consequences of any type of declared emergency within any jurisdiction of West Virginia.
- vi. Encourages participation in mutual aid and implements authorities for the state to enter into mutual aid agreements with other states to facilitate resource sharing.
- vii. May, without an Emergency Declaration, authorize the deployment of all or any part of the members of the WV National Guard (WVNG) and materials (pursuant to Code §15-1) to assist in times of emergency.
- viii. §15-1) to assist in times of emergency.
- ix. May provide financial assistance to localities.

- x. Serves as the Commander-in-Chief of the State military forces pursuant to West Virginia Code §15-1-2.

- b. WVEMD Director

The WVEMD Director has the following duties and responsibilities as summarized below. Complete language can be found in Code of West Virginia §15-5-3e.

- i. Implements portions of the WVEOP to provide timely assistance to localities for non-declared incidents or events.
- ii. Coordinates and provides guidance and assistance to affected political subdivisions to ensure orderly and timely response to and recovery from disaster effects.
- iii. Coordinates disaster response actions of Federal, State, and volunteer relief agencies.
- iv. Establishes and maintains liaison with affected political subdivisions.
- v. In an emergency which does not warrant a gubernatorial declaration of a state of emergency, may after consultation with and approval of the Secretary of WVDHS, enter into contracts and incur obligations necessary to prevent or alleviate damage, loss, hardship, or suffering caused by such emergency and to protect the health and safety of persons or property.
- vi. Works with the Recovery/Mitigation Section to determine the requirements for disaster relief and recovery assistance.
- vii. Responsible for ensuring that state response and recovery actions consider the resources needed for individuals with disabilities and/or access and functional needs.

- c. SEOC

- i. Maintains situational awareness through the collection, analysis, and dissemination of information and intelligence data.
- ii. Receive, track, and coordinate requests for resources.
- iii. Ensures all applicable ESFs are staffed and functioning.
- iv. Implements plans to coordinate emergency management efforts among local, State, and Federal entities, as well as NGOs and PSSs.
- v. Facilitates resolution of legal, policy, political, social, and economic concerns of the affected jurisdiction(s) as they affect response and recovery operations.
- vi. Facilitates formulation of Protective Action Decisions (PAD), as needed.
- vii. Facilitate demobilization plans and procedures outlined in the SEOC SOP and distribution management plan.

- viii. Participate in the After-Action Review (AAR) process.
- d. State Agencies and Institutions of Higher Education

State agencies and institutions of higher education must continue to be prepared for all disasters by:

- i. Developing plans or procedures to implement their specific responsibilities outlined in the WVEOP.
- ii. Developing and documenting emergency action and continuity plans for their response to and recovery from a natural or human-caused disaster.
- iii. Directing agency area supervisors (from applicable division, district, or local offices) to participate in the local emergency planning process and become a part of the local emergency response organization, as appropriate.
- iv. During small, localized events, when possible, provide assistance directly to political subdivisions.

2. Local jurisdictions

The Code of West Virginia §15-5-8 designates powers and duties for emergency management to political subdivisions (summarized below). Each jurisdiction:

- a. Shall have a local Emergency Management Director that may request assistance from the state when local resources and capabilities are overwhelmed.
- b. The local Emergency Management Director in the political subdivision within the disaster area may, under the supervision and control of the executive officer or governing body of the political subdivision:
 - i. Control, restrict, allocate or regulate the use, sale, production, and distribution of food, fuel, clothing, and other commodities, materials, goods, services, and resource systems which fall within the boundaries of that jurisdiction, and which do not impact systems affecting adjoining or other political subdivisions.
 - ii. Establish contracts and incur obligations necessary to combat threatened or actual disasters, protect the health and safety of person and property, and provide emergency assistance to the victims of such disasters.
 - iii. Each political subdivision is authorized to exercise its powers under this section in light of the exigencies of extreme emergency situations without regard to time-consuming procedures and formalities prescribed by law

(except mandatory constitutional requirements) pertaining to the performance of public work, entering into contracts, incurring of obligations, employment of temporary works, rental of equipment, purchase of supplies and materials, levying of taxes, and appropriation and expenditure of public funds.

- c. In addition, the local jurisdictions:
 - i. Identify a primary party responsible for managing emergencies within their jurisdiction.
 - ii. Responsible for coordinating local resources to address the full spectrum of actions to respond to, and recover from incidents involving all hazards including terrorism, natural disasters, accidents, and other contingencies.
 - iii. Responsible for ensuring that local actions include and accommodate individuals with disabilities and/or access and functional needs.
 - iv. Develop mutual aid agreements for reciprocal assistance in the case of a disaster too great to be dealt with unassisted. Such arrangements shall be consistent with state plans and programs, and it shall be the duty of each local organization for emergency management to render assistance in accordance with the provisions of such mutual aid agreements.
 - v. Receive and fulfill requests for assistance from all entities capable of handling such requests including nursing homes, colleges, universities, and authorities within their jurisdiction until local capabilities have been exceeded or exhausted.
 - vi. Coordinate with state and federal officials after a disaster to implement recovery and mitigation strategies and programs.
 - vii. May form strong partnerships with citizen groups such as Community Emergency Response Teams and Medical Reserve Corps and organizations who provide support for incident management response, recovery, and mitigation. Groups may coordinate with local and state agencies to provide resources to augment response and recovery activities.

3. NGOs (including voluntary organizations)

NGOs may provide specific disaster relief services during response and recovery operations in cooperation with state or local officials. Provisions include collaborating with first responders, all levels of government, other agencies, and organizations that provide relief services.

4. Private Sector Stakeholders (PSS)

PSSs can be critical to the response capabilities of the SEOC PSSs:

- a. Can provide specific disaster relief services during response and recovery in cooperation with state or local officials.
- b. Support the SEOC by participating in disaster relief services.

F. Plan Management and Maintenance

1. General

- a. The WVEMD Director or their designee is responsible for maintaining the WVEOP. The WVEOP is continually reviewed and periodically updated as required to incorporate federal policy changes, gubernatorial directives, legislative changes, and operational changes based on lessons learned from exercises and actual events.
- b. This WVEOP and subsequent revisions supersede all previous editions and are effective immediately for planning and response operations.
- c. All plans and supporting documents are based on the potential hazards to which the state is subject. These detail how emergency tasks and responsibilities are conducted.
- d. The WVEOP and its supporting documents are maintained and kept current by all parties on the following schedule:
 - i. Review and update of the WVEOP every two years at a minimum.
 - ii. Resource inventories/database list and department internal plans and checklists yearly.
 - iii. Verify agency notification/recall lists quarterly.
 - iv. Review and revise procedures following an actual emergency or disaster operations and/or exercises where deficiencies were noted.
- e. All recommendations for changes, revisions, and/or updates to the WVEOP, its supporting documents are forwarded to the Preparedness and Response Section for review, approval, publication, and distribution to all holders of the WVEOP. If no changes, revisions, and/or up-dates are required, WVEMD is notified that the plans, annexes, appendices, etc., have been reviewed and are considered valid and current.

2. Supporting Documents and Standards for Other Emergency Plans

- a. The WVEOP is the core plan for response and recovery to emergency situations in West Virginia. Following the guidance provided in Comprehensive Preparedness Guide (CPG) and Homeland Security Presidential Directive (HSPD) – 5: Management of Domestic Incidents and the NRF, it incorporates existing emergency and incident management plans (with appropriate modifications and revisions) as integrated components of the WVEOP, supplements, or supporting operational plans.
 - b. When agencies develop an interagency plan that involves emergency events, then such plans are coordinated with WVEMD to ensure consistency with the WVEOP and are incorporated into the WVEOP.
3. Plan Testing, Training, and Exercises
 - a. Responsible state agencies, coordinating NGOs and PSSs, will conduct training to ensure the WVEOP can be effectively implemented.
 - b. WVEMD will conduct an annual exercise from a section in the WVEOP. In addition, the SEOC will participate with FEMA and Pennsylvania in any exercise of the REP Plan. Any items recommended for corrective action following any exercise will be corrected and incorporated into any subsequent exercise.
 - c. WVEMD will utilize a formal documented AAR process in which all emergency response agencies participate. Local government, NGO, and PSS representatives are encouraged to participate in the AAR process.
 4. Plan Implementation

This plan is effective for execution upon and pursuant to the Governor's signature approving the same. The WVEMD Director will ensure that this document is subject to a minimum of an annual review and update.

AUTHORITIES AND REFERENCES

I. AUTHORITIES

A. Federal Laws

1. The Homeland Security Act of 2002, Public Law 107-296, 6 U.S.C. 101 et
2. seq., November 25, 2003
3. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, 42 U.S.C. 5121 et seq.
4. The Public Health Security and Bioterrorism Preparedness and Response Act of 2002, Public Law 107-188, 42 U.S.C. 201
5. The Defense Production Act of 1950 (DPA), as amended by P.L. 102-558,
6. 106 Stat. 4201, 50 U.S.C. App. 2062, and the Defense Production Reauthorization Act of 2003
7. The Economy Act, 31 U.S.C. subsection 1535 & 1536
8. The Posse Comitatus Act, 18 U.S. 1385
9. The National Emergencies Act of 1976, 50 U.S.C. 1601 et seq.
10. The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) as amended by the Superfund Amendments and Reauthorization Act of 1986, 42 U.S.C. 9601 et seq., and the Federal Water Pollution Control Act (Clean Water Act), as amended, 33 U.S.C. 1251 et seq.
11. The National Oil and Hazardous Substances Pollution Contingency Plan (NCP), 40 C.F.R. Part 300
12. The Cooperative Forestry Assistance Act of 1978, Public Law 95-313
13. The Communications Act of 1934, 47 U.S.C. 151 et seq.
14. The Insurrection Statutes, 18 USC 2381 - 2385
15. The Defense Against Weapons of Mass Destruction (WMD) Act, 50 U.S.C. 2301 et seq.
16. Emergencies Involving Chemical or Biological Weapons, 10 U.S.C. 382
17. Emergencies Involving Nuclear Materials, 18 U.S.C. 831(e)

18. The Veterans Affairs Emergency Preparedness Act of 2002, 38 U.S.C. 1785
 19. The Atomic Energy Act of 1954, as amended, 42 U.S.C. 2011 et seq.
 20. The Energy Reorganization Act of 1974, U.S.C. 5841 et seq.
 21. The Price-Anderson Amendments Act, Public Law 100-408, 42 U. S. C. 2011
 22. Furnishing of Health-Care Services to Members of the Armed Forces During a War or National Emergency, 38 U.S.C. 8111A
 23. The Resource Conservation and Recovery Act (RCRA) of 1976, Public Law 94-580
 24. Rural Development Act of 1972, Public Law 92-419, as amended
- B. Federal Executive Orders and Presidential Directives
1. Executive Order 12148, Federal Emergency Management, July 20, 1979, as amended
 2. Executive Order 12333, United States Intelligence Activities, December 4, 1981
 3. Executive Order 12382, President's National Security Telecommunications Advisory Committee, September 13, 1982
 4. Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications Responsibilities, April 3, 1984
 5. Executive Order 12580, Superfund Implementation, January 23, 1987
 6. Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, November 18, 1988, as amended
 7. Executive Order 12742, National Security Industrial Responsiveness, January 8, 1991
 8. Executive Order 13284, Amendment of Executive Orders and Other Actions, in Connection with the Establishment of the Department of Homeland Security, January 23, 2003
 9. Executive Order 13286, Amendment of Executive Orders, and Other Actions, in Connection with the Transfer of Certain Functions to the Secretary of Homeland Security, March 5, 2003
 10. Presidential Decision Directive 39: U.S. Policy on Counterterrorism, June 21, 1995

11. Presidential Decision Directive 62: Combating Terrorism, May 22, 1998
 12. Homeland Security Presidential Directive – 1: Organization and Operation of the Homeland Security Council
 13. Homeland Security Presidential Directive – 2: Combating Terrorism Through Immigration Policies
 14. Homeland Security Presidential Directive – 4: National Strategy to Combat Weapons of Mass Destruction
 15. Homeland Security Presidential Directive – 5: Management of Domestic Incidents
 16. Homeland Security Presidential Directive – 6: Integration and Use of Screening Information
 17. Homeland Security Presidential Directive – 7: Critical Infrastructure Identification, Prioritization, and Protection
 18. Homeland Security Presidential Directive – 9: Defense of United States Agriculture and Food
 19. Homeland Security Presidential Directive – 10: Biodefense for the 21st Century
 20. Homeland Security Presidential Directive – 12: Standards for Identification
 21. Presidential Study Directive - 1: Organizing Homeland Security and Counterterrorism
 22. Presidential Policy Directive – 8: National Preparedness
 23. Presidential Policy Directive – 20: U. S. Cyber Operations Policy
 24. Presidential Policy Directive – 21: Critical Infrastructure Security and Resilience
- C. State
1. West Virginia Code, Chapter 15, Article 5, as amended
 2. West Virginia Code, Chapter 29, Article 31. State Resiliency and Flood Protection Plan Act.
 3. Executive Order No. 20-04, dated December 23, 2004.
 4. Executive Order 11988 Floodplain and Wetlands Management.

II. REFERENCES

- A. The Federal Response Plan, Public Law 93-288, as amended, Federal Emergency Management Agency, Robert T. Stafford Act
- B. “Developing and Maintaining Emergency Operations Plan”, CPG 101, Federal Emergency Management Agency, September 2021, Version 3.0 as amended
- C. Emergency Management Institute, Planning Courses G-235 and IS-235
- D. Fire Management Assistance Grant Program
- E. National Response Framework, as amended
- F. West Virginia Drought Emergency Action Plan, WVDA
- G. West Virginia Emergency Alert System Operations Plan
- H. SEOC SOP, as amended
- I. WV Radiological Emergency Preparedness Plan
- J. West Virginia Statewide Communication Interoperability Plan (SCIP)

APPENDIX

General Relationship Between National Terrorism Advisory System (NTAS) Levels and SEOC Activation Levels

The table below illustrates the general relationship between the NTAS Levels and the appropriate levels of SEOC Activation. Activation decisions, however, must be based on all current information on the situation and potential threats within West Virginia or affecting West Virginia.

NTAS Level	SEOC Activation Level	
Imminent Threat Alert	Full	RED
Elevated Threat Alert	Partial/ Some State Agencies *	ORANGE
Bulletin	Enhanced Watch / WVEMD Staff *	YELLOW
No Threat Level	Steady State *	GREEN
* The WVEMD Watch Center provides 24/7 coverage in the WVEMD facilities.		

Emergency Support Function #1: Transportation

COORDINATING AGENCY

WV Department of Transportation
(WVDOT)

PRIMARY SUPPORT AGENCY

WV Emergency Management Division
(WVEMD)

SUPPORT AGENCIES AND ORGANIZATIONS

- WV Department of Education (WVDE)
- WV Department of Environmental Protection (WVDEP)
- WV Department of Facilities
- WV Bureau of Senior Services (WVBSS)
- WV Department of Commerce (WVDCOM)
- WV Division of Natural Resources (WVDNR)
- WV Department of Homeland Security (WVDHS)
- WV Division of Corrections and Rehabilitation (WVDCR)
- WV National Guard (WVNG)
- WV Department of Agriculture (WVDA)
- WV State Police (WVSP)
- Civil Air Patrol (CAP)
- WV Public Service Commission (PSC)
- West Virginia State Fire Marshal's office (WVSFMO)
- West Virginia Division of Aviation
- Division of Protective Services (Capitol Police)

ESF ELEMENTS

I. PURPOSE

The WVDOT coordinates with Federal, State, Municipal, local governmental entities, voluntary organizations, nongovernmental organizations, the private sector, primary support agencies, and supporting agencies to manage the transportation infrastructure in response to incidents (natural, technological, or man-made) and any magnitude of incident (minor, major, or catastrophic). WVDOT also participates in the prevention, mitigation, preparedness, response, recovery, restoration, safety, and security of all State of West Virginia transportation infrastructure.

II. SCOPE

- A. Emergency Support Function #1 (ESF #1) shapes the relationships between public and private sector transportation stakeholders. WVDOT, with support of the Primary and Supporting Agencies coordinates transportation assistance during an incident. Transportation assistance for the management of an incident includes:

1. Coordinating requests for transportation support as directed under the WV Emergency Operations Plan (WVEOP) within the authorities and resource limitations of ESF #1 Primary and Supporting Agencies.
 2. Monitor and report damage to transportation infrastructure as a result of an incident.
 3. Coordinating road closures and identifying alternate transportation routes.
 4. Identify and coordinate alternate systems of transportation.
 5. Coordinating the restoration and recovery of the transportation infrastructure.
 6. Coordinating logistical support.
 7. Monitoring transportation related service contracts.
 8. Conduct activities under the direct authority of Federal or State Agencies as they relate to the State of West Virginia’s aviation, maritime, surface, railroad, transit and pipeline transportation systems; and
 9. Coordinating and supporting prevention, preparedness, response, recovery, and mitigation among transportation infrastructure stakeholders at the state and local level.
- B. ESF #1 is responsible for providing the resources to move equipment, supplies, responders, service and companion animals, relief personnel and evacuees during prevention, preparedness, response, recovery, and mitigation.

III. POLICIES

- A. Primary responsibility for management of incidents involving transportation rests with local authorities and the private sector. WVDOT recognizes state, local, and private sector transportation policies, authorities, and plans for management of transportation systems and will manage and prioritize the flow of resources during an incident to ensure a prompt, safe, efficient response.
- B. Primary and supporting agencies assigned responsibilities within ESF #1 will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and transportation related contracts to accomplish assigned tasks.
- C. To maintain transportation systems, mitigate adverse economic impacts, and meet the needs of local governmental entities, coordinated transportation decisions at all levels will ensure a prioritized flow of resources. All agencies will advise, through the Emergency Management Information System (EMIS), of all transportation movements arranged independently from ESF #1.

- D. Unnecessary duplication or reassignment of transportation resources will directly affect prevention, preparedness, response, recovery, and mitigation efforts.
- E. In cases where local authorities are overwhelmed, state support will follow the National Response Framework (NRF). ESF #1 will provide all the transportation activities within the scope of the NRF to include a Mass Evacuation.
- F. State-directed emergency transportation operations will coordinate with local governments to supply appropriate resources to accommodate citizens with special and/or functional needs during an evacuation.
- G. The following state officials or their designee may authorize temporary road closures: the Commissioner of Highways (W. Va. Code § 17-2A-8(12)).
- H. The WVDOT/WV Division of Highways (WVDOH) is responsible for the provision of transportation assets and services (acquisition, movement and tracking of transportation resources, acquiring fuel, and vehicle maintenance crews) consistent with ESF #7 Logistics Management.
- I. All agencies/departments are required to maintain a current inventory of transportation resources and their service condition. All agencies are to provide this information to ESF #1 at the State Emergency Operations Center (SEOC) upon activation.

IV. ORGANIZATIONAL STRUCTURE

- A. Under federal law, the US Secretary of Transportation is responsible for exercising leadership in national and regional transportation emergencies. The US Department of Transportation (DOT) will be responsive to requests for assistance from a state in coordination with the Federal Emergency Management Agency (FEMA) during a resource crisis or a natural disaster.
- B. The WV Highway Commissioner will coordinate all emergency-related actions with the WVDOH and WVEMD. A representative may be necessary to facilitate statewide transportation coordination and to coordinate with other state agencies to develop recommended courses of action for the Governor to respond to a potential or actual transportation emergency.
- C. The WVDOH serves as the State Transportation Secretary's coordinating entity for emergency operations.
- D. WVDOT will utilize a separately published plan including procedures for aviation support. WVDOH will coordinate the movement of essential goods and supplies, and the activities of supporting agencies. More detailed concepts, procedures, and action checklists are included in agency-specific Standard Operating Procedures (SOP) developed and maintained by these departments, in coordination with WVDOT.

V. CONCEPT OF OPERATIONS

A. General

1. The WV Secretary of Transportation will monitor and coordinate the activities of the primary and supporting agencies with transportation-related duties and responsibilities supporting the incident response, recovery, and mitigation operations. When the SEOC is activated and the WVEOP is implemented, WVDOT may request WVDOH and WVEMD to assist with identifying other ESF #1 departments/agencies that may be needed and take steps to assure that the identified agencies are notified and ready to perform their assigned tasks.
2. Initial response activities that ESF #1 conducts during emergencies:
 - a. Monitor and report the status of the transportation systems and infrastructure.
 - b. Coordinate with the WVSP, municipalities and local law enforcement on traffic movement or resource requirements.
 - c. Implement air traffic and airspace management measures in coordination with the Federal Aviation Administration.
 - d. Implement waterway traffic management measures in coordination with the Corps of Engineers, the US Coast Guard, and WVDNR Law Enforcement.
 - e. Verify inventory of transportation resources and their service condition.
 - f. Pre-position resources in anticipation of a transportation emergency; and
 - g. Develop recommended courses of action to a potential or actual transportation emergency.

B. Preparedness

1. ESF #1 will conduct the following on activation of the WVEOP.
 - a. WVDOT will provide an Initial Damage Assessment (IDA) report of conditions of the highways, roads, bridges, tunnels, to the SEOC within 12 hours or as soon as conditions allow and coordinate the following:
 - i. Closing those determined to be unsafe.
 - ii. Posting signs and barricades.
 - iii. Notification of law enforcement and emergency management personnel of alternate routes due to damage to transportation infrastructure; and
 - iv. Restoration of critical state transportation routes and facilities.
 - b. Establish communications with ESF #1 supporting agencies.

- c. Coordinate with supporting agencies to develop strategies for initial response.
 - d. Establish open lines of communication with Federal and Adjacent States Agencies.
 - e. Establish open lines of communication with voluntary organizations, nongovernmental organizations, and the private sector.
- C. Response
- 1. All ESF #1 supporting agencies will provide transportation infrastructure support for the transportation of personnel, goods, and services.
 - 2. All ESF #1 supporting agencies will report all transportation requests to the SEOC via EMIS.
 - 3. WVDOT and WVDOH will lead the continuing reassessment of state highways, roads, bridges, tunnels, to address the most critical transportation infrastructure needs.
 - 4. WVDOT will provide updated ESF #1 information to the SEOC via EMIS or in-person.
 - 5. WVDOT will coordinate with agencies listed in ESF #7 Logistics for all transportation requirements beyond ESF #1 capabilities.
- D. Recovery
- 1. Coordinate the restoration and recovery of the transportation infrastructure.
 - a. WVDOT will prioritize the restoration and recovery of the transportation infrastructure based on resources being utilized for essential survival activities in support of disaster areas on a priority basis, and for the other areas of the state as available and required.
 - i. WVDOT will coordinate with the Governor to consider and/or implement accommodations for exemptions to state rules and regulations as needed to expedite delivery of essential resources to disaster areas.
 - 2. Coordinate and support prevention, preparedness, and mitigation activities among transportation stakeholders.
 - a. WVDOT will coordinate with the private transportation stakeholders to ensure continuity of management, protection of facilities, conservation of supplies, rerouting/restoration of damaged lines and terminals, and securing of necessary manpower, materials, and services for recover of the State of West Virginia transportation infrastructure.

VI. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities
WV Emergency Management Division	WVEMD	<ul style="list-style-type: none"> Coordinate ESF #1 requests for transportation resources and designates appropriate agency for task.
WV Department of Transportation, Division of Highways	WVDOT, WVDOH	<ul style="list-style-type: none"> Transport supplies and equipment to the disaster area(s). Establish fuel supply priorities. Maintain highways, roads, bridges, tunnels. Provide vehicle maintenance crews. Coordinate buses and other transportation resources needed to assist with transportation needs. Maintain transportation inventory according to type and controlling agency.
WV Department of Homeland Security	WVDHS	<ul style="list-style-type: none"> Control traffic and support law enforcement activities (WVSP). Enforce highway traffic regulations (WVSP). Report movement control information to SEOC (WVSP). Support WVDOT with State Mass Evacuation Plan (WVSP). Provide ground transportation based on mission assignments (WVDCR). Provide aviation support for transportation, evacuation, Search and Rescue, and damage assessment operations based on mission assignment (WVSP). Assist with emergency route clearance (WVSP).
WV Department of Environmental Protection	WVDEP	<ul style="list-style-type: none"> Provide ground transportation based on mission assignments.
WV National Guard	WVNG	<ul style="list-style-type: none"> Provide ground transportation based on mission assignments. Provide aviation support for transportation, evacuation, Search and Rescue, and damage assessment operations based on mission assignment. Assist with emergency route clearance.
WV Department of Administration	WVDOA	<ul style="list-style-type: none"> Supply vehicles on a limited basis as the situation dictates (WV General Services Division). Provide limited fixed-wing air transportation capabilities from the Aviation Division.

<p>WV Department of Education</p>	<p>WVDE</p>	<ul style="list-style-type: none"> ▪ Assist in emergency transportation planning through the transportation officer. ▪ Coordinate the use of county school buses and drivers from non-affected areas of the state.
<p>WV Division of Natural Resources</p>	<p>WVDNR</p>	<p>The WVDNR Natural Resources Police has the following emergency operations capabilities that can be called upon for emergency operations.</p> <ul style="list-style-type: none"> ▪ Law enforcement and security services. ▪ Personnel with vast geographic knowledge of the state’s rural communities, areas, and backcountry. <ul style="list-style-type: none"> ▪ All officers are also equipped with GPS mapping software such as onX. ▪ All officers are equipped with off-road four-wheel drive vehicles. ▪ ATVs and UTVs. <ul style="list-style-type: none"> ▪ All officers are certified operators. ▪ Watercraft and trained personnel for maritime applications, including port security, search and rescue and recovery operations. <ul style="list-style-type: none"> ▪ All personnel are certified boat operators, additionally the majority of personnel are FEMA approved Tactical Boat Operators. ▪ A 10-member dive team. ▪ Trained Swiftwater rescue personnel, boats, and equipment. <ul style="list-style-type: none"> ▪ This includes certified flood rescue boat operators and personnel certified in rescue swimming and rope rescue, including personnel trained in incident command management and planning for Swiftwater rescue operations. ▪ Personnel trained in National Incident Management Systems. ▪ Six canine units trained in human tracking and article searches. ▪ Personnel trained in human tracking of individuals aka “man tracking”. ▪ Drones and FAA certified operators.
<p>WV Division of Corrections and Rehabilitation</p>	<p>WVDCR</p>	<ul style="list-style-type: none"> ▪ Provide vans if the situation warrants. ▪ Provide inmate labor for emergency route clearance if the situation warrants.
<p>WV Bureau of Senior Services</p>	<p>WVBSS</p>	<ul style="list-style-type: none"> ▪ Coordinate with county aging providers/senior centers to provide sedans, vans or small buses.

WV Public Service Commission	PSC	<ul style="list-style-type: none"> Motor Carrier Division: assist and advise ESF #1 on available intrastate “for hire” transportation resources.
WV Department of Agriculture	WVDA	<ul style="list-style-type: none"> Provide sedans, vans, cargo trucks or refrigerated trucks.
US Coast Guard	USCG	<ul style="list-style-type: none"> Maintain jurisdiction over the navigable rivers and the barge traffic upon them.
US Army Corps of Engineers	USACE	<ul style="list-style-type: none"> Authorize closure of the navigable rivers to traffic. Provide assistance with flood punts (small aluminum boats). Monitor USACE dams during a flood event for signs of distress. Identify that a dam failure condition exists and report to supervisors, local officials, and local emergency management agencies. Coordinate emergency response to the dam and take actions to reduce consequences in a dam failure event. Arrange for a detailed inspection of the dam and appurtenances and continue to monitor the situation. Conduct periodic inspections and assessments of dams to ensure they are being properly maintained. Conduct periodic emergency exercises with dam staff and local officials to maintain preparedness. Conduct dam safety training to train dam personnel on issue detection and response. Monitor USACE dams during a flood event for signs of distress. Identify that a dam failure condition exists and report to supervisors, local officials, and local emergency management agencies. Coordinate emergency response to the dam and take actions to reduce consequences in a dam failure event. Arrange for a detailed inspection of the dam and appurtenances and continue to monitor the situation. Conduct periodic inspections and assessments of dams to ensure they are being properly maintained. Conduct periodic emergency exercises with dam staff and local officials to maintain preparedness. Conduct dam safety training to train dam personnel on issue detection and response.
WV Civil Air Patrol	CAP	<ul style="list-style-type: none"> Aerial damage assessment. Provide limited air support (Fixed Wing).
WV State Fire Marshal’s Office	WVSFMO	<ul style="list-style-type: none"> Provide Drone support, law Enforcement functions, 4x4 vehicles, use of mobile response vehicle

WV Division of Aviation		<ul style="list-style-type: none">▪ Air support and limited use of air transportation of goods.
WV Division of Protective Services	Capitol Police	<ul style="list-style-type: none">▪ Law Enforcement functions
WV Department of Health Facilities		<ul style="list-style-type: none">▪ Coordinate with EMD and other partners to transport patients from state run facilities.

AUTHORITIES AND REFERENCES

I. AUTHORITIES

- A. WV Code, Chapter 5F, Article 2, as amended
- B. WV Code, Chapter 15, Article 5, Sections 6 and 12, as amended
- C. WV Code, Chapter 17, Article 16, as amended

II. REFERENCES

- A. State of West Virginia Emergency Operations Plan – Basic Plan

Emergency Support Function #2: Communications

COORDINATING AGENCY

WV Emergency Management Division
(WVEMD)

PRIMARY SUPPORT AGENCIES

WV Office of Technology (WVOT)

SUPPORT AGENCIES AND ORGANIZATIONS

- WV Department of Health
- WV Department of Homeland Security (WVDHS)
- WV National Guard (WVNG)
- WV State Police (WVSP)
- Civil Air Patrol (CAP)
- WV Department of Commerce (WVDCOM)
- WV Division of Natural Resources (WVDNR)
- WV Department of Administration (WVDOA)
- Radio Amateur Civil Emergency Services (RACES)

ESF ELEMENTS

I. PURPOSE

This annex describes the communications systems' capabilities and operating concepts for all operations that are used to meet basic communications requirements during an emergency or disaster: (1) the direction and control of units engaged in emergency operations; and (2) the exchange of information between units of government, as well as private sector and Non-Governmental Organizations (NGO) participating in management of the incident.

II. SCOPE

- A. Activities within the scope of ESF #2 include: the coordination, provision, support and/or restoration of all state-managed communications and infrastructure during incident response and training; and the coordination of outage reporting and restoration planning for all private telecommunications service providers operating within the State. These actions will be consistent with Federal Communications Commission (FCC), State of West Virginia, WV Emergency Management Division (WVEMD), Statewide Interoperability Radio Network (SIRN), and WVOT rules, regulations, and policies. ESF #2 services can be extended to localities upon request and as circumstances permit.
- B. The scope of this annex is to describe the overall communications and warning systems employed by the State Emergency Operations Center (SEOC) prior to, during, and after a disaster or emergency situation. These systems will be used in

support of the operations of the SEOC, local governments, and the response community and include, but are not limited to radio communications, microwave, land line, cellular, secure, and special telephonic communications, computer internet and modem communications and the emergency alert – type systems coordinating all broadcast and cable mediums.

III. POLICIES

- A. All agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their tasks.
- B. This ESF may be utilized to assist in response to a communications incident (systems failure, etc.) at the SEOC. However, it is the responsibility of the SORN or Information Technology (IT) staff assigned to the SEOC to address the issue first.

IV. ORGANIZATIONAL STRUCTURE

- A. The Governor shall have general direction and control of the WVEMD and shall be responsible for carrying out of the provisions of the State Laws that govern such. The WVEMD Director, appointed by the Governor, is the director of emergency management for the state. WVEMD coordinates state recovery activities for a disaster that is declared by the President as authorized by the Stafford Act. For a presidentially declared disaster, the Director of WVEMD is usually the Governor's designated State Coordinating Officer.
- B. The mission of the WVEMD is to provide leadership in an effort to protect WV from the impact of emergencies and disasters. The mission includes the planning and coordination of state, local, and federal entities to accomplish productive and timely recovery efforts.

The task organization for state level emergency operations includes:

- 1. The Governor and their immediate staff.
- 2. State resources coordinated by WVEMD during routine operations and by SEOC agencies during activations. Prior to an emergency declaration, the Governor may issue a deployment authorization for the WV National Guard. The WVEMD Director will be notified of authorization approvals, including any limitations other than those specified by law, either directly from the Governor or through the Adjutant General of the WV National Guard.
- 3. State agencies assigned emergency responsibilities in the WV Emergency Operations Plan (WVEOP). This plan identifies ESFs and designates responsibilities to lead and support agencies for each function.

4. Coordinating NGOs designated in the WVEOP and/or affiliated with ESFs. Some NGOs enter into agreements with the State of West Virginia to perform specific disaster functions.
5. Infrastructure stakeholders designated in the WVEOP and/or working with the lead state agency for each ESF. Additional infrastructure stakeholders may be incorporated into the assigned duties with WVEMD as deemed necessary by the SEOC Director.
6. Recovery activities coordinated by WVEMD for the short phases.
7. Regional coordination: When appropriate, the area liaisons provide an intermediate level of assessment and coordination within WVEMD's six homeland security regions. Regional Interoperability Committee's (RIC's) may collaborate in the development of regional communications plans.
8. Local jurisdictions: Each city and county, as well as certain towns, are required to have an emergency management organization. Locally available manpower, materials, equipment, and facilities should be identified in each local EOP. Localities not affected may be asked to provide assistance through the WV Statewide Mutual Aid Agreement (WVSMMA) program.
9. The Federal Emergency Management Agency (FEMA) and the WVEMD coordinate the delivery of disaster assistance from a Joint Field Office (JFO). The state organization for recovery and mitigation parallels the federal organization at the JFO to ensure the effective interface and coordination from both a functional and programmatic perspective. The recovery framework is structured to be flexible and scalable to quickly adapt to any disaster situation.
10. Other Federal agencies when requested and within their statutory authority.

V. CONCEPT OF OPERATIONS

A. General

1. As Primary Support Agencies for ESF #2, WVEMD and WVOT will ensure sufficient staffing in accordance with mission requirements and coordinate communications and infrastructure support to meet mission requirements.
2. Operations are dependent upon the availability of resources and assets, including personnel, from WVEMD and WVOT. Operations are intended to complement those activities and roles outlined in the Statewide Communications Interoperability Plan (SCIP).
3. Generally, state-managed communications within the state are dependent upon the WVOT Information Technology Partnership (ITP) including SIRN assets, user and leased commercial telephone lines, Internet Service

Providers (ISPs), broadband providers and/or leased IT networks, and SIRN affiliated facilities. ESF #2 will leverage equipment and services offered from the ITP but may need to utilize resources beyond the ITP if dictated by the mission requirements.

VI. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities
WV Emergency Management Division	WVEMD	<ul style="list-style-type: none"> ▪ Coordinate with WVOT for staffing and SOPs. ▪ Coordinate other communications assets. ▪ Operate and maintain the SIRM radio and microwave networks. ▪ Coordinate Radio Frequency (RF) Spectrum policy as per FCC. ▪ Assist and coordinate with SIRM partners to ensure operational communications. ▪ Supply technical expertise, direct technical support and maintenance of SIRM assets, contracts, and agreements.
WV Office of Technology	WVOT	<ul style="list-style-type: none"> ▪ Coordinate the information flow regarding the status of communications and infrastructure between the SEOC and IT and/ or telecommunications service providers. ▪ Coordinate spectrum policy as it applies to specific events and tasks. ▪ Assist and coordinate with the ITP and private sector telecommunications carriers to ensure the provision/restoration of communications and IT services, as required. ▪ Supply technical expertise, direct technical support and maintenance of communication assets within the scope of existing contracts and maintenance agreements during activation or declared emergency. ▪ Provision and support infrastructure required for the incident response and recovery activities outside of fields offices, state managed shelters, etc.

<p>WV Department of Health</p>		<ul style="list-style-type: none"> ▪ Maintain automated alerting capabilities with the Health Alert Network system. ▪ Maintain voice and video over the internet conferencing capabilities with Health Departments and Regional Hospital Coordination Center (RHCC) sites throughout the state. ▪ Maintain redundant voice and web-based communications capabilities with hospitals and healthcare providers throughout the state.
<p>WV Department of Homeland Security</p>	<p>WVDHS</p>	<ul style="list-style-type: none"> ▪ Coordinate the information flow from the Department of Education. ▪ Provide technical communication representative for support as required (WVSP). ▪ Provide communications equipment and other resources as needed (WVSP). ▪ Provide the following as a secondary communication means for statewide direction and coordination of emergency/disaster operations: Tactical Communications Packages, Mobile Command Post, and Joint Incident Site Communication Capability (WVSP).
<p>WV National Guard</p>	<p>WVNG</p>	<ul style="list-style-type: none"> ▪ Provide a technical communications representative for support as required. ▪ Provide communications equipment and other resources as needed.
<p>WV Department of Commerce</p>	<p>WVDCOM</p>	<ul style="list-style-type: none"> ▪ Provide personnel, equipment, supplies, and expertise as requested by the WVEMD to support communication operations.
<p>Civil Air Patrol</p>	<p>CAP</p>	<ul style="list-style-type: none"> ▪ Provide supplemental communications capability.
<p>Radio Amateur Civil Emergency Service</p>	<p>RACES</p>	<ul style="list-style-type: none"> ▪ Provide West Virginia trained Auxiliary Communicators with emphasis on the WV SIRN. ▪ Provide alternate and additional means of non-secure radio communications. ▪ Provide expertise in basic two-way radio operations.

AUTHORITIES AND REFERENCES

I. AUTHORITIES

- A. WV Code §15-5
- B. Governor’s Executive Order 2-11

II. REFERENCES

- A. State of West Virginia Emergency Operations Plan – Basic Plan

**Emergency Support Function #3:
Public Works and Engineering**

COORDINATING AGENCIES

WV Department of Health

WV Department of Transportation (WVDOT)

PRIMARY SUPPORT AGENCIES

WV Emergency Management Division
(WVEMD)

WV Department of Environmental Protection
(WVDEP)

**SUPPORT AGENCIES
AND ORGANIZATIONS**

- WV Department of Education (WVDE)
- WV Department of Commerce (WVDCOM)
- WV Department of Homeland Security (WVDHS)
- WV Parkways Authority (WVPA)
- WV Public Service Commission (PSC)
- WV Conservation Agency (WVCA)
- WV Department of Agriculture (WVDA)

ESF ELEMENTS

III. PURPOSE

Emergency Support Function (ESF) 3—Public Works and Engineering coordinates and organizes the resources of the State of West Virginia to facilitate engineering and construction and utilities restoration.

IV. SCOPE

Activities within ESF #3 include conducting pre-incident and post-incident assessments of public works and state-owned infrastructure. Assistance to affected localities will be based on lifesaving and life-sustaining services first and then to other areas of the state as resources become available. Assistance will involve providing technical assistance to include engineering expertise, construction management, contracting and real estate services; and providing emergency repair of damaged public infrastructure and critical facilities.

V. POLICIES

All agencies assigned responsibilities within ESF #3 will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their tasks.

A. Local Governments

1. Local jurisdictions are responsible for their own infrastructures and have the primary responsibility for incident prevention, preparedness, response, and recovery and mitigation.

2. Local jurisdictions are responsible for ensuring the private sector is integrated into the planning and decision-making processes as necessary.
3. Upon activation of the WVEOP in response to an incident, the primary and supporting departments/divisions for ESF #3 will develop work priorities in cooperation with local jurisdictions.
4. Local jurisdictions are responsible for obtaining required permits, waivers, and clearances related to ESF #3 support.

B. Private Sector

1. The private sector is responsible for a large proportion of the infrastructure and participates in ESF #3 incident specific planning, response, and recovery.
2. The private sector is the lead for the rapid restoration of their own corporate infrastructure.

VI. ORGANIZATIONAL STRUCTURE

The WV Department of Health (Center for Threat Preparedness) will be the lead for ESF #3, and during emergency operations will coordinate the activities of the primary and supporting agencies for Public Works and Engineering.

VII. CONCEPT OF OPERATIONS

A. General

1. After a catastrophic event, damage to structures, homes, public buildings, infrastructure (water and wastewater systems, power generation and distribution, gas mains, etc.), and dams may be extreme and leave systems inoperable and structures unusable. In addition, debris will need to be cleared and properly disposed of. A local jurisdiction's resources may be inadequate to meet the needs of the communities and infrastructure systems affected and will need assistance from the state. ESF #3 activities must provide damage assessment assistance, structural evaluation, and emergency repairs/demolition to essential infrastructure to stabilize the environment, reduce hazards through demolition and removal of debris and restore critical services in conjunction with public and private stakeholders.
2. The Center of Threat Preparedness (CTP) Director will monitor and coordinate the activities of the primary and supporting agencies with ESF #3 related duties and responsibilities supporting the incident response, recovery, and mitigation operations. When the State Emergency Operations Center (SEOC) is activated and the WVEOP is implemented, CTP may request WVDOT, WVDEP and WVEMD to assist with identifying additional departments/agencies that may be needed to assist with ESF #3

activities. It will be vital to implement coordination that will ensure that the identified agencies are notified and ready to perform their assigned tasks.

3. The ESF #3 primary and supporting agencies must be able to identify and deploy personnel with public works, engineering, and construction skills along with equipment and materials from outside the affected area in order to restore critical lifesaving services. The SEOC will organize and deploy assessment teams to localities that have been affected and are unable to adequately assess their infrastructure, structures, and dams. ESF #3 agencies may be asked to provide qualified technical persons to serve on these assessment teams.
4. Initial response activities that ESF #3 conducts during emergencies:
 - a. Monitor and report the status of critical infrastructure associated with water, and wastewater systems.
 - b. Coordinate with the WV Department of Health, municipalities, and local jurisdictions on human health needs.
 - c. Coordinate with ESF #4 the WV State Fire Marshal's Office, municipalities, and local governments on firefighting needs.
 - d. Pre-position resources in anticipation of a Public Works and Engineering emergency response.
 - e. Develop recommended courses of action to a potential or actual Public Works and Engineering emergency.

B. Response

1. Agencies and organizations responsible for ESF #3 will conduct the following on activation of the WVEOP:
 - a. Provide an Initial Damage Assessment (IDA) Report of critical infrastructure associated with water, wastewater systems, and dams to the SEOC within 24 hours of an incident and coordinate the following:
 - i. Notification of jurisdictions and municipalities impacted by water and wastewater restrictions resulting from damaged or inoperable infrastructure.
 - ii. Coordinate with supporting agencies to develop strategies for initial response.
 - iii. Restoration/stabilization of critical infrastructure associated with water, wastewater systems, and dams.
2. Establish communications with ESF #3 supporting agencies.

3. Establish communication with federal and adjacent state agencies.
4. Establish communication with voluntary organizations, Non-Governmental Organizations (NGO), and the private sector via ESF #6.
5. All ESF #3 supporting agencies will provide damage assessment assistance, structural evaluation, and emergency repairs to essential infrastructure to stabilize the environment, reduce hazards and restoration of critical lifesaving services.
6. All ESF #3 supporting agencies will coordinate all requests through the SEOC.
7. WVDOT, WVDEP and WV Department of Health will lead the continuing reassessment of critical water and wastewater system, and critical infrastructure.
8. Begin repairs to allow access into the disaster area.
9. Coordinating the efforts of ESF #3 agencies, local jurisdictions, and infrastructure stake holders.
10. ESF #3 will provide updated information to ESF #5 Emergency Management.
11. ESF #3 will coordinate with all ESFs for all response requirements beyond ESF #3 capabilities.

C. Recovery

1. Coordinate the restoration/stabilization and recovery of the water and wastewater system, dams, and critical infrastructure.
 - a. WVDOT will prioritize the restoration/stabilization and recovery of the water and wastewater systems, dams and critical infrastructure based on resources being utilized for essential survival activities in support of disaster areas on a priority basis, and for the other areas of the state as available and required.
 - i. WVDOT will coordinate with the Governor and WVEMD to consider and/or implement accommodations for exemptions to state rules and regulations as needed to expedite the restoration of essential lifesaving services and life support in the affected areas.
2. Coordinate and support prevention, preparedness, response and recovery, and mitigation activities among infrastructure stakeholders.

- a. WVDOT will coordinate with the federal, state, and private infrastructure stakeholders to ensure continuity of management, protection of facilities, conservation of supplies, rerouting/restoration of damaged water and wastewater infrastructure, electrical production and transmission infrastructure, inspection, and stabilization of dams, securing of necessary manpower, materials, and services for recovery of WV infrastructure.

VIII. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities
WV Department of Health		<ul style="list-style-type: none"> Provide personnel for the damage assessment teams and guidance on restoration of the water supply. Provide guidance on testing of water and wastewater systems. Provide guidance on provision of potable water. Provide guidance on water use. Provide guidance on health-related issues.
WV Department of Transportation	WVDOT	<ul style="list-style-type: none"> Clear and open major highways. Debris clearance of on-system secondary highways and roads.
WV Emergency Management Division	WVEMD	<ul style="list-style-type: none"> Provide personnel for the damage assessment teams and guidance on hazardous materials and environmental health and safety.
WV Department of Homeland Security	WVDHS	<ul style="list-style-type: none"> Responsible for condemnation procedures for severely damaged or destroyed multiple family dwellings or commercial structures (WV State Fire Marshal Office - WVSFMO) (Other officials have authority for single family dwellings.) Provide traffic management in and around roads that have been impacted or are inaccessible due to debris (WVSP). Control traffic and support law enforcement activities (WVSP). Enforce highway traffic regulations (WVSP).
WV National Guard	WVNG	<ul style="list-style-type: none"> Provide personnel for the damage assessment teams. Provide manpower and equipment for water distribution. Provide personnel for the damage assessment teams, guidance on structure stability.
WV Conservation Agency	WVCA	<ul style="list-style-type: none"> Provide personnel for the damage assessment teams.
WV Department of Agriculture	WVDA	<ul style="list-style-type: none"> Provide personnel for the damage assessment teams and guidance on animal and agriculture issues.

WV Department of Environmental Protection	WVDEP	<ul style="list-style-type: none"> ▪ Provide personnel for the damage assessment teams guidance on environmental issues and technical advice to other agencies and local authorities. ▪ Contract with private companies for hazardous waste issues, and other environmental emergencies. ▪ May coordinate with USEPA and request support for management and disposal of hazardous waste. ▪ Coordinate Wastewater treatment plant enforcement. ▪ Provide personnel for the damage assessment teams and guidance on restoration of wastewater systems. ▪ Provide emergency response and removal services for HAZMAT issues. ▪ Identify environmentally sensitive areas Environmentally sensitive areas include wetlands, biological resources, habitats, national parks, archaeological and or historic sites, natural heritage areas, tribal lands, drinking water intakes, marinas and or boat ramps and wildlife areas.
WV Department of Commerce	WVDCOM	<ul style="list-style-type: none"> ▪ Provide personnel for the damage assessment teams guidance on environmental issues and impacts. ▪ Conduct wildlife review for environmental impact. ▪ Issue appropriate permits
WV Public Service Commission	PSC	<ul style="list-style-type: none"> ▪ Assist and advise WVEMD on public infrastructure issues.
WV Division of Corrections and Rehabilitation	WVDCR	<ul style="list-style-type: none"> ▪ Provide inmate support for emergency route clearance if situation warrants.

For identification of environmentally sensitive areas, contact the US Fish and Wildlife Service, West Virginia Field Office, Ecological Services, 6263 Appalachian Highway, Davis, WV 26260, 304-866-3858.

AUTHORITIES AND REFERENCES

I. AUTHORITIES

- A. West Virginia Code, Chapter 15, Article 5, as amended
- B. West Virginia Code, Chapter 17, Article 2A, Section 8, as amended
- C. West Virginia Code, Chapter 20m, Article 1
- D. West Virginia Code, Chapter 22, Article 5 and 5A, as amended
- E. West Virginia Code, Chapter 29, Article 3, as amended
- F. West Virginia Code Chapter 22, Article 14, Dam Control and Safety Act
- G. West Virginia Code of State Rules, 47CSR34, Dam Safety Rule
- H. Public Law 3-288, Section 403, Title 44
- I. Code of Federal Regulations Title 44, Part 206.224

II. REFERENCES

- A. State of West Virginia Emergency Operations Plan – Basic Plan

Emergency Support Function #4: Firefighting

COORDINATING AGENCIES

WV State Fire Marshal Office (WVSFMO)

PRIMARY SUPPORT AGENCY

WV State Fire Marshal Office (WVSFMO)

SUPPORT AGENCIES AND ORGANIZATIONS

- WV Division of Forestry (WVDOF)
- WV Division of Natural Resources (WVDNR)
- WV Department of Transportation (WVDOT)

ESF ELEMENTS

I. PURPOSE

The Emergency Support Function (ESF) 4 provides guidance to agencies and organizations involved in the detection and management of wildland, rural, urban fires, fire operations, and search and rescue activities and all hazard incidents requiring a coordinated response.

II. SCOPE

- A. ESF #4 supports firefighting activities on all private, state, and federal lands and coordinates personnel, equipment, and supplies as needed.
- B. Wildland firefighters generally respond to forest and other wildland fires with a mission to protect valuable natural resources that are usually found in remote areas with limited water supplies.
- C. Structural firefighters are trained to attack fires at individual buildings and protect adjoining buildings.
- D. When a wildland fire can ignite structures, the standard wildland and structural fire suppression procedures may not be effective, particularly under extreme conditions.

III. POLICIES

All agencies assigned responsibilities within ESF #4 will develop and maintain the necessary plans, standard operating procedures, and mutual aid agreements needed to accomplish their tasks.

- A. The WVSFMO and WVDOF will coordinate the procurement of resources.
- B. Local governments and municipalities are responsible for providing fire prevention, control, and suppression in their jurisdiction until the fire hazard exceeds their capabilities and resources.

- C. The local jurisdiction is responsible for requesting support through local mutual aid agreements or from the state.
- D. The WVDOF will participate in the national wild land fire response system and use national training and performance standards consistent with key management principles of the National Incident Management System (NIMS).

IV. ORGANIZATIONAL STRUCTURE

The WVSFMO operates under the WV State Fire Commission (WVSFC), under WV Department of Homeland Security (WVDHS). The WVSFC is comprised of a 13-member board representing various agencies with roles and responsibilities in fire service.

A. Local Fire Departments

1. Provide fire services through local entities to the extent of their capabilities.
2. Arrange mutual aid agreements between local entities based on jurisdictional lines and/or proximity of localities.
3. Manage local incidents through the use of NIMS.
4. Activate a Joint Information Center (JIC) to communicate information to the public and news media for the local level. See ESF #15.
5. Protect or avoid unnecessary damage to potential evidence when responding to suspicious situations.
6. Provide firefighter safety oversight with specific attention to secondary devices and possible hazardous material exposure.

B. State

1. WVDOF operates under the WV Department of Commerce (WVDCOM).
2. Provide wildland fire services to local entities to the extent of their capabilities.
3. Manage local incidents through the use of NIMS.
4. Activate a JIC to communicate information to the public and news media for the local level. See ESF #15.
5. Protect or avoid unnecessary damage to potential evidence when responding to suspicious situations.
6. Provide wildland firefighter safety oversight.

V. CONCEPT OF OPERATIONS

A. General

1. Each responding fire unit uses the Incident Command System (ICS), managing its assigned incident until relieved by higher command or unified command, if established.
2. When local area fire suppression equipment and/or personnel assets are overwhelmed, local mutual aid, state and federal agencies may provide assistance and support to the initial responding authority.
3. Coordination of fire and rescue efforts is made by the WVSFMO, upon request of the local authority through the WV Emergency Management Division (WVEMD) or the State Emergency Operations Center (SEOC), when activated.
4. Technical expertise and specialized equipment may be provided by state and federal agencies, if needed and requested.
5. Requests for assistance are made from the incident or unified commander in the appropriate local municipal or county emergency operations center to the SEOC.
6. Fire support requests forwarded to the WVEMD or SEOC are handled in accordance with current procedures. If the need for firefighting support is beyond state capabilities, the WVEMD or SEOC validates the request and forwards it to other states through the use of the Emergency Management Assistance Compact (EMAC), if applicable, and/or the federal government for assistance.

B. Response

The authority having jurisdiction (AHJ) shall:

1. Establish Incident Command/ Unified Command (IC/UC).
2. Develop an Incident Action Plan. (If needed)
3. Develop a Demobilization Plan.
4. Appoint Safety Officer(s).
5. Establish Accountability.
6. Establish resource tracking.
7. Request mutual aid from neighboring communities, if needed.

8. Integrate arriving resources into the existing IC/UC organization.
9. Retain team integrity.
10. Track mutual aid resources.
11. Modify Incident Action Plan and Demobilization Plan to adjust for the resource enhancement.
12. Request state or federal resources through the SEOC if neighboring mutual aid assistance has been maximized and further resources are needed.
13. Track state and federal resources.
14. Establish and coordinate a JIC with the Governor’s Office of Communications through the SEOC. Refer to ESF #15 External Affairs.
15. WVDOF and WVSFMO should assist with the Fire Management Assistance Grant (FMAG) program.

C. Recovery

1. Conduct planning for demobilization when Incident Command is initially established.
2. Release state and federal resources first, if possible, followed by other mutual aid resources.

VI. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities
WV Department of Homeland Security	WVDHS	<ul style="list-style-type: none"> Provide back-up field communications and emergency radio repair. Provide command post support.
WV State Police	WVSP	<ul style="list-style-type: none"> Coordinate evacuation with WVDOF, local governing officials and law enforcement personnel. Assist local law enforcement agencies in providing security, traffic control, and law enforcement at evacuation centers and fire areas.
WV State Fire Marshal Office	WVSFMO	<ul style="list-style-type: none"> Provide liaison as needed with local fire services. Provide fire and specialized rescue support to incidents as needed or requested. Provide specialized training for structural fire suppression and advanced incident management as appropriate. Assist in the investigation of fires.
WV National Guard	WVNG	<ul style="list-style-type: none"> Provide rotor and fixed wing aircraft for reconnaissance operations and transportation of fire personnel. Coordinate state military forces and resources employed in emergency fire suppression operations under the direction of WVDOF. Provide military support of back-up communications; area security and traffic control; heavy equipment, such as bulldozers and water supply; aerial reconnaissance; aerial cargo delivery; and water buckets. Select Guard units, provide personnel for firefighting crews, dozer crews or chain saw crews and crew leaders as necessary to support a response mission.
WV Division of Natural Resources	WVDNR	<ul style="list-style-type: none"> Coordinate and perform forest and forest fire law related enforcement activities statewide, including wild land fire origin and cause investigation and all related criminal and civil actions related to this effort.

		<ul style="list-style-type: none"> ▪ Provide law enforcement officers for traffic control and security measures and assist in fire investigations. ▪ 6 canine units ▪ Dive Team ▪ Drones
WV Division of Forestry	WVDOF	<ul style="list-style-type: none"> ▪ Coordinate and perform wild land fire suppression and response statewide. ▪ Develop specialized response resources and crews according to capabilities including dozer crew, chain saw crew, fire line hand crew, equipment repair, other specialized equipment, transportation, etc. ▪ Provide specialized training for wildland fire suppression and advanced incident management as appropriate.
WV Department of Transportation	WVDOT	<ul style="list-style-type: none"> ▪ Provide personnel to operate heavy equipment in fire suppression operations. ▪ Develop and provide firefighting, dozer crews, chain saw crews, and crew boss/leaders. ▪ Provide equipment, such as chain saws, bulldozers, and water tankers. ▪ Provide ground transportation for fire personnel. ▪ Provide back-up field communications. ▪ Provide mechanics for repair and support of fire equipment. ▪ Provide fuel to support firefighting operations.
WV Emergency Management Division	WVEMD	<ul style="list-style-type: none"> ▪ Coordinate support as necessary.

AUTHORITIES AND REFERENCES

I. AUTHORITIES

- A. State of West Virginia Emergency Services and Disaster Laws, West Virginia Code §7- 17,
- B. County Fire Boards, West Virginia Code §15-5,
- C. Emergency Management Division, West Virginia Code §20-3,
- D. Forests and Wildlife Areas, West Virginia Code §15A-11,
- E. Fire Prevention and Control Act, West Virginia Code §15A-11, Authority of Local Fire Departments

II. REFERENCES

- A. State of West Virginia Emergency Operations Plan – Basic Plan
- B. Fire Management Assistance Grant Program
- C. Public Law 93-288, as amended, Section 417 and 420
- D. Rural Development Act of 1972 – Title IV
- E. National Incident Management System
- F. Fireline Handbook, National Wildfire Coordinating Group

Emergency Support Function #5: Emergency Management

COORDINATING AGENCIES

WV Emergency Management Division

SUPPORT AGENCIES AND ORGANIZATIONS

- All State Agencies, Departments and Divisions

ESF ELEMENTS

I. PURPOSE

Emergency Support Function (ESF) 5 describes the process for the direction and control of personnel and resources during an incident. ESF #5 outlines the procedures used by the State Emergency Operations Center (SEOC) staff to analyze the situation, develop an incident management process, direct, coordinate response resources, and coordinate with other jurisdictions in an emergency. More detailed guidance for SEOC operations is contained in the SEOC Standard Operating Procedures (SOP).

II. SCOPE

ESF #5 coordinates all the ESF activities and supports all state agencies and partner organizations across the spectrum of emergency management. Activities include alert and notification, staffing or staff augmentation, deployment of emergency response teams, incident action planning, coordination of operations, logistics and materiel, direction and control, and information management for a timely response.

III. POLICIES

- A. All departments and agencies assigned responsibilities within ESF #5 will develop and maintain the necessary plans and SOPs needed to accomplish their tasks.
- B. ESF #5 will:
 1. Facilitate the establishment of statewide support infrastructure in anticipation of requirements for prevention, response, and recovery operations.
 2. Coordinate resource allocation and tasking through using the established processes and procedures.
 3. Identify and resolve incident response issues.
- C. When directed, supporting state agencies will participate in incident management planning and incident response activities coordinated by ESF #5.

- D. In conjunction with all ESFs, ESF #5 staff will coordinate the establishment of incident specific support facilities, resources, and equipment to support state activities related to incident management. These facilities may include but are not limited to the JIC, a Joint Field Office (JFO), etc.
- E. ESF #5 staff will support the implementation of statewide mutual aid agreements to ensure an effective and efficient response to affected localities.
- F. ESF #5 may maintain a workforce of trained and skilled reserve employees to provide surge capability to perform essential emergency management functions on short notice and for varied duration.

IV. ORGANIZATIONAL STRUCTURE

The Governor shall have general direction and control of WVEMD and shall be responsible for the carrying out of the provisions of the State Laws that govern such. Under the auspices of the Governor, the WVEMD Director exercises overall direction and control of state emergency response and recovery operations, usually from the SEOC.

V. CONCEPT OF OPERATIONS

A. General

- 1. The Governor provides general guidance for the performance of major emergency operations.
 - a. West Virginia Code, §15-5-5, “General Powers of the Governor,” as amended, the Governor is granted broad powers to deal with emergencies. Under this code section, the Governor may issue executive orders, proclamations and regulations and amend or rescind them. Executive orders, proclamations and regulations have the force and effect of law.
 - b. During instances of a proclaimed State of Emergency, the Governor is granted additional authority under West Virginia Code, §15-5-6 “Emergency Powers of the Governor,” as amended, to issue directives calculated to protect life and property and designed to control and terminate an emergency.
 - c. West Virginia Code, §15-5-3, “Division of Emergency Management created”, provides the WVEMD with the authority to manage emergency incidents through the SEOC.

B. Response

- 1. The WVEMD Director or designee coordinates, on behalf of the Governor, state government emergency operations from the primary SEOC. State agencies and supporting organizations provide names and telephone

numbers of on-call duty personnel to the SEOC to act as liaison(s) during an emergency, as requested by the WVEMD Director or designee.

2. The WVEMD Director or designee establishes objectives and authorizes mission assignments to state agencies, requests commitment of federal assets and inter-state mutual aid emergency response forces, and assigns operational control, as required. The SEOC retains the primary responsibility to coordinate all state activities during emergency situations.
3. The SEOC coordinates with state agencies to identify, activate, deploy, and track state resources to perform specific missions needed to manage an incident. Once deployed, such resources are directed and controlled by the primary agency in coordination with local and state Emergency Operation Centers (EOCs).
4. The WVEMD Director and The Adjutant General (TAG) establish broad National Guard mission statements based on current National Guard capabilities. WV National Guard (WVNG) personnel ordered to State Active Duty (SAD) status by the Governor will at all times remain under the command and control of state military authorities in accordance with the military chain- of-command. Upon direction of the Governor, TAG will designate a Joint Task Force Commander to execute command and control of National Guard and Title 10 personnel and their associated resources, supporting emergency response and recovery operations in an affected area or when deployed out of the state under provisions of the EMAC.
5. The SEOC Director is responsible for analyzing the situation and making decisions about how to respond, which resources to apply, the use of mutual aid from other jurisdictions, and the effective application of all resources in the unified command. The SEOC Director makes the decisions on resource employment within guidelines and/or priorities established for the situation. WVEMD Director or Deputy Director may hold identified resources for release based on the situation. Other identified resources may be in reserve awaiting a higher-level decision based on developing situations.
6. State resources allocated to assist local governments during emergencies are provided exclusively for SEOC assigned missions. Assigned personnel and resources are not to carry out other tasks without prior approval of the SEOC Director.

VI. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities
WV Emergency Management Division	WVEMD	<ul style="list-style-type: none"> The WVEMD Director or Deputy Director appoints a SEOC Director to provide continuous coordinated response and provide guidance to SEOC agency coordinators and special representatives.
WV Governor’s Office	GO	<ul style="list-style-type: none"> In the event of a presidential declaration, the Governor of West Virginia appoints a State Coordinating Officer (SCO) to act as his/her authorized representative/liaison.
WV National Guard	WVNG	<ul style="list-style-type: none"> Perform mission assignments provided by the SEOC.
WV Department of Homeland Security	WVDHS	<ul style="list-style-type: none"> Provide personnel to WVEMD as requested to assist ESF operations and provide situational. incident-specific information to ESF #5. All agencies, as directed, identify staff liaisons or points of contact (POCs) to provide technical and subject-matter expertise, information and staff support for operations within the purview of each agency.

AUTHORITIES AND REFERENCES

I. AUTHORITIES

- A. State of West Virginia Emergency Services and Disaster Laws National Guard Regulation 500-1/ Air National Guard Instruction (ANGI) 10-8101

II. REFERENCES

- A. West Virginia Code §15-5-5, “General Powers of the Governor,” as amended West Virginia Code §15-5-6, “Emergency Powers of the Governor,” as amended National Incident Management System (NIMS)
- B. The West Virginia National Guard State Active-Duty Standard Operating Procedure State of West Virginia Emergency Operations Plan – Basic Plan

**Emergency Support Function #6:
Mass Care, Emergency Assistance, Housing, and Human Services**

COORDINATING AGENCY

WV Department of Health

WV Department of Human Resources

PRIMARY AGENCIES/NGOs

Voluntary Organizations

**SUPPORT AGENCIES
AND ORGANIZATIONS**

- WV Emergency Management Division (WVEMD)
- WV Bureau of Senior Services (WVBSS)
- WV Department of Agriculture (WVDA)
- WV Department of Education (WVDE)
- WV Department of Transportation (WVDOT)
- WV Department of Veterans Assistance (WVDVA)
- American Red Cross (ARC)
- Volunteer West Virginia

ESF ELEMENTS

I. PURPOSE

ESF #6 coordinates disaster relief and recovery services provided by local governments and Non-Governmental Organization (NGO) for individuals and families impacted by a disaster or emergency to meet basic human needs. This annex coordinates efforts to provide mass care, emergency assistance, emergency shelters, and human services (feeding, water, distribution of relief supplies) and reconnecting people who are separated from family members. Also, ESF #6 coordinates the delivery of federal mass care, emergency assistance, housing, and human services.

II. SCOPE

ESF #6 coordinates the delivery of services and programs to assist individuals and families impacted by disaster or incidents. ESF #6 coordinates mass care, emergency assistance, temporary housing and human services for individuals and families impacted by an incident within the jurisdiction of WV.

The four primary functions of ESF #6 are outlined below:

- A. Mass Care: Includes sheltering, feeding operations, emergency first aid, bulk distribution of emergency items and collecting and providing information on victims to family members.
- B. Emergency Assistance: Support of evacuations (including registration and tracking of evacuees); reunification of families; provision of aid and services to access and functional needs populations; evacuation, sheltering, and other emergency services

for household pets and service animals; support of specialized shelters; support of medical shelters; nonconventional shelter management; coordination of donated goods and services; and coordination of voluntary agency assistance.

- C. Housing: Rental assistance, repairs, loan assistance, replacement, referrals, identification and provision of accessible housing, and access to other sources of housing assistance.
- D. Human Services: Includes the implementation of disaster assistance programs to help recover their non-housing losses, help to obtain disaster loans, supplemental nutrition assistance program (SNAP), crisis counseling, disaster legal services, support and services for access and functional needs populations, and other Federal/State benefits.

III. POLICIES

- A. All departments and agencies assigned responsibilities within ESF #6 will develop and maintain the necessary plans, standard operating procedures needed to accomplish their tasks.
- B. Extensive ESF #6 activities will be further supported, as needed, by WV Department of Health's Health Command as an extension of/adjunct to the State Emergency Operations Center (SEOC).
- C. All departments and agencies assigned responsibilities within ESF #6 will reduce the duplication of effort and benefits at all levels of support.
- D. Medical facilities, extended care facilities, assisted living facilities, mental health facilities, regional jails, juvenile detention centers and prisons are responsible for developing and implementing plans for their patients/residents in an evacuation, or Continuity of Operations (COOP) scenario.
- E. Local, regional, and state NGOs may be requested to assist with ESF #6 functions. NGOs can be represented in the SEOC in order to coordinate assistance and resources from volunteer organizations.
- F. ESF #6 and ESF #8 Public Health will coordinate the development of partnerships and written agreements within the health care community to provide health care services to individuals and families in emergency shelters who do not require hospital admission but do require medical attention.
- G. WV Department of Health and other agencies with access and functional needs will coordinate resources for local jurisdictions to assist citizens.
- H. Local jurisdiction plans should make reasonable accommodations for emergency evacuation and sheltering of a diverse population consisting of mobility, communication, transportation, limited individuals, families, and the inclusion of their pets or service animals.

IV. ORGANIZATIONAL STRUCTURE

WV Department of Health is the lead coordinating agency for ESF #6. Voluntary Organizations/NGO's has the lead responsibility for coordinating disaster relief services, coordinating volunteers and NGOs to address basic human needs of those affected by a disaster and for the emergency relief workers. Local jurisdictions are responsible for providing services under ESF #6 until the incident exceeds their resources.

V. CONCEPT OF OPERATIONS

A. General

1. The WV Department of Health and American Red Cross are responsible for assisting local communities with the provision of sheltering for disaster victims and pets who need to be relocated temporarily, and mass distribution of food, water, and other basic relief supplies and services. The ARC will provide or support the four primary functions of ESF #6 by working directly with the Coordinating and Primary agencies. These services should begin as quickly as possible during the initial disaster incident response phase and continue through (often protracted) recovery from the disaster or until the community and local emergency management can re-establish control.
2. Local jurisdictions should develop plans and capabilities to care for displaced individuals and families. WV Department of Health should support local jurisdictions in planning efforts to encourage self-sufficiency, reduction in duplication of efforts and services, and resource management during emergency response and recovery operations.
3. ARC Managed or Supported Shelters are general population congregate shelters. ARC does not manage Medical Needs or Independent shelters but may provide support on a case-by-case basis. "Shelter" refers to an ARC Managed or Supported general population congregate shelter unless otherwise stated.

B. Preparedness

1. ARC and local emergency managers shall identify shelters for disaster response. The ARC and local emergency managers shall maintain the shelter database located in the state's emergency management information system.
2. Ensure that the database designates shelters by specific use: general, access and functional needs, pets, etc.
3. Meet with the local government, ARC and Voluntary Organizations/NGO's to coordinate sheltering and mass care efforts.

4. Maintain contacts and a list of resources for food preparation and distribution for both persons in shelters and disaster relief workers in the field.
5. Coordinate the identification and training of personnel and volunteers to support mass care efforts.
6. All agencies listed shall coordinate with the State Volunteer Coordinator, State Donations Management Coordinator and volunteer organizations on training, mutual aid agreements, pre-positioned resources, and other mass care needs.
7. Counseling providers and other subject matter experts will develop crisis counseling delivery plans and train their employees to recognize and meet disaster-related behavioral health problems.

C. Response

1. ARC and local emergency managers shall verify available resources to determine adequacy of personnel, food, and water supplies for implementation of initial mass care activities.
2. Voluntary Organizations/NGO's and Volunteer WV should support the deployment of personnel and resources to impacted communities in close collaboration with local emergency management.
3. Establish communications with personnel in the field as well as representatives of Voluntary Organizations/NGO's in affected local jurisdictions.
4. Assess the anticipated level of response by Voluntary Organizations/NGO's organizations and other organizations during the first few days.
5. ARC will coordinate and support the opening and operation of emergency shelters.
6. WVEMD, Voluntary Organizations/NGO's, ARC and Volunteer WV shall assist in distribution food, emergency supplies, equipment, and medical countermeasures in impacted communities and shelters.
7. WV Department of Health shall coordinate with local health departments in conducting shelter inspections to assure reasonable health and safety levels.
8. Staff and supply shelters and congregate feeding areas.

9. Local emergency management shall establish communications between shelters, feeding units, emergency first aid stations, and relief operation location(s).
10. Coordinate activities of all public shelters that fall under the ARC shelter guidelines.
11. ARC and local emergency management shall assist in coordination of the provision of additional staff and relief staff, and the replenishment of shelter supplies.
12. ARC shall monitor shelter occupancy levels to coordinate consolidation and expansion, as needed.
13. WV Department of Health shall coordinate services for people with access and functional needs with appropriate departments, agencies, local government, and Voluntary Organizations/NGO's.
14. Voluntary Organizations/NGO's and Department of Agriculture shall identify and coordinate the operation of shelters for pets, as needed.
15. ARC shall coordinate mass feeding locations to ensure optimal logistics for public service.
16. WV Department of Health and WV Department of Human Services shall coordinate for provision of medical services, to include behavioral health services, in shelters, and communities.
17. WV Department of Human Services shall deploy a cadre of trained specialists to supplement the local response for behavioral care services.
18. Local Emergency management shall coordinate with local governments to ensure the adequacy of resources and facilities. Submit to the SEOC any needs or requirements.
19. ARC shall provide a daily report on shelter openings, closings, bed availability (both occupied and available), feeding numbers for people not sleeping in shelters, and needed supplies such as comfort packs, diapers, and other essential needs.

D. Recovery

1. Monitor shelter closings and occupancy levels.
2. Assist shelter residents in obtaining information regarding disaster assistance that is available.

3. Assimilate and analyze data received from local facilities to determine the degree of behavioral health care assistance needed.
4. Provide crisis counseling through public or private behavioral health agencies.
5. Coordinate/support efforts to conduct damage assessments.
6. Engage in recovery operations as needed until local jurisdictional control is established.
7. Coordinate their efforts to reduce duplication of effort, thus assuring a more efficient use of counseling resources.
8. Facilitate the transfer of any long-term disaster- induced clients to the care of regular counseling programs.
9. Evaluate crisis counseling, develop lessons learned, and incorporate it in a revised crisis counseling delivery plan.
10. Evaluate mass care, housing, and recovery operations.
11. Support demobilization of volunteer organizations.
12. Support return of community to some degree of self-sufficiency.

VI. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities
WV Department of Health		<ul style="list-style-type: none"> ▪ Coordinate the four primary functions of ESF #6. ▪ Assist local communities with the coordination of medical care in a mass care setting, including those for persons with access and functional needs. ▪ Coordinate support, staffing, supplies, and resources to local governments if their resources are overwhelmed. ▪ Coordinate with the State Volunteer Coordinator and Donations Management Coordinator to ensure staffing and needs are met for shelters and mass feeding operations. ▪ Coordinate Family Assistance Center to serve as a centralized location for information and assistance about missing or unaccounted for persons and the deceased. Also supports the reunification of the missing or deceased with family members. ▪ Coordinate Alternate Care Facilities for those traveling distances for reunification as well as mortuaries. ▪ Ensure food safety during and post disaster. ▪ Ensure drinking water safety. Create and issue boil water advisories and do not use orders.

<p>WV Department of Human Resources</p>		<ul style="list-style-type: none"> ▪ Train Comprehensive Behavioral Health Center personnel, nonprofits, and community organizations for disaster situations. ▪ Coordinate Behavioral support and resources connecting families. ▪ Assist local behavioral health organizations in identifying and coordinating training to their personnel for crisis counseling activities. ▪ Assist in coordination of crisis counseling to disaster victims. ▪ Coordinate the provision of disaster supplemental nutrition assistance program (D-SNAP).
<p>Voluntary Organizations/NGO's</p>	<p>NGO's</p>	<ul style="list-style-type: none"> ▪ Serves and co-lead for ESF #6. ▪ Assist with shelter operations, including staffing of shelters. ▪ Assist with efforts for shelters to house those with access and functional needs. ▪ Assist efforts to shelter pets in coordination with ESF #11.
<p>WV Department of Homeland Security</p>	<p>WVDHS</p>	<ul style="list-style-type: none"> ▪ Support ESF #6 Mass Care.
<p>WV Bureau of Senior Services</p>	<p>WVBSS</p>	<ul style="list-style-type: none"> ▪ Encourage local governments, organizations, and providers to maintain a database of elderly with special needs. ▪ Identify and access resources to meet the needs of the elderly, particularly those with access and functional needs. ▪ Coordinate with local governments on support programs for those adults, such as transportation, medical needs, and meals. ▪ Coordinate with and assist local governments and local organizations to provide emergency packets (emergency supplies, shelf-life food, water, and other supplies) to the elderly.

<p>WV Department of Agriculture</p>	<p>WVDA</p>	<ul style="list-style-type: none"> ▪ Coordinate with WV Department of Health regarding mass sheltering so that sheltering of companion and service animals is adequately incorporated. ▪ Coordinate ESF #11 Agriculture and Natural Resources.
<p>WV Department of Education</p>	<p>WVDE</p>	<ul style="list-style-type: none"> ▪ Coordinate with local school boards, local governments, and the ARC to establish schools as shelter sites. ▪ Maintain an inventory of food in school cafeterias sufficient for expected shelter capacity for 1 – 3 days. Identify inventory needs during the summer months if schools are to be used as shelters. Report any shortcomings to the SEOC and WVEMD. ▪ Maintain and test generators at school locations that have generators. Work with local jurisdictions to ensure that schools which are designated as shelters have generators. ▪ Coordinate with local jurisdictions to ensure sheltering needs are met.
<p>WV Department of Transportation</p>	<p>WV DOT</p>	<ul style="list-style-type: none"> ▪ Coordinate (Division of Public Transit) transportation for persons of access and functional needs and/or for persons who have no other means of transportation to and from shelters. ▪ Coordinate (Division of Public Transit) with the Bureau of Senior Services for the elderly who have no transportation. ▪ See ESF #3 for details. ▪ Coordinate ESF #1 Transportation.

WV Emergency Management Division	WVEMD	<ul style="list-style-type: none"> ▪ Coordinate ESF #5 Emergency Management. ▪ Coordinate ESF #7 Logistics assistance. ▪ Support ESF #6 Mass Care.
WV State Police	WVSP	<ul style="list-style-type: none"> ▪ Coordinate ESF #13 Public Safety support.
WV Department of Veterans Assistance	WVDVA	<ul style="list-style-type: none"> ▪ Report any mass care needs to SEOC.

<p>American Red Cross</p>	<p>ARC</p>	<ul style="list-style-type: none"> ▪ When warranted, staff the SEOC to work directly with the Coordinating, Primary and Supporting Agencies. ▪ Identify manage or support shelters to include support for those with access and functional needs, service animals and pets. ▪ Provide and/or coordinate Disaster Health Services, Disaster Mental Health Service, Disaster Spiritual Service and Disability Integration, predominantly to ARC shelter populations. ▪ Support Independent shelters when able. ▪ Conduct feeding, to include fixed sites and mobile routes, when appropriate. ▪ Conduct bulk distribution of emergency supplies, when appropriate. ▪ Support reunification of families.
<p>WV Civil Air Patrol</p>	<p>WV CAP</p>	<ul style="list-style-type: none"> ▪ Emergency Support Function #6: Mass Care, Emergency Assistance, Housing, and Human Services. CAP has volunteer personnel with Points of Distribution (PODs) training and many with Community Emergency Response Team (CERT) training. If requested, could support with staffing at shelters and distribution centers.

AUTHORITIES AND REFERENCES

I. AUTHORITIES

- A. State of West Virginia Emergency Services and Disaster Laws
- B. Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288), as amended
- C. Homeland Security Act of 2002
- D. Homeland Security Presidential Directive 5
- E. Post-Katrina Emergency Management Reform Act of 2006
- F. Pets Evacuation and Transportation Standards Act of 2006
- G. Public Health Service Act, as amended
- H. Social Security Act of 1935, as amended
- I. Americans With Disabilities Act of 1990

II. REFERENCES

- A. State of West Virginia Emergency Operations Plan – Basic Plan

Emergency Support Function #7: Logistics Management & Resource Support

COORDINATING AGENCY

WV Emergency Management Division
(WVEMD)

SUPPORT AGENCIES AND ORGANIZATIONS

- WV Department of Homeland Security (WVDHS)
- WV National Guard (WVNG)
- WV Department of Transportation (WVDOT)
- WV Department of Administration (WVDOA)

ESF ELEMENTS

I. PURPOSE

Emergency Support Function (ESF) 7 supports and coordinates the logistics and resource management process in coordination with all ESFs, local jurisdictions, federal government, and private sector stakeholders. This annex provides guidance for when the resources of the affected local jurisdictions are exceeded.

II. SCOPE

ESF #7 coordinates the provision of emergency relief supplies, fuel, facility space, office equipment, office supplies, communications, contracting services, transportation services, security services, equipment and personnel required to support response activities. ESF #7 also provides support for requests from all other ESFs.

III. POLICIES

- A. All departments and agencies assigned responsibilities within ESF #7 will develop and maintain the necessary plans and standard operating procedures needed to accomplish their tasks.
- B. Local jurisdictions are responsible for resource management and response. Once local jurisdictions have committed all resources to an incident, requests for assistance will be made through the Emergency Management Information System (EMIS).
- C. WVEMD is responsible for planning, coordinating, and managing the resources needed to support ESF #7.
- D. WVEMD will provision resource requests from current stocks or surplus and from commercial sources.

- E. WVEMD will terminate ESF #7 support to local jurisdictions at the earliest appropriate time.
- F. WVEMD will publish the WV Statewide Mutual Aid Agreement (WVSMAA) Operations Manual.

IV. ORGANIZATIONAL STRUCTURE

WVEMD coordinates and identifies essential resources to be rendered to disaster victims when activated.

- A. State Government / WVEMD:
 - 1. Within gubernatorial guidance, allocates state resources for use by state agencies as needed.
 - 2. Coordinates resources provided by local jurisdictions, non-profit organizations, and the private sector.
 - 3. Coordinates and processes Interstate requests assistance, on behalf of the Governor, through the Emergency Management Assistance Compact (EMAC).
 - 4. Maintains lists of resources available through agencies of state government. These lists may also be maintained by each agency and provided to the State Emergency Operations Center (SEOC) upon activation and semi-annually.
 - 5. Establishes and maintains agreements pre-incident with non-profit and volunteer organizations identifying potential resources they can provide.
 - 6. Requests resources from federal and other state agencies using National Incident Management System (NIMS) typing.
 - 7. Analyzes the state-wide impact of the disaster at the SEOC. The state-wide impact analysis allows the SEOC management team to determine which areas have been impacted and to what degree. Some of the points that are analyzed include, but are not limited to:
 - a. The population is being impacted.
 - b. The number of deaths, injuries, or illnesses.
 - c. Areas in which conditions may deteriorate, as in the case with flooding or a hazardous material release or other disaster incidents, as compared to areas where conditions have stabilized.
 - d. The number of schools, hospitals, nursing homes, or other congregate, and medical facilities may be impacted.

- e. The location of key assets or critical facilities that are/could be impacted.
 - f. Presence of mining operations or related industries.
 - g. Affected road and highway systems.
 - h. Resource capabilities of the local authorities.
8. Continuously monitor situations to provide decision-makers with an accurate needs assessment.
9. Assists in prioritizing resource allocations. A guiding principle is that protection of life takes priority over preserving property. The following is a guideline to assist those prioritizing allocations:
- a. Provide resources to support actions to assist those in imminent danger.
 - b. Provide resources to those who are not in imminent danger, but where injuries or illnesses are excessive.
 - c. Provide resources to assist the preservation of key assets and critical facilities, as well as the highway and road system.
 - d. Mitigate against possible worsening conditions at sites that pose extreme risk to civilian populations, such as sites containing hazardous materials.
 - e. Mitigate against possible worsening conditions in areas with a density of schools, hospitals, mental health, and nursing facilities.
 - f. Mitigate worsening conditions to the business community, which is vital to recovery efforts.
 - g. Provide resources for serving the needs of the general population.
 - h. Provide resources for mining accidents with the WV Office of Miners' Health, Safety, and Training (WVOMHST). A new database is currently being developed to address mining resources.
- B. Local Government
- 1. Receives allocations of resources and manages resources effectively.
 - 2. Activates local Emergency Operation Centers (EOCs) as appropriate, and staffs them with sufficient personnel to adequately direct and control the use of resources whether they are internal to the jurisdiction, provided by mutual aid jurisdictions, or are the results of state or federal support.

3. Requests for resources using NIMS typing. Criteria for NIMS typing of resources can be found at the <https://www.fema.gov/emergency-managers/nims/components> website.

C. Federal Government

1. The Federal Emergency Management Agency (FEMA) coordinates resources when all local and state resources have been exhausted.

V. CONCEPT OF OPERATIONS

A. General

1. Where no established agency exists to properly administer a resource area, personnel may be obtained from private resources normally engaged in areas of concern, (i.e., electric power, food, industrial production).
2. Plans have been developed to conserve and direct the distribution and use of resources in accordance with state and federal policies and priorities.

B. Mitigation

1. Ensure that resources are stored properly and protected from any potential damage.

C. Preparedness

1. Develop response and recovery plans that make full use of all available resources, including those from government, non-profit organizations, and the private sector.
2. Establish mutual aid agreements and/or contingency contracts that allow for the prompt delivery of resources.
3. Maintain accurate inventory lists of state agency supplies, equipment, vehicles, and personnel. Requests for resources should be made through the SEOC when the local level exceeds their resource capabilities. Resource requests may also be made from state agency-to-state agency through the use of mutual aid agreements (i.e., backup laboratory services). The inventory lists of supplies, equipment, vehicles, and personnel should be submitted to the SEOC annually or when significant changes occur.
4. Train personnel who will be managing resources in NIMS compliance and the NIMS resource typing and management system.
5. Test plans through table-top, functional, and full-scale exercises to assure that at all levels personnel know how to request, transfer, track, utilize, demobilize, return, and account for resources.

D. Response

1. Resource Management

- a. The SEOC receives requests for resources from state agencies and counties after those organizations have committed all available resources. When receiving requests for resources, the SEOC needs to obtain as much data as possible. That includes the use of C-SALTT:

C – Capability (what do you need it for);

S – Size (gallon, quart, bale, clothing sizes);

A – Amount (how many);

L – Location – for delivery purposes;

T – Type (i.e., leather gloves versus rubber or surgical);

T – Time (delivery is required).

- i. When state resource capabilities have been exceeded, WVEMD may request assistance from FEMA and/or through the EMAC.
 - ii. The request for specific items is by NIMS Resource Types.
 - iii. The request should explain how the resource will be utilized so the most appropriate resource can be allocated.
- b. Allocating Resources
 - i. SEOC management strives to use all resources as effectively and efficiently as possible.
 - ii. In allocating resources, the SEOC staff provides guidance to the receiving organization regarding how soon the resource must be returned to the lending agency. In some instances, the resource is needed elsewhere and must be promptly returned. In other cases, there may be no pressing demand for its return.
 - c. Tracking Resources Allocation through the use of the state's emergency management information system.
 - i. Establish a method of tracking borrowed resources from other agencies of state and local government, donated resources from volunteer organizations, and leased and/or rented resources from the private sector. Also, track the destination of the borrowed resource and the expected return date.
 - ii. Monitors resources borrowed from and loaned to other organizations. To do this, it may appoint a specific person, such as the Property Control Manager, Resource Control Manager, or other such title.

- d. Damage to Resources
 - i. Returned resources should be inspected for damage by the borrowing agency prior to returning the resources. The agency that loaned the equipment should also conduct an inspection of the resources. The two organizations should reconcile repair or maintenance issues that will be mutually agreed upon.
 - ii. Resources obtained under WVSMAA must be returned to the condition in which it was received by the Requesting Jurisdiction, prior to return to the Assisting Jurisdiction, unless other arrangements are made between the jurisdictions. However, resources from state agencies would have to be returned to pre-deployment condition by the owning organization.
2. Personnel Resource Issues
 - a. Consideration should be given to the medical/health needs and conditions of personnel prior to committing them. For example, personnel who require medication that may be difficult to acquire in the impact area, or if they have a heart, diabetic or other condition is one issue.
 - b. Personnel require shelter, food, and water. The receiving organization should explain how this is managed, so the allocated personnel know what circumstances they will face. This information must be in the original request for personnel as the request cannot be processed without it.
 - c. Mutual aid response personnel should be managed in compliance with NIMS, meaning they have one person they report to, and the line of direction and control is clearly understood. They should also be informed of:
 - i. Where and when to report.
 - ii. Approximately how long they will be needed, so they can address personal/family issues prior to leaving for their assignment and know how much clothing and other personal equipment to bring with them.
 - iii. Professional or technical support equipment they should bring with them, such as a laptop computer and reference material, tents, protective masks, and other accessory items.
 - iv. Whether a vehicle will be provided or if they are expected to arrive with a duty vehicle.
3. Distribute and manage resources.

- a. Personnel and equipment to operate these staging areas are coordinated through a tasking to the WVNG (for example) with number of personnel and number and types of equipment assigned to the staging areas based upon WVNG mission analysis.
 - b. Analysis includes the types and quantities of resources expected from resource request forms submitted to FEMA Region 3, either directly or via the FEMA Integration Team.
 - c. West Virginia uses a throughput operation on resources being delivered to local jurisdictions.
 - d. This includes drop-shipment of materials that are leased/purchased for the local jurisdiction by WVEMD and throughput from a State Staging Area to local jurisdiction Community Points of Distribution (CPOD) for all categories of sustainment supplies.
 - e. Local jurisdictions establish CPOD based on areas to be served, the number and types of resources to be distributed, and available resources to conduct CPOD operations.
 - f. WVEMD ensures that local jurisdictions have Material Handling Equipment (MHE) of appropriate types and weight capacities for the resources being delivered. This includes the use of forklifts, pallet jacks, loading ramps, etc.
 - g. Local jurisdictions also are to provide sufficient numbers of personnel, provide just-in-time training for personnel, safety equipment, and traffic control for all CPOD sites.
4. Coordinate resources for disaster victims.
 - a. WVEMD will coordinate procurement/contracting on common items.
 - b. WVEMD can also procure specialized supplies and equipment, based on recommendations from appropriate state agencies.
 5. Identify resource distribution and staging locations:
 - a. 130th Military Airlift Wing (MAW), Yeager Airport, Charleston, WV and,
 - b. 167th MAW, Martinsburg Airport, Martinsburg, WV
 - c. Local predesignated distribution sites.

- d. Consult the WVEMD Distribution Management Plan for additional staging locations and guidance.
 6. Coordinate resource requests with local jurisdictions.
 7. Document records of services and resources utilized during an emergency.
- E. Recovery
1. Conduct an on-going needs assessment.
 2. Identify and resolve resource shortfalls.
 3. Allocate resources in an efficient and effective manner.
 4. Release mutual aid resources as promptly as possible.
 5. Conduct repairs and maintenance to resources to return them to pre-incident condition.
 6. Maintain accurate documentation of expenses and resource utilization and process them appropriately.
 7. Conduct a thorough “hot wash” of the incident and develop an After-Action Report (AAR).

VI. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities
WV Emergency Management Division	WVEMD	<ul style="list-style-type: none"> ▪ Assist local governments and state agencies with the provision of essential supplies when requested via logistics programs (WVSMAA, EMAC, request management processes, procurement, etc.). ▪ Manage disaster services contracts for goods and services. ▪ Coordinate ESF #7 functions, including procurement, contracting, and overall accountability for materials. ▪ Coordinate with WVNG to provide trained personnel and appropriate equipment to operate the State Staging Areas. ▪ Track resources through delivery to local jurisdiction for all items they are tasked to transport with either internal or assisting transportation resources.

AUTHORITIES AND REFERENCES

I. AUTHORITIES

- A. West Virginia Code §15-5, as amended

II. REFERENCES

- A. State of West Virginia Emergency Operations Plan – Basic Plan
- B. West Virginia State Emergency Operations Center (SEOC) Standard Operating Procedures
- C. West Virginia Emergency Management Assistance Compact (EMAC) Operations Manual
- D. National Incident Management System (NIMS) National Response Framework, as amended
- E. NIMS Integration Center Resource Management and Mutual Aid Web Site

ATTACHMENT

	State Active Duty	Title 32	Title 10
Command & Control:	Governor		President
Where:	Home State or United States	United States	United States and Global
Pay:	State	Federal	Federal
Discipline:	State Military Code		Uniform Code of Military Justice
Mission Types:	State Domestic Operations		Federal Missions
		Federal Training	
	Requires EMAC REQ-A to be a valid reimbursable mission		Law Enforcement within the US, limited by the <i>Posse Comitatus Act</i>

National Guard Regulation 500-1/Air National Guard Instruction (ANGI) 10-8101 - allows the states to rely upon each other in responding to, among other things, emergencies such as man-made or natural disasters, insurgencies, or enemy attack. The National Guard and the National Guard Bureau will include options to utilize personnel and resources as outlined in EMAC in their planning for National Guard Domestic Operations.

Emergency Support Function #8: Public Health & Medical Services

COORDINATING AGENCY

WV Department of Health

WV Department of Human Services

SUPPORT AGENCIES AND ORGANIZATIONS

- WV Department of Agriculture (WVDA)
- WV Department of Environmental Protection (WVDEP)
- WV Emergency Management Division (WVEMD)
- WV Department of Homeland Security (WVDHS)
- WV Board of Pharmacy (WVBOP)
- Voluntary Organizations/NGO's
- Civil Air Patrol (CAP)
- WV Department of Education (WVDE)
- WV Bureau of Senior Services (WVBSS)
- WV Department of Administration (WVDOA)
- WV Department of Transportation (WVDOT)
- American Red Cross (ARC)

ESF ELEMENTS

I. PURPOSE

Emergency Support Function (ESF) 8 coordinates health and medical resources needed to supplement local jurisdictions in response during a natural or man-made disaster. The Cabinet Secretary of WV Department of Health is responsible for the management and direction of ESF #8.

II. SCOPE

ESF #8 provides supplemental assistance to local jurisdictions in identifying and meeting the public health and medical needs of victims of any emergency or disaster. This support is categorized as follows:

- A. Assessment of public health/medical needs
- B. Public health surveillance and disease outbreak investigation
- C. Medical care personnel health and safety

- D. Medical equipment, supplies, and countermeasures
- E. Emergency Medical Services
- F. Environmental health monitoring and response
- G. Mass fatality operations
- H. Mass care and public works emergency support functions
- I. Health Care facility patient evacuation
- J. Public Health laboratory services
- K. Children’s and family services
- L. Food/Water safety
- M. Behavioral health care
- N. Potable water
- O. WV Department of Health can write a letter to WVDEP to request an increase of weight so that landfills can accept more solid waste.
- P. Veterinary medical support

III. POLICIES

- A. All Departments and agencies assigned responsibilities within ESF #8 will develop and maintain the necessary plans and standard operating procedures needed to accomplish their tasks.
- B. WV Department of Health is the lead agency for ESF #8 and coordinates federal public health and medical services response and is the State of West Virginia’s public health medical expert providing guidance to local jurisdictions.
- C. The Cabinet Secretary of the WV Department of Health will maintain authority over the department’s work units throughout the state utilizing the incident command system.
- D. WV Department of Health and WV Department of Human Services through the State Emergency Operations Center (SEOC) will support the state and local Emergency Operations Centers (EOC). Extensive public health and medical response will be further supported, as needed, by WV Department of Health’s Health Command as an extension of/adjunct to the SEOC.

IV. ORGANIZATIONAL STRUCTURE

- A. Each participating state agency or private sector organization develops Standard Operating Guidelines (SOGs) that specify how assigned tasks are carried out. Elements of these SOGs impacting other agencies are coordinated with those agencies.
- B. State agencies' primary roles are to supplement local resources, except where specifically directed by law or other agreements.

V. CONCEPT OF OPERATIONS

A. General

1. WV Department of Health coordinates health and medical assets to mitigate the harmful effects of natural and man-made disasters and to preserve life. WV Department of Health coordinates support to local health entities when local capacity has been exceeded and/or multiple jurisdictions are involved. WV Department of Health response activities are coordinated by the Director of CTP. The Director serves as the Disaster Coordinator for WV Department of Health which includes the assessment and coordination of disaster response activities.
2. Response activities are implemented in accordance with the National Incident Management System (NIMS). It is the responsibility of the Disaster Coordinator to coordinate the health and medical response for a disaster/emergency. The Director of CTP ensures communication with the Director of WVEMD, the Secretary of WV Department of Health, the State Health Officer and the SEOC.
3. A liaison officer may be assigned for duties within the SEOC to facilitate the sharing of information between WV Department of Health and its support agencies. At the conclusion of an event or exercise, the Director of the Center for Threat Preparedness ensures the implementation of an After-Action Report (AAR), documentation of the outcomes and lessons learned, and sharing of this information with appropriate parties. The AAR should be held internally and shared with all supporting partners and agencies.
4. ARC Managed or Supported Shelters are general population congregate shelters. ARC does not manage Medical Needs or Independent shelters but may provide support on a case-by-case basis. 'Shelter' refers to an ARC Managed or Supported general population congregate shelter unless otherwise stated.

B. Preparedness

1. Develop and maintain a hazard and risk vulnerability analysis related to the agency's area of concern and responsibilities.
2. Coordinate this analysis with other supporting agencies.

3. Review this analysis periodically to identify changes in hazard and risk status and vulnerability classification.
4. Develop pre-scripted brochures, pamphlets, and other public information handouts for the media and public.
5. Develop and maintain emergency plans, procedures, regulations, and legislation and recommend appropriate changes.
6. Develop agreements for reciprocal assistance in response to major emergency medical emergencies, including mutual aid agreements and Emergency Management Assistance Compact (EMAC) for support material, personnel, or mission-ready packages.
7. Conduct necessary training and exercises to ensure an effective state of preparedness. Coordinate with support agencies, volunteer groups and others on training and exercises.
8. Develop a state system of identification, registration and credentialing of health and medical response team volunteers.
9. Obtain protective equipment, clothing, instruments, and medical countermeasures to perform tasks in hazardous environments.
10. Develop, coordinate, and participate in a regular schedule of tests, drills, and exercises independently or with other emergency service agencies.
11. Coordinate with local Jurisdictions' identification of access and functional needs shelters.
12. Develop/identify disaster preparedness resources for access and functional needs populations.
13. Maintain an Emergency public health alerting system.
14. Develop and maintain a list of hospital bed availability.
15. Develop plans and procedures for the establishment of staging areas for medical personnel, equipment, and supplies.
16. Support the development and preparedness of community and state response teams, e.g., Crisis Behavioral Health Teams, Radiological Response Strike Teams, Epidemiology and Environmental Field Teams.
17. Develop and maintain tools for public health and medical situational awareness.

C. Response

1. Conduct initial assessment of public health and medical needs.
2. Assess resource availability.
3. Coordinate response for disease surveillance and control, laboratory services, children and family issues, behavioral health, environmental health, mass fatality management and emergency medical services.
4. Coordinate with WVEMD and local jurisdictions regarding access and functional needs shelters.
5. Coordinate and communicate with appropriate healthcare organizations, availability of beds, hospital diversions, and Emergency Medical Services (EMS) medical direction communication needed.
6. Determine need for healthcare facility patient evacuation(s) and tracking.
7. Monitor, acquire and assess information about the disaster and share with relevant parties.
8. Coordinate deployment of resources, as needed.
9. Arrange EMS medical transportation beyond available local resources or capabilities.
10. Coordinate population health and medical monitoring activities.
11. Coordinate/support decontamination of exposed emergency personnel and victims.
12. Coordinate public information with the Governor's Office of Communications and WVEMD.
13. Coordinate the establishment of temporary morgues with the WV Office of the Chief Medical Examiner (OCME).
14. Maintain records of the numbers and identity of deceased, injured, and hospitalized casualties, handling mass casualties, victim identification and mortuary services.
15. Identify state medical assets and deploy as needed to affected areas.
16. Assist with coordination of patient relocation and establishment of emergency medical care centers.
17. Coordinate provisions of medical care.
18. Coordinate delivery of protective equipment, clothing, instruments and medical countermeasures to public health and medical partners.

D. Recovery

1. Coordinate/support movement of individuals back into their homes (temporary or established)
2. Coordinate/support re-establishment of public health and healthcare resources in affected areas.
3. Assist in damage assessment activities and report results.
4. Assist in implementation of disaster assistance programs per agency SOG's.
5. Assist in handling inquiries concerning missing persons and in notification of families regarding status and location.
6. Support clean-up activities and other actions to support return to normal conditions.
7. Compile a record of events.
8. Review codes, laws, procedures and recommend improvements where appropriate.
9. Coordinate the return of state or federal assets provided to public health and medical partners if applicable.

VI. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities
WV Department of Health		<ul style="list-style-type: none"> ▪ Manage health and medical resources by maintaining a resource inventory and tracking available resources such as hospital and nursing home bed availability. ▪ Maintain emergency public health emergency alerting system. ▪ Determine resource allocations and arrange for the provision of medical personnel, equipment, supplies, and countermeasures to healthcare facilities and shelters. ▪ Ensure medical volunteers are credentialed either through the state’s advanced credentialing system or respective licensure board. ▪ Monitor, assess, and respond to requests for assistance from local emergency medical services, public health, or healthcare entities. ▪ Coordinate and support hospital residential, nursing home, and assisted living home evacuations. ▪ Evaluate threats to public health, including impacts of biological, chemical, and radiological exposure. This may be accomplished through field assessments, damage assessments, facility damage assessments, epidemiological surveillance and investigation, community health assessments and/or in concert with other state agencies such as the WVDEP. ▪ Ensure sanitary conditions of shelters, water, food supply, potability of water, and control of vermin and other pests. ▪ Ensure proper emergency storage and disposal of waste, including human waste.

		<ul style="list-style-type: none">▪ Investigate and advise the public and emergency workers of potential health hazards and steps they can take to protect themselves and/or mitigate the situation. This may include, but is not limited to, information on home clean-up procedures, injury prevention, rodent and pest control, infection control and self-care information.
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<p>WV Department of Health, continued</p>		<ul style="list-style-type: none"> ▪ Provide medical countermeasures to disaster response personnel, as needed, prior to deployment (e.g., tetanus). ▪ Regulate fatality management services, so no public hazard is created. Provide guidance to local health facilities and communities for handling and disposing of human remains. ▪ Coordinate mass fatality management processes. ▪ Establish mortuary surge capacity capabilities. ▪ Ensure the provision of laboratory services for analysis of clinical and environmental (e.g., chemical, and biological) samples and report the findings, as appropriate, to local, state, and federal partners. ▪ Establish and ensure regular communications with partners and support agencies such as local health departments, hospitals, pharmacies, medical suppliers, and others. ▪ Coordinate the development and distribution of key public information and education messages using multiple mediums at a level the general public can understand. Assist with coordination of a Joint Information System (JIS) and Joint Information Center (JIC) Operations with the Governor’s Office of Communications. ▪ Execute and manage all health-related information technology systems such as electronic disease detection, Health Alert Network, and public health portals. ▪ Provide support for activation and implementation of other health-related plans such as healthcare facility surge capacity plans and Strategic National Stockpile (SNS) operations.
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<p>WV Department of Human Services</p>		<ul style="list-style-type: none"> ▪ Coordinate and provide behavioral health services to disaster victims, healthcare workforce, emergency workers, first responders, impacted communities and other persons, as appropriate.
<p>WV Department of Agriculture</p>	<p>WVDA</p>	<ul style="list-style-type: none"> ▪ Coordinate with other agencies a food supply system, including food warehouses. ▪ Regulate and inspect slaughterhouses. ▪ Share information with WV Department of Health and other appropriate agencies. ▪ Coordinate ESF #11 Agriculture and Natural Resources.
<p>WV Department of Environmental Protection</p>	<p>WVDEP</p>	<ul style="list-style-type: none"> ▪ Provide hazardous materials expertise and services. ▪ Coordinate ESF #10 Oils and Hazardous Materials.
<p>WV Emergency Management Division</p>	<p>WVEMD</p>	<ul style="list-style-type: none"> ▪ Coordinate ESF #5 Emergency Management and ESF #7 Logistics. ▪ Support ESF #8 Public Health and Medical.

<p>WV Department of Homeland Security</p>	<p>WVDHS</p>	<ul style="list-style-type: none"> ▪ Provide support actions to protect public health through the provision of staff for response activities, medical services, security and crowd control, and air and ground transportation. ▪ Assist with public facility assessments and designate public facilities that may be hazardous. ▪ Always ensure the security of health and medical assets, including receiving, staging, storing, transporting, distributing, and dispensing. ▪ Coordinate crowd control at medical facilities and sites of mass distribution/dispensing of medical resources. ▪ Ensure the safety of health and medical professionals working in a potentially dangerous environment, such as when medical resources are scarce, which may lead to theft and civil unrest. ▪ Assist with coordinating health facility and mass distribution/dispensing site security when local resources are unable to meet a need. ▪ Provide guidance to the health and medical community regarding protection of evidence and chain of custody as it relates to disaster victims needing medical care.
		<ul style="list-style-type: none"> ▪ Support the State Medical Examiner in carrying out his/her duties.
<p>WV Board of Pharmacy</p>	<p>WVBOP</p>	<ul style="list-style-type: none"> ▪ Gain access to appropriate pharmacies for use as medicine distribution points and ensure the safety and security of all controlled substances.

Voluntary Organizations /NGO's	NGO	<ul style="list-style-type: none"> ▪ Support ESF #8 health and medical response activities and appropriate ESF #6 Mass Care operations. ▪ Provide workforce surge capacity, access to medical supplies and resources, shelter operations, casualty tracking services, food preparation and distribution, transportation, behavioral health support and assist with information dissemination, among other duties.
Civil Air Patrol	CAP	<ul style="list-style-type: none"> ▪ Provide transportation for medical supplies, health care personnel and disaster victims as requested. ▪ Point of Distribution support under Public Health if requested. ▪ Ability to help transport laboratory specimens
WV Department of Education	WVDE	<ul style="list-style-type: none"> ▪ Support ESF #8 Public Health and Medical.
WV Bureau of Senior Services	WVBSS	<ul style="list-style-type: none"> ▪ Coordinate with and assist county aging services to maintain emergency plans and procedures that are compatible with local EMS emergency plan. ▪ Work with county aging services to identify access and functional needs resources and shelter in their area. ▪ Utilize our network of aging services providers to get medical and resource information, in a timely manner, to those affected. ▪ Support movement of elderly individuals, especially those with access and functional needs, back into their homes.
WV Department of Administration	WVDOA	<ul style="list-style-type: none"> ▪ Support ESF #8 Public Health and Medical.
WV Department of Transportation	WVDOT	<ul style="list-style-type: none"> ▪ Coordinate ESF #1 Transportation. ▪ Support ESF #8 Public Health and Medical.

<p>American Red Cross</p>	<p>ARC</p>	<ul style="list-style-type: none"> ▪ When warranted, staff from both the Health Command and SEOC work directly with the Coordinating, Primary and Supporting Agencies. ▪ Conduct monitoring, surveillance, and reporting of ARC shelter populations for public health concerns such as communicable diseases. ▪ In collaboration with Public Health, coordinate appropriate care for shelter clients that require medical care beyond the normal capacity and doctrine of ARC. Assist in the co-location of ARC shelters with Public Health medical shelters as required. ▪ While ARC does not manage Medical Needs Shelters, ARC will provide technical and logistic support to Public Health’s establishment of medical shelters.
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AUTHORITIES AND REFERENCES

I. AUTHORITIES

- A. West Virginia Code §16

II. REFERENCES

- A. State of West Virginia Emergency Operations Plan – Basic Plan

Emergency Support Function #9: Search and Rescue

COORDINATING AGENCY

WV Emergency Management Division
(WVEMD)

SUPPORT AGENCIES AND ORGANIZATIONS

- WV Department of Commerce (WVDCOM)
- WV Department of Homeland Security (WVDHS)
- WV National Guard (WVNG)
- WV Department of Human Services
- WV Department of Administration (WVDOA), Aviation Division
- Civil Air Patrol (CAP)
- Local Search and Rescue Teams
- WV State Police (WVSP)
- West Virginia Division of Corrections and Rehabilitation (WVDCR)
- West Virginia Division of Natural Resources (WVDNR)

ESF ELEMENTS

III. PURPOSE

Emergency Support Function (ESF) 9 establishes the state's system and assigns responsibilities for providing lifesaving assistance and services to local jurisdictions when there is an actual or anticipated request for state Search and Rescue (SAR) assistance.

IV. SCOPE

- A. The SAR Response System integrates a broad range of professional and technical specialists who respond to a wide range of mission assignments. It is understood that certain skill sets may have crossover to one or more of the three operational environments of SAR.
- B. During incidents or potential incidents requiring a unified SAR response, state SAR responsibilities reside with the individual assigned to coordinate ESF #9 functions at the WVEMD, who will coordinate timely and specialized SAR capabilities. Support agencies and organizations will provide specific capabilities or resources that support ESF #9.
- C. State SAR response operational environments are classified as:

1. *Land SAR*, locating lost persons or civilian aircraft, where this is the sole purpose of the operation. (NOTE: WV state and local resources may be called upon to assist with searches for downed military aircraft.)
 2. *Structural Collapse Urban Search and Rescue (USAR)*, structural explosions, collapse or transportation accidents involving Urban Search and Rescue techniques, such as trench rescue, high-angle rescue, and confined space (does not pertain to mine emergencies)
 3. *Waterborne SAR*, natural disasters, where boat response and rescue is an integral part of the overall disaster operations, including body recovery.
- D. State SAR services include distress monitoring, incident communications, locating distressed personnel, coordination, and execution of rescue operations, including extrication and/or evacuation, along with providing medical assistance and volunteer services through the use of public and private resources to assist persons and property in potential or actual distress. See Incident Specific Annex 5 – Coal Mine Emergency.

V. POLICIES

All departments and agencies assigned responsibilities within ESF #9 will develop and maintain the necessary plans and standard operating procedures needed to accomplish their tasks. WVEMD will coordinate deployment of available resources, including trained personnel, facilities, and appropriate equipment to locate and render necessary assistance to persons, aircraft, and vessels in known jeopardy, or presumed to be in jeopardy.

VI. ORGANIZATIONAL STRUCTURE

A. General

1. Operations involving lost persons are under the direction of the local government and employ local resources. The exception to local government direction is operations on state or federal property, i.e., parks, forests, and non-navigable waterways. These are under the direction of the appropriate state or federal agency.
2. Operations involving lost aircraft are conducted in accordance with the WV Civil Air Patrol's SAR plans and the National Search and Rescue Plan. State and local government organizations may be requested to assist in the operations; however, overall direction of the operation is by WVEMD in coordination with the US Air Force Rescue Coordination Center (AFRCC) and the US Coast Guard (USCG), if appropriate.

B. Categories and Lead Agencies

1. Law enforcement has the lead role in SAR operations. As soon as the lost person(s) is located, the local fire department assumes the lead during

rescue operations. When not in a ‘lead’ role for an operation, other organizations provide support as they are capable. Waterborne rescue is most likely to vary based on local resources.

Type of Rescue Operation	Lead Discipline	Support Discipline
Aircraft Accident	Fire	Fire/Emergency Medical Services (EMS)/CAP
Confined Space	Fire	Law Enforcement/EMS
Entrapment	Fire	Law Enforcement/EMS
High Angle	Fire	Law Enforcement/EMS
Missing Person	Law Enforcement	Fire/EMS
Trench	Varies with local policy	Varies with local policy
Waterborne	Varies with local policy	Varies with local policy

VII. CONCEPT OF OPERATIONS

A. General

1. Operations are directed and accomplished by the local government utilizing local resources. These resources may include supplies, equipment, and personnel belonging to any public entities and/or private sector companies that may be involved with SAR activity. State assistance may be provided upon request.
2. Overall coordination of SAR operations within a county are performed by the local government, except when:
 - a. The local government requests the state to perform the coordination function.
 - b. The Governor directs state coordination of SAR operations in a multi-county area due to the magnitude and severity of the situation.
3. Overall coordination of a missing aircraft is performed by WVEMD with the support of the CAP in coordination with the AFRCC.

4. All resource requests must indicate the National Incident Management System (NIMS) Resource Type being requested, if applicable.
- B. Preparedness
1. Develop and maintain internal plans, policies, and procedures to perform duties and responsibilities outlined in this annex.
 2. Ensure individual licenses, qualifications, certifications, etc. are always current.
 3. Conduct organizational level training to develop and maintain proficiency in SAR tasks.
 4. Conduct organizational exercises internally and in coordination with other SAR organizations.
 5. Conduct After Action Reports (AARs) after all exercises to document strengths and weaknesses within the organization's preparedness status.
- C. Response
1. Local authorities utilize either the Incident Command (IC) or Unified Command (UC) Structure.
 2. Communication is first a local issue with outside resources being incorporated into local communications. Other communications needs are addressed in ESF #2 Communications.
 3. An Incident Action Plan (IAP) is developed and implemented if the incident goes beyond one operational period.
 4. Responder safety is the first priority.
 5. An EMS unit is located on-scene.
 6. The WVEMD Watch Center or the State Emergency Operations Center (SEOC), when activated, is notified that a SAR activity is being conducted.
 7. Public information activities are established to advise the public of safety issues and encourage the public to provide information, especially in cases of a missing person, which may assist rescuers. See ESF #15 – External Affairs for more information.
 8. The public is kept at a safe distance from the search scene for its own safety, and to prevent the unintentional contamination of possible evidence and prevent additional persons from becoming lost or injured.
 9. A Demobilization Plan is developed by the Planning Section Chief.

10. Mutual Aid

- a. Mutual aid may be requested when local resources have been fully committed and additional resources are required; or if technical expertise is not locally available.
- b. Arriving resources are integrated into the existing IC or UC structure.
- c. Team integrity is maintained within arriving units.
- d. The initial Demobilization Plan is modified to accommodate the mutual aid resources.

11. State and Federal

- a. If local mutual aid resources are inadequate, or if appropriate expertise is not available, a request for assistance may be made to the SEOC.
- b. Requests may include the Wilderness Search and Rescue, the Urban Search and Rescue (US&R) or Federal US&R Teams. These requests must include specific details on the types of search and rescue missions required.
- c. When state resources are utilized, assignment is on a mission-by-mission basis to the maximum extent possible.
- d. IC and UC track state and federal resources as with any other mutual aid resource.

D. Demobilization

1. Demobilization planning begins with the establishment of IC or UC as required by NIMS. As the volume of resources increases, the Demobilization Plan is appropriately modified.
2. If possible, state and federal resources are released first, followed by local mutual aid resources.

VIII. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities
WV Emergency Management Division	WVEMD	<ul style="list-style-type: none"> Provide coordination for all state agencies. Receive local requests for state, volunteer (K9, CAP, horse, cave, and mountaineer) and federal SAR assistance. Request SAR assistance as required from any state agency. Verify inventory of available state volunteer search and rescue resources and keep current a summary of said resources. Establish protocols for prioritizing state volunteer response activities. Coordinate state, volunteer, and federal support
WV Department of Commerce	WVDCOM	<ul style="list-style-type: none"> Provide assistance for ground, air, and water search and rescue operations for the state.
WV Department of Homeland Security	WVDHS	<ul style="list-style-type: none"> Provide assistance for ground and air SAR operations for the state. This includes K-9 operations needed for search. (WVSP, WVDCR). Provide mobile command center for communications support (WV State Police).
WV National Guard	WVNG	<ul style="list-style-type: none"> Provide personnel assistance for ground, water, and air operations through the National Guard.
WV Department of Administration, Aviation Division	WVDOA	<ul style="list-style-type: none"> Provide air and ground transportation in support of SAR operations for the state.
WV Civil Air Patrol	CAP	<ul style="list-style-type: none"> Prepare plans and procedures to accomplish air and ground SAR missions for the state in accordance with existing agreements. Support for Missing Persons.

Local Search and Rescue Teams	Local SAR	<ul style="list-style-type: none"> ▪ Provide search dogs, handlers, and field support personnel in support of SAR missions throughout WV.
WV Department of Human Services		<ul style="list-style-type: none"> ▪ Coordinate and provide behavioral health services to disaster victims, healthcare workforce, emergency workers, first responders, impacted communities and other persons, as appropriate.

AUTHORITIES AND REFERENCES

I. AUTHORITIES

- A. State of West Virginia Emergency Services and Disaster Laws
- B. West Virginia Code §15-5
- C. West Virginia Code §15-1
- D. West Virginia Code §15-2
- E. West Virginia Code §15-10
- F. West Virginia Code §16-4C
- G. West Virginia Code §29-3

II. REFERENCES

- A. State of West Virginia Emergency Operations Plan – Basic Plan
- B. West Virginia State Emergency Operations Center (SEOC) Standard Operating Procedures
- C. National Incident Management System (NIMS)
- D. National Response Framework (NRF), as amended
- E. Memorandum of Agreement Between the State of West Virginia and The SAR Coordinator for The Inland Region in Support of The National Search and Rescue Plan

Emergency Support Function #10: Oil and Hazardous Materials Response

COORDINATING AGENCY

WV State Fire Marshal Office (WVSFMO)

PRIMARY AGENCY

WV Department of Environmental Protection
(WVDEP)

SUPPORT AGENCIES AND ORGANIZATIONS

- WV Department of Transportation (WVDOT)
- WV Department of Health
- WV Emergency Management Division (WVEMD)
- WV National Guard – 35th Civil Support Team (CST)
- WV National Guard - Chemical, Biological, Radiological, Nuclear, and Explosive Enhanced Response Force Package (CERFP)
- WV Public Service Commission – Law Enforcement

ESF ELEMENTS

I. PURPOSE

Emergency Support Function (ESF) 10 provides guidance and support during a response to a hazardous materials (HAZMAT) incident and provides guidance for the protection of the citizens and the environment.

II. SCOPE

- A. ESF #10 provides a coordinated response to an actual or potential discharge and/or uncontrolled release of oil or other hazardous materials. The federal government has concurrent jurisdiction and may respond to oil and hazardous materials incidents using the mechanisms of the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) (found at 40 CFR 300, et. seq.) without activating ESF #10. Federal authority stems from the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and authorities granted by the federal government.
- B. Hazardous materials are defined as: substances or materials which may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored, or disposed of, which may include materials which are solid, liquid, or gas.
- C. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, corrosive materials, chemical and biological substances, and radioactive materials.

- D. This includes those substances or materials in a form or quantity, that may pose an unreasonable risk to health, safety, or property when transported, and which the Secretary of Transportation of the United States has so designated by regulation or order.

III. POLICIES

- A. All departments and agencies assigned responsibilities within ESF #10 will develop and maintain the necessary plans and standard operating procedures needed to accomplish their tasks.
- B. The WVDEP has developed guidance to aid the regulated community in complying with the Aboveground Storage Tank (AST) Act's requirements for Level 1 and Level 2 ASTs for submittal of Spill Prevention Response Plan (SPRP) or certification of an approved groundwater protection plan, or certification of a spill prevention control and countermeasures (SPCC) plan that complies with the requirements of 40 CFR Part 112 pursuant to West Virginia Code, Chapter 22, Article 30 and the rules promulgated thereunder. Spill plan guidance can be found on the WVDEP Aboveground Storage Tank web page.
- C. When the incident has federal involvement, all actions will be guided by the NCP as well. The NCP requires that all releases of oil and hazardous substances under federal jurisdiction be reported to the National Response Center (NRC).
- D. The NCP is an operational supplement to the National Response Framework (NRF). It provides more detailed information regarding the roles and responsibilities, organizational structures, and procedures described in FEMA ESF #10.
- E. The NCP is authorized by CERCLA, and the Federal Water Pollution Control Act as amended by section 311 of the Clean Water Act and the Oil Pollution Act of 1990 (OPA 90).
- F. The WVEMD Watch Center, the State Emergency Operations Center (SEOC), when activated, and the NRC will maintain a close working relationship with the FEMA Region III Watch Center and mutually coordinate all reports of oil and hazardous materials/hazardous substances releases made to either entity.
- G. Response actions will be coordinated with and consistent with those described as an Emergency by the NRS. The NRS is a network of agencies, programs, and resources with responsibilities in oil and hazardous materials response.
- H. When there is federal presence at the scene of an actual or potential release of oil or hazardous material/substance the State On-Scene Coordinator (SOSC) will coordinate with the Federal On-scene Coordinator (FOSC). Both the SOSC and the FOSC will coordinate their activities through ESF #10.

IV. ORGANIZATIONAL STRUCTURE

- A. ESF #10 coordinates the responsibilities among state supporting agencies, local jurisdictions and on-site responders including the federal response and the WV National Guard 35th Civil Support Team (CST) and the CERFP.
- B. At the site of any incident, the senior response official from WVDEP will appoint a SOSC having the authority to initiate all state response actions needed to assist local jurisdictions.

V. CONCEPT OF OPERATIONS

A. General

1. Our complex, technological society is dependent on many substances used in our manufacturing processes. These substances, classified by the US Department of Transportation (DOT) and US Environmental Protection (EPA), are referred to as hazardous materials.
2. Used in a controlled, safe manner, millions of gallons/pounds of these substances are handled daily. It is when these substances escape their controlled condition and the product is released, causing an impingement on the environment that a HAZMAT incident occurs.
3. Hazardous materials can do serious damage to the environment and its inhabitants. There may be complex reactions that can take place when an attempt is made to remediate an incident. This requires that HAZMAT incidents be approached as an "integrated and coordinated response" operation. A combined response can be defined as a response incorporating many informational and equipment/staffing sources, including both governmental and private entities.
4. The dangers involved in attempting to bring a HAZMAT incident to an end without adequate training, equipment and logistical support are numerous. A jurisdiction unable to support an adequate program needs to investigate such options as mutual aid with other jurisdictions or private industry.
5. Identifying HAZMAT teams' capabilities by conducting assessments should be a priority so as to benchmark local and state response capabilities.
6. Evacuation or shelter-in-place decisions for HAZMAT incidents are to be made by local authorities. The assistance of relevant State or Federal organizations may be sought on an as-needed basis.

B. Awareness

1. Situational awareness requires an understanding of the vulnerability to HAZMAT incidents.

C. Prevention

1. Responsibility for starting and coordinating prevention activities lies with the Local Emergency Planning Committee (LEPC), in coordination with hazardous materials facilities and transporters. The local Emergency Management Director can assist in these efforts. Superfund Amendments and Reauthorization Act (SARA) Title III, Emergency Planning and Community Right-To-Know Act, Section 303, Comprehensive Emergency Response Plans.

D. Preparedness

1. Preparedness responsibility must be split among State lead and support agencies.
2. The required preparation of a local HAZMAT response plan is a vital step in the preparedness phase.
3. All emergency responders involved in a HAZMAT response need to meet minimum HAZMAT qualifications as defined by the Occupational Safety and Health Administration (OSHA). The minimum levels in Hazardous Material Response are Awareness and Operations but can and suggested to have Technician Level staff on site:
 - a. Awareness Level: First responders at the awareness level are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They would take no further actions beyond notifying the authorities of the release.
 - b. Operations Level: First responders at the operations level are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposures.
 - c. Technician Level: Hazardous materials technicians are individuals who respond to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than a first responder at the operations level in that they will approach the point of release in order to plug, patch, or otherwise stop the release of a hazardous substance.
 - d. Specialist Level: Hazardous materials specialists are individuals who respond with, and provide support to, hazardous materials technicians. Their duties parallel those of the hazardous materials

technician; however, those duties require a more directed or specific knowledge of the various substances they may be called upon to contain the incident. The hazardous materials specialist would also act as the site liaison with Federal, State, local and other government authorities in regard to site activities.

4. Each local government and the WV SFMO is to determine the level of HAZMAT response for their respective jurisdiction.

E. Response

1. A jurisdiction's response varies due to the decisions made in the preparedness phase.
2. Overall coordination of a situation is exercised by the county or city Emergency Management Director, on the authority of the County Commission or city council as long as the incident remains at a local level.
3. A request for the WVDEP Emergency Response Unit is made through the Emergency Management Information System (EMIS) when the determination is made that the event is beyond the local level capabilities.

F. Recovery

1. The recovery phase is a continuation of the response phase for as long as it is deemed necessary by the county Emergency Management Director or other governmental/private authorities as identified in local Command and Management documents.
2. The recovery phase can be very lengthy, depending on the environmental impingement and damage. This phase can involve private industry and higher governmental agencies such as WVEMD, WVDEP, WVDOT, WV Department of Health, WV SFMO, and the WV National Guard (WVNG). Authority in this phase can be placed in the hands of private concerns, county government, state agencies and/or federal agencies.
3. Recovery costs are the responsibility of the owner and/or responsible party of the hazardous materials event.

VI. AGENCY RESPONSIBILITIES MATRIX

Supporting or Coordinating Agency	Acronym	Responsibilities
WV State Fire Marshal Office	WVSFMO	<ul style="list-style-type: none"> ▪ Training and equipment standards and enforcement related to fire department preparation for HAZMAT response at the local level. ▪ Coordinate requests for WVDEP and EPA through the SEOC responsible for traffic control points for hazardous materials transportation incidents and for security/traffic for fixed facilities incident ▪ Identify HAZMAT teams’ capabilities by conducting assessments should be a priority so as to benchmark local and state response capabilities.
WV Department of Environmental Protection	WVDEP	<ul style="list-style-type: none"> ▪ Provide technical and specialized personnel for hazardous materials incidents. ▪ Provide an Emergency Response Unit(s) to work in coordination with local and state hazardous materials units.
WV Department of Transportation	WVDOT	<ul style="list-style-type: none"> ▪ Responsible for keeping access to highways free and clear to keep transportation flowing freely. ▪ Responsible for assessing damage to highways/roadways due to hazardous materials incidents.
WV Department of Health		<ul style="list-style-type: none"> ▪ Provide advice/guidance regarding the threat to human health posed by the release of the hazardous materials and recommend protective action measures.
WV Public Service Commission	PSC	<ul style="list-style-type: none"> ▪ Responsible for assisting and advising the WVSFMO on available intrastate “for hire” transportation resources. ▪ Provide supplemental law enforcement.

		<ul style="list-style-type: none">▪ Regulation rail and truck transportation
WV Emergency Management	WVEMD	<ul style="list-style-type: none">▪ Provide advice/guidance regarding the threat to human health posed by the release of hazardous materials and recommend protective action measures.

AUTHORITIES AND REFERENCES

I. AUTHORITIES

- A. State of West Virginia Emergency Services and Disaster Laws
- B. WV Code §15-1
- C. WV Code §15-1B
- D. WV Code §15-5
- E. WV Code §15-5A
- F. WV Code §15-16
- G. WV Code §22
- H. WV Code §15A-11

II. REFERENCES

- A. State of West Virginia Emergency Operations Plan – Basic Plan
- B. West Virginia State Emergency Operations Center (SEOC) Standard Operating Procedures
- C. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
- D. Superfund Amendments and Reauthorization Act of 1986
- E. Homeland Security Presidential Directive # 5, “Management of Domestic Incidents”
- F. Homeland Security Presidential Directive # 7, “Critical Infrastructure Identification, Prioritization, and Protection”
- G. Presidential Policy Directive #8, “National Preparedness Update of Hazardous Materials Emergency Planning Guide (NRT1)
- H. Criteria for Review of Hazardous Materials Emergency Plans (NRT1a)
- I. Occupational Safety and Health Administration 29 CFR 1910.120

**Emergency Support Function #11:
Agriculture**

COORDINATING AGENCY

WV Department of Agriculture (WVDA)

PRIMARY SUPPORT AGENCY

WV Emergency Management Division
(WVEMD)

**SUPPORT AGENCIES
AND ORGANIZATIONS**

- WV Department of Environmental Protection (WVDEP)
- WV Division of Natural Resources (WVDNR)
- WV Department of Transportation (WVDOT)
- WV Department of Health
- WV Department of Homeland Security (WVDHS)
- WV State Police (WVSP)
- WV University Cooperative Extension Service
- Voluntary Organizations/NGO’s
- US Department of Agriculture (USDA) Farm Service Agency
- USDA Plant and Animal Services
- WV Farm Bureau
- WV Conservation Agency
- County Sheriffs’ Departments
- County Emergency Management Agencies
- Animal Shelters/Humane Officers
- Humane Associations/Groups Volunteers
- Agriculture businesses and organizations
- WV State Fire Marshal’s Office
- Municipal Law Enforcement

ESF ELEMENTS

I. PURPOSE

This annex establishes policies and procedures to support local authorities and the efforts of other state agencies to provide nutritional assistance, ensure the safety and security of the commercial food supply, control or eradicate, as appropriate, any outbreak of contagious or reportable animal disease or any outbreak of economically devastating plant pest or disease, protect natural and cultural resources and historic properties; and provide for the safety and well-being of household pets during an emergency response or evacuation situation.

II. SCOPE

- A. The WVDA Donated Foods Program will assist in providing food items that are available via the USDA Commodity Food Program. The food items meet the menu needs of agencies providing meals to people impacted by a disaster.
- B. Emergency Support Function (ESF) 11 includes implementing an integrated federal, state, and local response to either an outbreak of a highly contagious or reportable diseases, or an outbreak of an economically significant plant pest or disease. This ESF will ensure coordination with ESF #8 Public Health and Medical Services and other issues where agriculture and natural resources are affected in disaster situations.
- C. Provide assistance for the safety and well-being of household pets. This ESF will include responsibilities in coordination with WVEMD, ESF #6 Mass Care, ESF #8 Public Health and Medical Services, and ESF #9 Urban Search and Rescue to ensure an integrated response that provides for the safety and well-being of household pets.
- D. In coordination with ESF #8 Public Health and Medical Services, the ESF will encompass the safety and security of the commercial food supply. The WVDA will include the inspection and verification of food safety in slaughter and processing plants; products in distribution and retail sites; laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; and conduct field investigations.

III. POLICIES

- A. All agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, Standard Operating Procedures (SOPs), mutual aid agreements, and model contracts to successfully accomplish their tasks.
- B. Restoration of normal operations at energy facilities for food storage is the responsibility of the facility owners.

IV. ORGANIZATIONAL STRUCTURE

The WV Office of the Commissioner of Agriculture is the lead agency for ESF #11 in the State Emergency Operations Center (SEOC) and is responsible for the coordination of this function, and for the maintenance of this part of the State of WV Emergency Operations Plan (WVEOP). Each of the five ESF #11 functions is supported by federal and state agencies, Non-Governmental Organization (NGO), and the private sector. Additional support agencies may be needed to provide the resources to assist with all five ESF #11 functions.

V. CONCEPT OF OPERATIONS

ESF #11 staff may respond to the SEOC when an incident threatens to disrupt the routine protection of the food supply and distribution systems, cause animal and/or plant disease outbreaks, endangers animal health, or endangers the safety and well-being of household pets. ESF #11 will implement standard procedures and coordinate actions to assist local governments.

A. Nutrition Assistance

1. A catastrophic or major disaster will deprive substantial numbers of people access to food and/or the means to prepare food. The food supply and distribution network will be interrupted until roads are cleared and power is restored. Without power, many commercial cold storage and freezer facilities will be inoperable and much of the existing food supply inventory may be destroyed.
2. Disaster education initiatives by state and local government agencies and voluntary organizations will advise the public to stockpile food and water supplies sufficient for their household for 5 to 7 days. Residents in a disaster area must be prepared to care for themselves until the normal food supply and distribution system has been restored or supplemental food supplies have arrived.
3. During the increased readiness period, ESF #11 will develop estimates of the number of people who will need food based on damage projections.
4. The earliest situation reports, and damage assessments will indicate the level of immediate human needs including food, and the condition of the infrastructure including the transportation system and the power grid.
5. WVDA will assist affected local governments as needed with the provision of essential food supplies to mass care facilities. Such assistance will include locating items and making them available and ensuring pick-up and delivery through other ESFs and the USDA Commodity Foods Program. This assistance will be provided only during that period when local governments/private and non-private organizations are unable to manage on their own due to disaster effects.
6. After the delivery of food supplies to the disaster area, it will be the responsibility of the receiving local government, and in part or whole by Voluntary Organizations/NGO's, to secure and distribute these supplies to disaster victims.
7. The delivery of food to victims of disasters is dependent upon food sources, food protection services, transportation resources and food delivery systems. Conditions in the disaster area determine the appropriate methods of delivering food to individuals. Food can be delivered to disaster victims

8. and relief workers by prepared meals in fixed or mobile feeding facilities, or by bulk through food banks or other volunteer agencies.
9. Priority will be to utilize food from known commercial food manufacturers, wholesalers, distributors, retailers, and/or non-profit organizations that normally provide food and associated items. USDA and/or WV Department of Health donated foods will be used when other provider's supplies are exhausted.
10. Food supplies in the impacted areas must be from sources acceptable to WV Department of Health and local health departments before they can be used or distributed. This includes donated food and food services to disaster victims in mobile or fixed feeding facilities.
11. State agencies and food banks across the state that purchase, store, and deliver food as part of their normal operations will cooperate with WV Department of Health in locating and providing surplus food for delivery to the disaster area. These agencies include those which operate food services for their own residential populations (prisons, colleges, hospitals) and those that assist with the distribution of food to local government facilities (schools and health departments).
12. WV Department of Health and WVDA will coordinate with local officials and private and non-profit organizations to ensure the ample and timely delivery of essential food supplies. They will assess the effectiveness of the disaster relief food distribution operation and address any problems. WVDA and WV Department of Health will assist with restoration of local commercial food supply and distribution systems. Grocery stores and other food outlets should be able to resume normal operations within several days once road access and electric power have been restored.

B. Animal and Plant Disease and Pest Response

1. WVDA has the primary responsibility for monitoring animal and plant diseases and pest infestations affecting agriculture.
2. WVDA has developed procedures to address animal diseases including quarantine, depopulation and disposal activities designed to stop the spread of the pathogen, limit the number of animals that must be euthanized and minimize the effect of the disease on people, the economy, and the environment.
3. WVDA will utilize existing and most current international, national, state, and other recognized subject matter experts and documents to assist in dealing with animal and plant diseases and pest infestations.
4. WVDNR is the primary agency that protects wildlife and is charged with regulation and management of the wildlife within the State of West Virginia.

C. Safety of Household Pets

1. WVDA will assist in the coordination for the safety and well-being of household pets. The focus will be on missions to assist local organizations, pet shelters, non-profit and other related animal organizations. Local organizations are responsible for managing local pet shelters but may request assistance through SEOC. These requests will be directed to the ESF #11 staff person.

D. Safety and Security of the Commercial Food Supply

1. A natural or manmade disaster could threaten the safety and security of the commercial food supply. Natural disasters may damage or destroy food storage facilities, cause floods, and interrupt electrical power resulting in contamination and temperate abuse of food. Man Made incidents may result in food contamination by chemical, biological, radiological, nuclear, or explosive agents. Fires and food-transporting vehicle accidents may also cause food contamination.
2. WVDA and WV Department of Health have trained personnel and plans for responding to natural or manmade disasters that may have rendered food unsafe for consumption. The two agencies will coordinate activities to maximize the use of resources. When presented with a food safety or security mission, staff in ESF #11 will contact the Commissioner of Agriculture and Secretary of WV Department of Health. These individuals will coordinate with staff to plan the response and keep staff in ESF #11 informed.

VI. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities
WV Department of Agriculture	WVDA	<ul style="list-style-type: none"> ▪ Serve as the state liaison with the US Department of Agriculture. ▪ Monitor the incidence rates of animal and plant diseases and pest infestations affecting agriculture. ▪ Advise the public to stockpile food and water supplies sufficient for their household for 5 to 7 days. ▪ Assist affected local governments as needed with the provision of essential food supplies to mass care facilities. ▪ Locate and coordinate provisions of surplus food for delivery to the disaster area. ▪ Assist with the safety and wellbeing of household pets. ▪ Identify animals that must be euthanized and minimize the effect of the disease on people, the economy, and the environment. ▪ Address the safety and wellbeing of household pets. ▪ Keep accurate logs and other records of all emergency responses. Accomplish After Action Reports and other reports, as appropriate. ▪ Review short-term recovery actions and develop long-term strategies to ensure adequate food supplies.
WV Emergency Management Division	WVEMD	<ul style="list-style-type: none"> ▪ Activate the SEOC, if conditions and requirements exceed local resources and state resources are needed. ▪ Assign state and local emergency response/damage assessment teams to the disaster area(s) to determine the extent of damage, industries involved, and the resources needed for energy restoration. These teams may require subject matter experts in order to make a good assessment.

		<ul style="list-style-type: none"> Coordinate press releases concerning agriculture, food supply and natural/cultural resources -related issues using procedures outlined in ESF #15 External Affairs.
		<ul style="list-style-type: none"> Coordinate and communicate specific ESF #11-related needs and requirements with county emergency management offices. Collect, evaluate, and share information on damaged food distribution systems and estimate the impact within the affected areas. Coordinate the implementation of voluntary and mandatory food supply measures once the Governor has declared a “state of emergency.”
WV Department of Environmental Protection	WVDEP	<ul style="list-style-type: none"> Identify and assist with the coordination of disposal of food, animals, and other items.
WV Division of Natural Resources	WVDNR	<ul style="list-style-type: none"> Provide wildlife-related assistance. 6 canine units Dive Team Drones
WV Department of Transportation	WVDOT	<ul style="list-style-type: none"> Coordinate transportation requests relating to food transportation distribution requirements. Refer to ESF #1 Transportation.
WV Department of Health		<ul style="list-style-type: none"> Assist in acquiring and distributing food and water supplies, as necessary. Train personnel and plan for responding to natural or manmade disasters that may have rendered food unsafe for consumption.
WV National Guard	WVNG	<ul style="list-style-type: none"> Serve as the primary agency for military support. (See Support Annex 2 Military Support)

WV Department of Homeland Security	WVDHS	<ul style="list-style-type: none">▪ Provides bulk shelf-stable food storage and dispensing, as resources allow.▪ Provide emergency food supplies in coordination with WVEMD and WVDA as resources allow.
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AUTHORITIES AND REFERENCES

I. AUTHORITIES

- A. West Virginia Code §15-1
- B. West Virginia Code §15-5
- C. West Virginia Code §16
- D. West Virginia Code §19

II. REFERENCES

- A. State of West Virginia Emergency Operations Basic Plan, as amended
- B. Other Appendices, as Developed and Published

Emergency Support Function #12: Energy

COORDINATING AGENCY

WV Emergency Management Division
(WVEMD)

PRIMARY SUPPORT AGENCIES

WV Office of Energy (WVOE) WV Public
Service Commission (PSC)

SUPPORT AGENCIES AND ORGANIZATIONS

- WV Department of Transportation (WVDOT)
- WV Department of Homeland Security (WVDHS)
- American Electric Power Company (AEP)
- FirstEnergy Power Company
- WV National Guard (WVNG)
- TC Energy
- Natural Gas Companies

ESF ELEMENTS

I. PURPOSE

Emergency Support Function (ESF) 12 Energy, of the WV Emergency Operation Plan (EOP), is intended to facilitate the exchange of information among jurisdictions and promote a coordinated approach to accomplishing energy and utility related activities. Specifically, it establishes policies and procedures for coordination of the response and recovery from damaged energy systems and components that impact, or threaten to affect, the state's infrastructure and a significant number of citizens. This annex coordinates the preventative, restorative, and recovery actions that support immediate response and recovery operations. This annex is intended to be consistent with the Federal response under the Department of Energy to maintain the national energy infrastructure systems.

II. SCOPE

- A. ESF #12 is one component of the WVEOP. It is designed to address all-hazards and emergency situations with the potential to require some degree of regional coordination. It is intended to assist with collection, evaluation, and sharing of information on damaged energy systems and estimate the impact within the affected areas.
- B. ESF #12 is intended to support, but never supersede, the functional annexes and ESFs of local Emergency Operations Plans, or other plans and protocols maintained by public and/or private agencies and organizations in the execution of ESF #12 related activities.
- C. For the purposes of this ESF Energy

1. Includes, but is not limited to; electric, natural gas, propane, water, sewer, telephone, cable, internet, and related services and activities, such as producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy systems and system components.
- D. ESF #12 facilitates the restoration of energy systems through legal authorities and waivers, provides technical expertise to the public/private-sector stakeholders, conducts field assessments, and assists government and public/private-sector stakeholders overcome challenges in restoring the energy system in a timely and safe manner. Additionally, ESF #12 provides information concerning the energy restoration process such as projected schedules, restoration timelines, geographic information on the restoration, and other information as appropriate.

III. POLICIES

- A. All departments and agencies assigned responsibilities within ESF #12 will develop and maintain the necessary plans and standard operating procedures needed to accomplish their tasks.
- B. Restoration of normal operations at energy facilities is the responsibility of the facility owners.

IV. ORGANIZATIONAL STRUCTURE

The private sector stakeholders (PSS) will be entrusted to manage independently until they can no longer do so, or until the health, safety, and welfare of citizens are at risk. The PSS will take the lead in the response to rapidly restore the energy infrastructure and services after an incident and will be expected to establish their own emergency plans and procedures and implement them through their own proprietary systems.

V. CONCEPT OF OPERATIONS

- A. General

The type and extent of coordination activities initiated, and maintained, will depend on capabilities of jurisdictions involved and scope of incident. Local EMA's will initiate and maintain regional coordination activities based on a recognized need to exchange and/or clarify information regarding events; disseminate common emergency messages; or provide assistance to impacted jurisdictions. Technology will be maximized, and virtual information sharing encouraged to accomplish ESF #12 related activities.

1. The WVEMD requests that representatives from the PSC and WVOE be available. WVEMD and WVOE will identify which support agencies are needed and activate those agencies.

2. The state assets that are available assist county emergency management and others with their emergency efforts to provide fuel, power, and other necessary resources. Priorities for allocation of these assets are to provide sufficient fuel supplies to state agencies, emergency response organizations,
3. life support operations (hospitals, nursing homes, and others) and areas along evacuation routes.
4. WVEMD communicates with utility representatives to determine the emergency response and recovery needs.
5. In the event of a shortage of automotive transportation fuels or fuels needed for other industrial purposes, the WVEMD will coordinate through the WVOE with the industry trade groups and associations to obtain essential fuel supplies.
6. The PSC is the primary agency to respond to non-petroleum energy emergencies.
7. The PSC is responsible for ensuring that electric and natural gas concerns are addressed.

B. Preparedness

1. Address communications concerns with electric and natural gas utilities by supporting agencies responding to, and recovering from, energy emergencies in the State of West Virginia.
2. Establish with local, State and Federal officials and local energy suppliers the priorities to restore damaged energy systems and the availability of energy supply resource assistance.
3. Develop necessary plans to assist in the movement of public and private sector resources to aid in the restoration of critical services.

C. Response

1. ESF #6 and local emergency management offices coordinate with the WVEMD to identify specific emergency shelter power generation needs. WVEMD will coordinate with all supporting agencies to locate local resources for emergency shelter power generation and backup.
2. WVEMD coordinates closely with local, other State agencies, and Federal agencies. Coordination includes:
 - a. Assess energy system damage, supply, demand, and requirements to restore each system. WVOE maintains monthly supply volumes from prime suppliers and will supply real time fuel volume and

supplier contact information to the State Emergency Operations Center (SEOC).

- b. Assist local and State agencies in obtaining fuel for transportation and energy operations. Fuel-saving actions are to be implemented
- c. by responding to local and state agencies. WVOE assists by working with neighboring states on coordinating regional responses to shortfall situations.
- d. Coordinate with support agencies for assistance in helping energy suppliers obtain information, escort, equipment, specialized labor, fuel, and transportation to repair or restore energy systems.
- e. Disseminate, with assistance of WVOE, emergency energy information, education, and conservation guidance to public, private, and governmental organizations, and offices. All energy press releases are to be coordinated through the WVEMD Public Information Officer (PIO) and the Governor’s Office of Communications.
- f. Coordinate with the PSC to process all fuel and power assistance requests received from local jurisdictions.

VI. AGENCY RESPONSIBILITIES MATRIX

Supporting and Coordinating Agency	Acronym	Responsibilities
WV Emergency Management Division	WVEMD	<ul style="list-style-type: none"> ▪ Activate the SEOC, if conditions and requirements exceed local resources and state resources are needed. ▪ Assign state and local emergency response/damage assessment teams to the disaster area(s) to determine the extent of damage, industries involved, and the resources needed for energy restoration. These teams may require subject matter experts in order to make a good assessment. ▪ Coordinate press releases concerning energy-related issues. ▪ Coordinate and communicate specific energy needs and requirements with county emergency services offices.

		<ul style="list-style-type: none"> ▪ Collect, evaluate, and share information on damaged energy systems and estimate the impact within the affected areas. ▪ Coordinate restoration of electrical power, based on restoration priorities with 911 centers, emergency medical services, law enforcement, fire services, and local EMA.
WV Office of Energy	WVOE	<ul style="list-style-type: none"> ▪ Serve as the state liaison with the US Department of Energy. ▪ See Concept of Operations.
WV Public Service Commission	PSC	<ul style="list-style-type: none"> ▪ Prioritize needs for electric and natural gas utility restoration. Coordinate and direct the flow of resources with local support agencies. ▪ Maintain contact with electric, gas, telephone, and water utility companies serving emergency area(s) to obtain information about damage and assistance needed in their area(s) ▪ Monitor power utilities on an hourly basis and disseminate information twice a day, at minimum, during power outages to WVEMD. ▪ Coordinate and communicate electrical and fuel needs to the WVEMD. ▪ Coordinate resource support to repair damaged energy systems. ▪ Coordinate resource support to repair damaged energy systems.

		<ul style="list-style-type: none"> ▪ Coordinate through the WVEMD PIO and the Governor’s Office of Communications, appropriate news releases to keep local news organizations, state agencies, and the public informed of the current status of electric generating capabilities and shortfalls. Provide updates about assessments of supply, demand, and requirements to repair or restore systems. See ESF #15 External Affairs, for additional information about public outreach and information. ▪ Monitor repair procedures followed by individual utilities during energy-generating capacity shortages to ensure that a coordinated statewide power action plan is established. ▪ Determine West Virginia’s generating capacity; expected peak loads; expected duration of emergency event; explanation of utilities’ actions; and recommendations of state and local agency actions in support of the utilities. ▪ Receive and assess requests for aid from Federal, State, and local agencies, energy offices, energy suppliers, and distributors. ▪ Keep accurate logs and other records of all emergency responses. Accomplish After Action Reports and other reports, as appropriate. ▪ Review short-term recovery actions and develop long-term strategies for meeting state and local energy needs.
<p>WV Department of Transportation</p>	<p>WVDOT</p>	<ul style="list-style-type: none"> ▪ Coordinate transportation requests relating to energy requirements with ESF #1. ▪ If resources allow, assist utility companies, which are hauling supplies to affected areas.
<p>WV National Guard</p>	<p>WVNG</p>	<ul style="list-style-type: none"> ▪ Provide transportation for personnel, fuel, and equipment, as resources allow, in coordination with ESF #1 and IS 02 Annex. ▪ Provide emergency generator support, as resources allow, in accordance with IS 02 Annex.

AUTHORITIES AND REFERENCES

I. AUTHORITIES

- A. West Virginia Code §15-5
- B. West Virginia Code §15-1
- C. West Virginia Code §24

II. REFERENCES

- A. West Virginia Emergency Operations Plan – Basic Plan
- B. West Virginia State Emergency Operations Center (SEOC) Standard Operating Procedures

ATTACHMENTS

I. ATTACHMENT 1: COAL

A. Purpose

To coordinate the return of solid fuel supply systems to normal operations after a failure due to a manmade or natural disaster. In a safe and timely manner, collaborate with energy stakeholder providers to restore solid fuel supply and distribution systems. Establish with the federal government appropriate monitoring and mandates to reestablish a working balance between supply and demand, maintaining the economic viability of the State of West Virginia.

B. Organizational Structure

WVEMD in conjunction with the PSC and the WVDOE will establish procedures to receive information from coal users about potential or actual coal shortages in a timely manner. WVEMD will coordinate with Federal and other State agencies, manufacturers, utility, transportation and coal trade associations or companies, to identify existing or potential coal supply or distribution problems. Prior to the Governor making decisions or recommending specific courses of action regarding coal, WVEMD will advise the Governor and their staff of potential impacts on the state infrastructure and other energy systems. When appropriate selected representatives from the public/private sector will be invited to serve in an advisory capacity in areas where their particular expertise applies.

C. Concept of Operations

1. West Virginia coal-fired electric generating utilities normally maintain reserve supplies of coal for short term supply disruptions. An inability to maintain a supply of coal to the electric generating utilities will result in implementation of electric power conservation programs until the supply of coal is restored. In the event that a prolonged coal supply or transportation disruption occurs, available coal supplies may be interrupted for a long period and more stringent conservation measures will be implemented as coal reserves are depleted.
2. In the event of coal shortages due to a lengthy rail, river barge or truck coal supply disruption or a prolonged period of extreme hot/cold weather, WVEMD and other supporting agencies with public/private industry and utility stockholder representatives will coordinate and recommend the best solutions to resolve a coal supply or distribution emergency.

II. ATTACHMENT 2: ELECTRIC POWER

A. Purpose

To coordinate procedures, maximize advance warnings, and respond to any shortages of generating capacity or fuel supply. In a shortage situation, the distribution and use of available electricity will be consistent with state priorities of providing for the health and safety of the citizens.

B. Organizational Structure

WVEMD in coordination with the PSC and WVOE, federal agencies, other state agencies, and the public/private electric power industry stockholders will monitor the adequacy of generating capacity and fuel supplies. ESF #12, through WVEMD, will keep the Governor, appropriate state agencies, and the electric power industry and the public informed of the developing situation and of possible conservation and emergency actions that may be required.

C. Concept of Operations

1. The interconnection of electrical utilities inside and outside of West Virginia permits the transfer of power to meet the demands of industry and citizens along the east coast. This creates the possibility of an electrical disruption from a natural or manmade disaster, capacity deficiencies or a localized fuel shortage. The utilities have on file emergency service restoration plans for responses to capacity deficiency emergencies that result from natural disasters.
2. In the event of an electrical disruption from a natural or manmade disaster, capacity deficiencies or a localized fuel shortage WVEMD in conjunction with the Governor may take the following actions as described in West Virginia code.
 - a. Should it become necessary to curtail electricity usage, the electrical utilities in West Virginia will implement their electric energy emergency conservation plans. These emergency procedures will be put into operation when the public health, safety, and welfare are threatened. West Virginia electrical utilities will keep WVEMD informed of all measures being taken.
 - b. If voluntary conservation actions do not sufficiently reduce the use of electricity, then electricity supplies may be cut off to certain users in order to preserve electricity for higher priority users.
 - c. In a severe manmade or natural disaster, upon the declaration of a state of emergency, the Governor may enact mandatory conservation measures to conserve electricity to include discontinuation of electricity to any industry, event, organization, schools,

non-essential public places, buildings not being used for sheltering, commercial wholesale and retail establishments and geographic areas not engaged in public safety and welfare or response operations.

- d. WVEMD, in coordination with PSC, WVOE, the Governor, and public/private electrical utility stockholders will regulate the utilities' management of their available resources so that the effects of a shortage will be minimized.

III. ATTACHMENT 3: NATURAL GAS

A. Purpose

To provide the task organization and procedures that are required to ensure that maximum advance warning will be provided regarding a potential critical shortage of natural gas; and that in a shortage situation, the distribution and use of available natural gas will be consistent with the state's priorities of providing for the health, safety, and welfare of the citizens of the State of West Virginia.

B. Organizational Structure

The WVEMD in coordination with the PSC and the WVOE will coordinate with Federal and other State agencies as well as natural gas stakeholders to monitor the adequacy of the supply and distribution of natural gas in West Virginia and surrounding states. ESF #12, through WVEMD, will keep the Governor, appropriate state agencies, and the natural gas industry stakeholders informed of the developing situation and of emergency actions required. Local gas distribution companies will also keep local authorities informed of any potential or actual shortages.

C. Concept of Operations

1. West Virginia produces and supplies through interstate transmission companies' natural gas to industries and citizens along the east coast of the United States.
2. The Federal Energy Regulatory Commission (FERC) makes and administers the rules for the equitable allocation of natural gas at the federal level when the supply is insufficient to meet the demand. In accordance with their authority, it is FERC policy to adjust natural gas curtailments to ensure "the protection of deliveries for the residential and small-volume consumers who cannot be curtailed on a daily basis, and to require instead a reduction in deliveries for large-volume interruptible sales". Assistance and guidance can be obtained from FERC with respect to problems involving interstate gas supplies and other matters pertaining to their authority.
3. The US Department of Energy (DOE) manages all interstate aspects of an energy crisis. In an energy emergency, the DOE may provide personnel to WVEMD and the SEOC for federal interagency coordination, state, and local government liaison, and integrate contingency measures. FEMA Region 3 may provide coordination efforts.
4. WVEMD in coordination with the PSC and WVOE will manage available resources to minimize the effects of a shortage within the state to protect the public health, safety, and welfare.

Emergency Support Function #13: Public Safety & Security

COORDINATING AGENCY

WV State Police (WVSP)

SUPPORT AGENCIES AND ORGANIZATIONS

- WV State Fire Marshal Office (WVSFMO)
- WV Division of Natural Resources (WVDNR)
- WV Department of Health
- WV Department of Transportation (WVDOT)
- WV Department of Environmental Protection (WVDEP)
- WV Public Service Commission (PSC)
- WV Fusion Center (WVFC)
- WV Division of Protective Services (Capitol Police)
- Local law enforcement
- EMS and Fire Departments
- National Guard
- Public Service Commission Law Enforcement Division

ESF ELEMENTS

I. PURPOSE

This annex defines the organizational and operational concepts and responsibilities required to accomplish state emergency law enforcement and security requirements.

II. SCOPE

- A. Emergency Support Function (ESF) 13 provides a mechanism for coordinating and providing support to local authorities to include non-investigative/non-criminal law enforcement, public safety, and security capabilities and resources during potential or actual incidents.
- B. ESF #13 capabilities support incident management requirements including personnel and critical infrastructure protection, security planning and technical assistance, technology support, and public safety in both pre-incident and post-incident situations.
- C. ESF #13 generally is activated in situations requiring extensive assistance to provide public safety and security and where local government resources are

overwhelmed or are insufficient, or in pre-incident or post-incident situations that require protective solutions or unique capabilities.

III. POLICIES

- A. All agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their tasks.
- B. State and local government law enforcement agencies and recognized private sector and Federal authorities have - within certain prescribed jurisdictional limits - primary responsibility for public safety and security, and typically are the first line of response and support in these functional areas.
- C. Through ESF #13, state or other law enforcement resources – when requested or required, as appropriate – are integrated into the incident command structure using National Incident Management System (NIMS) principles and protocols.
- D. The ESF #13 Coordinating Agency WVSP will coordinate supporting agencies to ensure that communication and coordination processes are consistent with stated incident management missions and objectives.
- E. This annex does not overrule the policies or Mutual Aid Agreements of any local government, private sector law enforcement agency, or Federal agency. The Mutual Aid Agreements between other law enforcement agencies will stand alone on their own merit and agreement.

IV. ORGANIZATIONAL STRUCTURE

The Superintendent, or designee, of the WVSP coordinates the police services operations of the department and supporting agencies, and maintains liaison with the Director, WV Emergency Management Division (WVEMD) throughout emergency and recovery operations.

V. CONCEPT OF OPERATIONS

- A. General
 - 1. During emergencies or disasters, the WVSP is responsible for law enforcement, traffic control and coordination in handling mass casualties and victim identification. These functions are customary responsibilities of the state police within assigned jurisdictions and are basically unchanged except to require intensified effort during a major emergency or disaster.
 - 2. When the local law enforcement system becomes strained during a major disaster, the WVSP renders assistance to municipal and county governmental agencies or any other agency or agencies to help protect life and property, alleviate suffering, restore, and maintain law and order.

3. Depending on the requests for services and its operational capabilities, State law enforcement assistance may consist of on-scene needs assessment,
 4. administrative support and/or full mobilization, and deployment of personnel and equipment. This may include law enforcement in security of the disaster area, traffic control activities, anti-looting activities, and other related operations as appropriate.
- B. Preparedness
1. Maintaining training and physical readiness.
 2. Developing appropriate response plans.
 3. Obtaining appropriate equipment and supplies, etc.
 4. This would be applicable to all Law Enforcement (LE) agencies.
- C. Response
1. Establish Incident Command or integrate into an existing Incident/ Unified Command structure that may be established by earlier arriving Emergency Services personnel.
 2. Analyze incidents to determine possible criminal or terrorist connections by local law enforcement in coordination with WVSP.
 3. If criminal or terrorist involvement is suspected, preserve possible evidence, and identify witnesses before they leave the scene.
 4. If terrorism is suspected, notify the Federal Bureau of Investigation (FBI), and the Governor’s Homeland Security Advisor (HSA), and the Secretary of WV Department of Homeland Security (WVDHS). Incidents of suspected or actual terrorism are addressed using procedures in Incident Specific 3, Terrorism.
 5. LE will maintain awareness of possible “secondary” devices or the presence of a chemical or biological risk to arriving officers.
 6. Develop a demobilization plan.
 7. When local law enforcement resources have been utilized to the maximum extent possible or when technical expertise is required and not available locally. If out of state resources are required, WVEMD may request assistance through the Emergency Management Assistance Compact (EMAC). This will be done through the State Emergency Operations Center (SEOC), if activated.

8. Continue analysis of the incident to determine if criminal or terrorist involvement is or should be suspected.
9. Continue to monitor the safety of law enforcement personnel including the possible use of Personal Protective Equipment (PPE).
10. Integrate arriving mutual aid units into the Incident or Unified Command structure.
11. Track resources and mission assignments in accordance with the NIMS.
12. Request resources by NIMS Type through the SEOC.
13. Revise the Demobilization Plan to account for mutual aid resources.

VI. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities
WV State Police	WVSP	<ul style="list-style-type: none"> ▪ The WVSP will provide police services when requested by local authorities when an emergency situation is beyond local capability or upon request of the Director, WVEMD. ▪ The Superintendent, WVSP, or his designated representative, coordinates police services as a member of the SEOC, when the SEOC is activated. ▪ <u>Security Functions:</u> <ul style="list-style-type: none"> ▪ Roving patrol ▪ Point security ▪ Access control (identification checks) ▪ Protection of critical facilities and key assets ▪ <u>Routine Law Enforcement Functions:</u> <ul style="list-style-type: none"> ▪ Routine patrol ▪ Traffic management and accident investigation ▪ Routine criminal investigation ▪ Evidence collection and preservation ▪ Responding to public calls for service ▪ Special Operations Response ▪ Hostage Negotiations ▪ <u>Non-Routine Functions:</u> <ul style="list-style-type: none"> ▪ Conduct operations in a suspected or actual contaminated environment ▪ Assist federal authorities with their investigations ▪ Respond to suspected or actual domestic or foreign acts of terrorism ▪ Anti-looting enforcement ▪ Civil disorder response

WV Department of Homeland Security	WVDHS	<ul style="list-style-type: none"> Coordinate with the HSA and the FBI.
WV Fusion Center	WVFC	<ul style="list-style-type: none"> WVFC will be used for intelligence analysis and information gathering and sharing.
WV State Fire Marshal Office	WVSFMO	<ul style="list-style-type: none"> Coordinate SFMO law enforcement support for hazardous materials response.
WV National Guard	WVNG	<ul style="list-style-type: none"> Provide sworn law enforcement officers from the Air National Guard Security Police to supplement WVSP and/or local law enforcement agencies with very strictly outlined duties, as long as they are still under State Active Duty (SAD). Provide National Guard soldiers for utilization of traffic control and area control as long as the WVNG is activated and ordered to do so by the Governor. Intelligence analysis and information gathering and sharing. Assistance in radiological events (Civil Support Team - CST and CERFP).
WV Department of Health		<ul style="list-style-type: none"> Assistance in radiological events. Assistance for victim identification and support in accordance with state laws in handling disaster-related deaths. Support WVSP and Local Law Enforcement with public health and quarantine processes.
WV Department of Transportation	WVDOT	<ul style="list-style-type: none"> Personnel and equipment upon request by the Superintendent for traffic control. (WV Division of Highways - WVDOH)
WV Department of Environmental Protection	WVDEP	<ul style="list-style-type: none"> Assistance in hazardous materials incidents.

WV Department of Commerce / WV Division of Natural Resources	WVDCOM/ DNR	<ul style="list-style-type: none"> ▪ WVDNR Law Enforcement Division: Supplemental law enforcement personnel when requested. ▪ 6 canine units ▪ Dive Team ▪ Drones
WV Public Service Commission	PSC	<ul style="list-style-type: none"> ▪ Supplemental law enforcement when requested.
WV Division of Corrections and Rehabilitation	WVDCR	<ul style="list-style-type: none"> ▪ Provide sworn office from Special Operations and K9 units for area control, crowd control, site security, and mass transports as needed.

AUTHORITIES AND REFERENCES

I. AUTHORITIES

- A. State of West Virginia Emergency Services and Disaster Laws
- B. West Virginia Code §15-1
- C. West Virginia Code §15-2
- D. West Virginia Code §15-5
- E. West Virginia Code §16
- F. West Virginia Code §20
- G. West Virginia Code §22
- H. West Virginia Code §24A
- I. West Virginia Code §15A-11
- J. West Virginia Code §15-5-9

II. REFERENCES

- A. West Virginia State Police Emergency Plan
- B. West Virginia Hazardous Materials Response Plan
- C. State of West Virginia Emergency Operations Plan – Basic Plan
- D. West Virginia State Emergency Operations Center (SEOC) Standard Operating Procedures
- E. National Response Framework, as amended
- F. National Incident Management System
- G. Homeland Security Presidential Directive 5
- H. Homeland Security Presidential Policy Directive (PPD) 8

Emergency Support Function #14: Cross-Sector Business and Infrastructure

COORDINATING AGENCY

WV Emergency Management Division
(WVEMD)

PRIMARY AGENCY

WV State Resilience Office (WVSRO)

SUPPORT AGENCIES AND ORGANIZATIONS

- WV Department of Commerce (WVDCOM)
- US Army Corps of Engineers (USACE)- Federal Agency
- Non-Governmental Organizations (NGO)
- All WV State Agencies

ESF ELEMENTS

I. PURPOSE

The purpose of Emergency Support Function (ESF) 14 – Cross-Sector Business & Infrastructure is to support the coordination of cross-sector operations, including the stabilization of key supply chains and community lifelines in West Virginia counties and municipalities. This ESF describes the operational components as well as roles and responsibilities of the agencies necessary to fulfill the duties of ESF #14.

This annex is intended to be consistent with the WV Emergency Operations Plan (WVEOP), the National Disaster Recovery Framework (NDRF), the National Response Framework (NRF), and coordinate cross-sector operations for stabilizing community lifelines.

II. SCOPE

- A. ESF #14 serves to align and support cross-sector operations among infrastructure owners and operators, businesses, and government partners to stabilize community lifelines. ESF #14 is complementary to the operations of the other ESFs and is a mechanism for private-sector and other critical infrastructures that are not aligned to an ESF or have no other means of coordinating their inclusion in emergency response operations.
- B. Activities of ESF #14 include: provide unique services and resources from the private sector to enhance response operations, coordinate with other ESFs to ensure residents of WV (or affected areas) have access to essential services, coordinate among private sector and infrastructure partners to prevent or mitigate cascading failures across multiple sectors, and coordinate with private sector partners to stabilize supply chains and distribution networks both within and outside the affected area.

III. POLICIES

- A. All agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their tasks.
- B. Supports deliberate planning by identifying critical nodes among infrastructure sectors; assessing potential single points of failure in National Critical Functions and supply chains; and providing analysis to support integrated cross-sector response planning by infrastructure owners and operators, and local, state, tribal, and territorial government partners.
- C. Analyzes the requirements for stabilizing lifelines and restoring critical supply chains and uses modeling and simulation capabilities to identify emerging critical nodes and options for emergency service restoration, in support of, and in coordination with, ESFs and Private Sector Stakeholders (PSS).
- D. Aggregates information, assesses cross-sector challenges, identifies cross-sector interdependencies, and disseminates analysis products. These assessments inform decisions about sequencing response efforts to stabilize community lifelines, mitigating cascading impacts, and meeting survivor needs, in collaboration with other ESFs and PSSs.
- E. Serves as the interface with businesses, industries, and critical infrastructure sectors not aligned to other ESFs.
- F. Collects data, in coordination with ESFs and PSSs, to provide essential elements of information and critical information requirements identified by ESF #5 – Information and Planning, regarding infrastructure status, impacts, factors limiting commercial exchange, and other economic drivers for the incident and nationally.
- G. In collaboration with other ESFs, engages National Disaster Recovery Framework, Recovery Support Functions (RSF) 6 and PSSs to enable information sharing between the public and private sectors and to help ensure partner organizations have the information required to make informed incident-related decisions to promote resilient recovery.
- H. Collaborates with government coordinating structures, including other ESFs and RSFs, to share vital information about the status of critical infrastructure and commerce, response activities, and persistent vulnerabilities with national-regional-local-level partners to foster shared situational awareness.

IV. SITUATION

- A. Community lifelines rely on businesses, interdependent critical infrastructure sectors, and complex supply chains. Disruptions in one sector can rapidly cascade across others. Such incidents can also disrupt National Critical Functions and related supply chains.

- B. While business and infrastructure owners and operators have primary responsibility for managing their operations and systems in emergencies, ESF #14 will support and enable collaboration among critical infrastructure sectors and will help to coordinate and sequence such operations to mitigate cascading failures and risks. ESF #14 will identify, collect, and synthesize information from participating private- and public-sector entities, and will provide guidance to support emergency response operations.

V. PLANNING ASSUMPTIONS

- A. Assumptions are made as part of every strategy development process. Planning assumptions are based on statistics, history, behavior patterns, and likely future trends. The following assumptions are considerations for ESF #14 Cross-Sector Business and Infrastructure:
 - 1. Organizations representing private sector partners will share information with one another, WV, and the affected County to coordinate support, request resources, and share information about the impacts to the private sector following a disaster.
 - 2. Private sector entities that are impacted may have limited resources to support other State/County operations and may be focused more on their own stabilization than in supporting the public sector.
- B. Planning assumptions are typically broad and help to frame the objective of the planning effort. They require acknowledgement that planning objectives are complex and apply to the whole community. Some overarching planning assumptions include:
 - 1. Future risk is evolving and presents new challenges.
 - 2. Incidents are typically managed at the lowest possible geographic, organizational, and jurisdictional level.
 - 3. Resilience, both physical and social, is a desired outcome—the state of being able to adapt to changing conditions and then withstand and effectively rebound from the impacts of disasters and incidents.
 - 4. Resilience can be acquired through a process of pre- and post-disaster planning, leadership development, and partnership building.

VI. ORGANIZATIONAL STRUCTURE

- A. The Governor (or designated representative) will determine the need for State or higher-level oversight of the process of Business and Infrastructure coordination.
- B. The private sector plays a leading role in designing and executing the coordination functions and other priorities of private-public collaboration under ESF #14.

- C. The multisector nature of ESF #14 presents unique opportunities for whole community integration.
- D. Cross-sector operations under ESF #14 follow the principle that incident response is locally executed, state managed, and federally supported. Local, state, county, and municipal governments typically have close collaborative relationships with critical infrastructure in their respective jurisdictions, such as with publicly and privately operated utilities.
- E. Businesses and critical infrastructure sectors essential for maintaining and stabilizing community lifelines should be represented at WVFC and Emergency Operations Centers (EOC) operated by the government providing situational awareness to homeland security and emergency management officials.
- F. Business Emergency Operations Centers (BEOC)s or State Private Sector Liaisons, or the Chambers of Commerce at the state and local level may act as the representative of the business community. These collaborative relationships provide the foundation for coordinating cross-sector operations and enabling readiness through multi-sector planning and exercises.

VII. CONCEPT OF OPERATIONS

A. State, Local, County, and Municipal Governments

1. At the state, local, county, and municipal levels, information sharing and requests for assistance from the private sector will be reviewed by impacted jurisdictions coordination centers, such as EOCs. Government and private sector partners should collaborate to collect, assess, prioritize, and support private sector requirements, consistent with applicable laws and regulations and with ESF #14 staff involvement. If local and state support assets are inadequate to meet the requests for assistance to stabilize community lifelines, states will forward requests to the Federal Government, consistent with the NRF and other sources of guidance.
2. Information received is reported to government coordinating agencies, including ESF #14, to disseminate, in coordination with ESF #15, to state, local, county, and municipal government stakeholders. This information sharing is vital to emergency management officials about the impact of disasters on the private sector and critical infrastructure.
3. ESF #14 staff also provide analytic support to state, local, county, and municipal governments, and their private sector partners to identify risks of cascading failures and critical nodes to stabilize before and during incidents.

B. Private Sector and Non-governmental Organizations

The private sector includes for-profit and nonprofit organizations, formal and informal structures, commerce, and industries that comprise the national economy

and are not part of a government structure. NGO are a distinct category of organizations within the private sector and can include voluntary, ethnic, faith based, veteran-based, disability, relief agency, and animal welfare organizations, among others.

ESF #14 serves as a point of contact during cross-sector operations for owners and operators that are not already engaged with a sector-specific ESF and minimizes the risk of conflicting government guidance on response priorities. In collaboration with agencies at all levels of government, ESF #14 provides businesses, NGOs, and infrastructure owners and operators with an integrated “touchpoint” to:

1. Support private sector and cross-sector response operations consistent with the NRF, applicable laws, and other sources of guidance.
2. Integrate analysis of requests for Federal assistance that could prevent cascading failures and assess the value of providing such assistance to better ensure sustained stabilization of community lifelines and National Critical Functions.
3. Provide analytic support on cross-sector vulnerabilities and critical nodes for prevent planning and assist during incidents with situational awareness of business and critical infrastructure disruptions, modeling and simulation, and other assessment and analysis capabilities.

C. Utility of National Critical Functions

The National Critical Functions are a springboard for a wide range of risk management activity including:

1. Supporting Infrastructure and Programmatic Prioritization
2. Conducting Detailed Operational and Risk Analysis
3. Informing Intelligence Collection Requirements
4. Supporting Incident Management Prioritization
5. Setting Priorities for Investments in Infrastructure Security and Resilience
6. Supporting National Security Decision Making
7. Enhancing the Efficacy of Continuity Efforts

VIII. NATIONAL CRITICAL FUNCTIONS:

The functions of government and the private sector are so vital to the US that their disruption, corruption, or dysfunction would have a debilitating effect on security, national economic security, national public health or safety, or any combination thereof.

Connect: Connections by technologies that enable critical communications and capabilities to send and receive data (e.g., internet connectivity and satellite access)

Distribute: Distribution methods that allow the movement of goods, people, and utilities inside and outside the US (e.g., electricity distribution and cargo transportation)

Manage: Management processes that ensure our national security and public health and safety (e.g., managing hazardous material, conducting elections, and national emergencies)

Supply: Supplies of materials, goods, and services that secure our economy (e.g., water and housing)

<i>Connect</i>	Distribute	Manage	Supply
<ul style="list-style-type: none"> ▪ Operate Core Network ▪ Provide Cable Access Network Services ▪ Provide Internet Based 	<ul style="list-style-type: none"> ▪ Distribute Electricity 	<ul style="list-style-type: none"> ▪ Conduct Elections 	<ul style="list-style-type: none"> ▪ Exploration and Extraction of Fuels
<ul style="list-style-type: none"> ▪ Content, Information, and Communication Services ▪ Provide Internet Routing, Access, and Connection Services 	<ul style="list-style-type: none"> ▪ Maintain Supply Chains 	<ul style="list-style-type: none"> ▪ Develop and Maintain Public Works and Services 	<ul style="list-style-type: none"> ▪ Fuel Refining and Processing Fuels
<ul style="list-style-type: none"> ▪ Provide Positioning, Navigation, and Timing Services 	<ul style="list-style-type: none"> ▪ Transmit Electricity 	<ul style="list-style-type: none"> ▪ Educate and Train 	<ul style="list-style-type: none"> ▪ Generate Electricity
<ul style="list-style-type: none"> ▪ Provide Radio Broadcast Access Network Services ▪ Provide Satellite Access Network Services ▪ Provide Wireless Access Network Services ▪ Provide Wireline Access Network Services 	<ul style="list-style-type: none"> ▪ Transport Cargo and Passengers by Air 	<ul style="list-style-type: none"> ▪ Enforce Law 	<ul style="list-style-type: none"> ▪ Manufacture Equipment
<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ Transport Cargo and Passengers by Rail 	<ul style="list-style-type: none"> ▪ Maintain Access to Medical Records 	<ul style="list-style-type: none"> ▪ Produce and Provide Agricultural Products and Services

▪	▪ Transport Cargo and Passengers by Road	▪ Manage Hazardous Materials	▪ Produce and Provide Human and Animal Food Products and Services
▪	▪ Transport Cargo and Passenger s by Vessel	▪ Manage Wastewater	▪ Produce Chemicals
▪	▪ Transport Materials by Pipeline	▪ Operate Government	▪ Provide Metals and Materials
▪	▪ Transport Passengers by Mass Transit	▪ Perform Cyber Incident Management Capabilities	▪ Provide Housing
▪	▪	▪ Prepare for and Manage Emergencies	▪ Provide Information Technology Products and Services
▪	▪	▪ Preserve Constitutional Rights	▪ Provide Materiel and Operational Support to Defense
▪	▪	▪ Protect Sensitive Information	▪ Research and Development
▪	▪	▪ Provide and Maintain Infrastructure	▪ Supply Water

▪	▪	▪ Provide Capital Markets and Investment Activities	▪
▪	▪	▪ Provide Consumer and Commercial Banking Services	▪
▪	▪	▪ Provide Funding	▪
▪	▪	▪ Liquidity Services	▪
▪	▪	▪ Provide Identity Management and Associated Trust Support Services	▪
▪	▪	▪ Provide Insurance Services	▪
▪	▪	▪ Provide Medical Care	▪
▪	▪	▪ Provide Payment, Clearing, and Settlement Services	▪
▪	▪	▪ Provide Public Safety	▪

▪	▪	▪ Provide Wholesale Funding	▪
▪	▪	▪ Store Fuel and Maintain Reserves	▪
▪	▪	▪ Support Community Health	▪

IX. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities
WV Emergency Management Division	WVEMD	<ul style="list-style-type: none"> ▪ Use risk management principles to identify vulnerabilities in critical infrastructure, such as cross-sector interdependencies, and recommend mitigation actions. ▪ Coordinate partnering of ESFs securing key supply chain nodes, methods of transport among nodes, and materials in transit. ▪ Coordinate partnering with ESF #6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services to assist with food, water, and sheltering. ▪ Coordinate partnering with ESF #7 – Logistics to ensure whole community incident planning and support for timely and efficient delivery of supplies, equipment, services, and facilities. ▪ Coordinate partnering with ESF #1 – Transportation to support engagement efforts with transportation sector businesses, as well as infrastructure owners and operators. ▪ Coordinate with ESF #1, the Transportation Sector PSSs, and owner operators to determine FEMA eligible requests for assistance and ensure that the needs of first responders and the critical lifeline sectors are considered when developing emergency or alternative transportation routes. ▪ Coordinate with ESF #8 – Public Health and Medical Services, ESF #10 – Oil and Hazardous Materials Response, and ESF #11 – Agriculture and Natural Resources, assists in assessing and mitigating impacts of a hazardous material release or release of other contaminants to critical

		<p>infrastructure, businesses, the public, and first responders.</p> <ul style="list-style-type: none"> ▪ Coordinate the activities of Support Agencies within ESF #14 to fulfill operational objectives. ▪ Direct the activities of the ESF #14 in conjunction with assistance from ESFs at the local, State, or Federal levels as applicable. ▪ Collaborate with other Coordinating Agencies to ensure an effective response between ESFs. ▪ Share ESF #14 activity information with appropriate affected areas.
<p>Voluntary Organizations /NGO's</p>	<p>NGO</p>	<ul style="list-style-type: none"> ▪ Coordinate with private sector organizations on corporate humanitarian response activities and/or philanthropic programs. ▪ Share information on the response and recovery process to assist industry partners who have been impacted or are functioning under business continuity plans. ▪ Provide data and conduct outreach to the business community, including utilizing local stakeholder networks to determine incident damages and resource needs. Coordinate with WVDC, WVEMD and other agencies in bringing together voluntary, religious, and civic organizations to assist in meeting specific housing, sheltering, and personal needs for people affected by disasters.
<p>WV State Resilience Office</p>	<p>WVSRO</p>	<ul style="list-style-type: none"> ▪ Assist WVDC, WVEMD and NGOs in their task assignments to ensure policies and procedures are in place to prevent and rectify duplication of benefits or receipt of excessive assistance.
<p>WV Department of Commerce</p>	<p>WVDCOM</p>	<ul style="list-style-type: none"> ▪ Perform tasks as assigned by WVEMD.

All State Agencies		<ul style="list-style-type: none"> ▪ Perform tasks as assigned by WVEMD.
US Army Corps of Engineers	USACE	<ul style="list-style-type: none"> ▪ Support through FEMA directed Mission Assignments and the use of the Section 22 Planning Assistance to States, Section 14 Streambank Restoration, and other Continuing Authority Programs. ▪ Monitor USACE dams during a flood event for signs of distress. ▪ Identify that a dam failure condition exists and report to supervisors, local officials, and local emergency management agencies. ▪ Coordinate emergency response to the dam and take actions to reduce consequences in a dam failure event. ▪ Arrange for a detailed inspection of the dam and appurtenances and continue to monitor the situation. ▪ Conduct periodic inspections and assessments of dams to ensure they are being properly maintained. ▪ Conduct periodic emergency exercises with dam staff and local officials to maintain preparedness. ▪ Conduct dam safety training to train dam personnel on issue detection and response.

AUTHORITIES AND REFERENCES

I. AUTHORITIES

- A. West Virginia Code §15-5, as amended
- B. §29-30-1. State Resiliency and Flood Protection Plan Act.

II. REFERENCES

- A. West Virginia Emergency Operations Plan, Basic Plan as amended
- B. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
- C. National Response Framework, as amended
- D. National Disaster Recovery Framework, as amended
- E. National Disaster Recovery Framework, Information Sheet, as amended
- F. National Mitigation Framework, as amended

Emergency Support Function #15: Emergency Public Information (External Affairs)

COORDINATING AGENCY

WV Emergency Management Division
(WVEMD)

SUPPORT AGENCIES AND ORGANIZATIONS

- All Departments and Divisions

PRIMARY AGENCY

See ESF Annex for incident.

ESF ELEMENTS

I. PURPOSE

Emergency Support Function (ESF) 15 – Emergency Public Information (PIO) (External Affairs) provides accurate, coordinated, timely, and accessible information to affected audiences, including governments, media, the private sector, and the local populace, including children; those with disabilities and others with access and functional needs, and individuals with limited English proficiency.

II. SCOPE

- A. ESF #15 encompasses all of WV’s agencies that may require incident information-sharing and external affairs support or whose external affairs assets may be employed during incidents requiring a coordinated State response.
- B. ESF #15 coordinates State actions to provide the required PIO support to Local, State, and Federal incident response entities.
- C. ESF #15 integrates the components of PIO, Legislative Affairs, Intergovernmental Affairs (local, state coordination), and the private sector under the coordinating umbrella of PIO (External Affairs).
- D. Another component, the Joint Information System (JIS), ensures the coordinated release of information under ESF #15.
- E. The Planning and Products component of PIO (External Affairs) develops all external and internal communications strategies and products for the ESF #15 lead organization.
- F. Personnel who work under the umbrella of PIO (External Affairs) must be familiar with the provisions of ESF #15 in the event that the ESF is activated.
- G. Non-State governmental external affairs elements are fully integrated into ESF #15.

- H. During an incident, local, state, and federal authorities share responsibility for communicating information regarding the incident to the public. These actions are a critical component of incident management and must be fully integrated with all other operational actions to ensure the following objectives are met:
1. Delivery of incident preparedness, health, response, and recovery instructions to those directly affected by the incident.
 2. Dissemination of incident information to the public, including children; those with disabilities and other access and functional needs; and individuals with limited English proficiency populations.
- I. The ESF #15 structure provides a supporting mechanism to develop, coordinate, and deliver messages. State department and agency communicators develop, coordinate, and deliver information and instructions to the public related to:
1. State assistance to the incident-affected area.
 2. State agency response.
 3. State preparations.
 4. Protective measures.
 5. Impact on non-affected areas.

III. RELATIONSHIP TO THE WHOLE COMMUNITY

This section describes how ESF #15 relates to other elements of the whole community.

A. Individuals/Community Organizations

1. The public, both individuals and community organizations, have an important role in assisting with rapid dissemination of information, identifying unmet needs, and mutual support.

B. Local Governments

1. All incidents begin and end locally. Authorities from the local government retain the primary responsibility for communicating health and safety instructions for their population.
2. Nothing in this annex limits the authority of local elected or appointed officials to release information regarding an incident under their jurisdiction, particularly if it involves immediate health and safety issues.
3. In the unlikely event that the local government is unable to perform these duties, the State will provide vital operational health and safety information to the affected population.

4. Nothing in this document should be construed as diminishing or usurping the local government or jurisdiction's responsibilities.
- C. Private Sector / Non-Governmental Organization (NGO)
1. The private sector is a component of PIO (External Affairs). Coordinated communication and collaboration with the private sector supports effective incident response by integrating private sector capabilities and information into response operations.
 2. Information must be coordinated across various levels of government to identify needs, convey resources available for business recovery, and facilitate collaborative support for economic recovery.
 3. Information must be disseminated about response and other important information to the private sector through public outreach and education methods, such as media campaigns, workshops, roundtables, and training.
- D. State Government
1. The WVEMD PIO (External Affairs) Joint Information Center (JIC) is activated during incidents requiring a coordinated State response to serve as the State incident information coordination center.
 2. Responsibilities of the lead PIO in the state emergency operations center
 3. Should the State Emergency Operations Center (SEOC) be activated, the lead PIO for each 12-hour shift is responsible for:
 - a. Record-keeping of appropriate forms begins at shift change.
 - b. Representing and advising the Incident Commander on all public information matters relating to the management of the incident.
 - c. Monitoring and handling media and public inquiries.
 - d. Managing daily messages, media events, and editorial products.
 - e. Liaising and coordinating with PIOs in the JIC and/or from other State and local agencies, businesses, community groups and private sector.
 - f. Screening questions and identifying the correct spokesperson to answer questions.
 - g. Managing government communication resources to avoid duplication of efforts.

- h. Developing SEOC staffing schedule for the PIO/JIC and an organizational chart.

IV. CONCEPT OF OPERATIONS

A. Emergency Public Information

1. Provides accurate, coordinated, and timely information to affected audiences during incidents requiring a coordinated State response.
2. Provides communications support and advice to leaders during an incident.
3. Conducts communications planning.
4. Coordinates messages with responsible State agencies and local governments from a Joint Information Center.
5. Gather information on the incident.
6. Provides incident-related information through the media and other sources in accessible formats and multiple languages to individuals, households, businesses, and industries directly or indirectly affected by the incident, including those with disabilities and others with access and functional needs.
7. Monitors news coverage to ensure that accurate information is disseminated.
8. Monitors social media to ensure accurate information is being shared.
9. Creates web page, email address and phone number to address rumors or misinformation regarding the incident.
10. Disseminates incident information through diverse media channels to ensure wide delivery of life-saving information.
11. Handles appropriate special projects, such as news conferences and press operations, for incident area tours by government officials and dignitaries.
12. Provides accurate information to assist the news media in disseminating information to the public.
13. Oversees media relations utilizing the incident’s approved joint information system.
14. Ensures effective communication of incident information to individuals with disabilities and others with access and functional needs through the use of appropriate aids and services, such as sign language and other interpreters; captioning of audio and visual materials; and accessible website communications.

- B. Governmental Leadership and Legislative Affairs
1. Prepares an initial Governmental Leadership and Legislative Affairs action plan to support EMD Leadership with incident-specific guidance and objectives.
 2. Upon request, establish contact with legislative or congressional offices representing affected areas to provide information on the incident.
 3. Coordinates with legislative or congressional affairs staff from all agencies involved in the response to ensure consistency and transparency in communicating with elected officials.
 4. Organizes briefings for elected officials.
 5. Arranges for SEOC site visits for elected officials and their staff.
 6. Responds to legislative or congressional inquiries.
 7. Assists in the development of written materials for presentations and making notifications to elected officials.
- C. Intergovernmental Affairs
1. Promotes interaction among State agencies and implements information sharing with local governments.
 2. Informs local and state elected and appointed officials on response efforts and recovery programs.
 3. Disseminates information with the assistance of state municipal leagues, county associations, and local governments.
 4. Promotes State interaction with local governments on all aspects of incident response operations.
 5. Joint Information Center (JIC)

Serves as a central point for coordination of incident information, public affairs activities, and media access to information regarding the latest developments.

 - a. SEOC (Incident) JIC
 - i. Is the physical location where all public affairs professionals involved in the response work together to provide critical emergency information, media response, and public affairs functions.

- b. Virtual JIC
 - i. Is the technological means (secured HSIN room) that links all participants when geographical restrictions, incident management requirements, and other limitations preclude physical attendance by public affairs leadership at a central location.
 - c. Satellite JIC:
 - i. Is a forward-deployed component of an incident JIC.
6. Joint Information System
- a. Establishes unified leadership under the lead agency and Governor’s Office for approval and distribution of all information.
 - b. Create protocols and procedures for information exchange between State agencies, county or local jurisdictions, Emergency Operations Centers (EOC), community organizations, businesses, and other private sector groups.
 - c. Coordinate information between local incident command PIOs and SEOC incident commander.
 - d. Establish liaison mechanism between the local EOC for the review and verification of information to provide to leadership, the public and the media.
7. Information Exchange
- a. All information exchange is bi-directional with the lead State agency serving as information receiving and Governor’s Office as distributor for announcements other than general public warning and information.
 - b. To public and media
 - c. Governor’s Office (approval of language/message and distribution)
 - d. EMD (SEOC-public information and warning-distro to county EOCs)
8. Plans and Products
- a. Educates the public in the aftermath of an incident requiring a coordinated State response through news advisories, press releases, prepared materials, fliers, and talking points.

- b. Develops or provides pre-approved or new media products for dissemination, such as blog posts, messages for social media, update messages, video, and digital imagery.
- 9. Private Sector
 - a. Provides strategic counsel and guidance to response leadership in actual or potential incidents.
 - b. Conducts outreach and education.
 - c. Promotes operational integration with the impacted private sector entity to support local economic response and recovery.
 - d. Supports situational awareness by engaging the private sector in information sharing efforts.
- D. State Joint Information Center
 - 1. Research and Creation:

Oversees preparation of news releases, daily summaries, media advisories, feature articles, fact sheets, public service announcements, and other written materials; develops messaging strategies to assist rumor control.
 - 2. Media Response:

Responds to incoming media calls, provides information on latest developments, answers inquiries, manages news conferences, and provides background information on response activities. A public response is made by one person, who is a representative of the Governor or who the Governor designates.

We need to make sure we have 1, unified voice to communicate with the public on a regular schedule during emergency situations.
 - 3. Information Gathering, Rumor Control:

Monitors news coverage and social media, assesses public opinions, beliefs, and current knowledge, and provides background information on social media activities. Assists in development of messaging strategies to combat false information.
 - 4. Logistics and Interagency Coordination:

Ensures JIC functions are operational; oversees document/messaging approval and flow of information between agencies. Assures leadership is informed and aware of media and public information and inquiries.

Incident Specific Annex #1: Nuclear/ Radiological Incident Response

COORDINATING AGENCY

WV Emergency Management Division
(WVEMD)

SUPPORT AGENCIES AND ORGANIZATIONS

- WV Department of Homeland Security (WVDHS)
- WV State Police (WVSP)
- WV National Guard (WVNG)
- WV Department of Agriculture (WVDA)
- WV Department of Transportation (WVDOT)/WV Division of Highways (WVDOH)
- WV Department of Environmental Protection (WVDEP)
- WV Fusion Center (WVFC)

SAOs CONTINUED...

- WV Department of Health
- WV Department of Commerce / WV Division of Natural Resources (WVDCOM / WVDNR)
- Voluntary Organizations/NGO's
- WV Public Service Commission (PSC)
- US Department of Homeland Security (DHS)
- Federal Emergency Management Agency (FEMA)
- US Department of Energy (DOE)
- US Environmental Protection Agency (EPA)
- West Virginia University (WVU)
- Marshall University (MU)
- West Virginia University Extension Service (WVUES)
- US Coast Guard (USCG)

IS ELEMENTS

I. PURPOSE

- A. This annex supplements the WV Emergency Operations Plan (WVEOP) by addressing those unique or specialized response operations that will be necessary in the event of incidents involving a release of radioactive materials within or in proximity to the state that will then impact the state. It also defines West Virginia's role in emergency operations to protect public health and safety, restore essential government services, and provide emergency relief to the victims of a nuclear/radiological incident.
- B. This annex provides an overview of how the State will respond to a radiological emergency. Detailed response and technical data for fixed nuclear facilities (i.e., the Beaver Valley Power Station) can be found in the WV Radiological Emergency Preparedness Plan.

II. SCOPE

- A. This annex applies to two categories of nuclear and radiological incidents: inadvertent or otherwise accidental releases and releases related to deliberate acts. These incidents may also include a potential release of radioactive material that

poses an actual or perceived hazard to public health, safety, national security, and/or the environment. The category covering inadvertent releases includes fixed nuclear facilities, lost radioactive material sources, transportation accidents involving nuclear/radioactive material, and nuclear weapons accidents. The second category includes, but is not limited to, a response to the effects of deliberate attacks perpetrated with radiological dispersal devices, nuclear weapons, or improvised nuclear devices.

B. Additionally, this annex:

1. Provides warning to the public and the implementation of protective actions required during a radiological emergency.
2. Provides guidance to agencies of the State government as to their emergency preparedness and operating responsibilities in preparing for and coping with a radiological emergency in order to minimize radiation exposure and environmental contamination.
3. Provides a basis for the preparation of detailed Radiological Emergency
4. Response Plans, procedures, and training programs by agencies of the state government.
5. Assigns responsibilities to state agencies and local jurisdictions in radiological emergency response and preparedness.
6. Establishes procedures for reporting and disseminating warnings regarding radiological emergencies.
7. Specifies immediate response procedures by state and local jurisdictions to the four US Nuclear Regulatory Commission (USNRC), FEMA-defined emergency action levels.
8. Delineates the policies and concepts under which state and local
9. jurisdictions will operate during a radiological emergency response.

III. POLICIES

- A. Fixed nuclear facilities are required by federal regulations to develop and implement emergency preparedness plans for the facility as a condition of the facility operating license. These plans are required to handle both conventional and nuclear emergencies. In the case of nuclear generating stations, Title 10 of the Code
- B. of Federal Regulations, Part 50, (10CFR50), and USNRC NUREG-0654 Rev 2 establish requirements for the content of the emergency preparedness plans. While the fixed facility is primarily responsible for onsite planning, it is also necessary for

them to coordinate with local and state governments to assist in developing county and state emergency plans.

- C. This annex is intended to be consistent with the WVEOP, the WV Radiological Emergency Preparedness (REP) Plan, the National Response Framework (NRF), and the National Incident Management System (NIMS).
- D. All agencies assigned responsibilities within this annex will develop and maintain the necessary plans, standard operating procedures, and mutual aid agreements to successfully accomplish their tasks.
- E. Certain federal agencies are authorized to respond directly to specific nuclear/radiological incidents. Nothing in this annex alters or impedes the ability of federal departments and agencies to carry out their specific authorities and perform their responsibilities under law. This annex does not create any new authorities nor change any existing ones.
- F. WVEMD is responsible for the development and maintenance of this annex, at least every two years.

IV. SITUATION

- A. A radiological incident is one of the most technical and complex emergencies which can threaten the state. The risk from a radiological incident is due to the harmful effects of ionizing radiation, which cannot be detected by the human senses. Radiological materials released into the environment can be disabling or fatal as the result of direct exposure or ingestion of contaminated water or food. Radiation-induced health hazards vary according to the magnitude of exposure.
- B. A nuclear/radiological incident may result from a deliberate act, an accident, or general mismanagement, and may involve different materials or industrial practices, including:
 - 1. Commercial nuclear facilities.
 - 2. Federal nuclear weapons facilities.
 - 3. Radioactive material sources, industrial uses, or technologically enhanced, naturally occurring radioactive material.
 - 4. Transportation incidents involving nuclear/radioactive material.
 - 5. Domestic nuclear weapons accidents.
 - 6. Foreign incidents involving nuclear or radioactive materials.
 - 7. Acts of Terrorism involving facilities or nuclear/radiological materials.

- C. The most common nuclear/radiological incidents have to do with the loss, theft, or mismanagement of relatively small radioactive material sources, or technologically enhanced, naturally occurring radioactive material, where some exposure of individuals or dispersal into the environment occurs. These are handled at the local level with occasional federal assistance. Generally, greater regulatory control, safeguards, and security accompany larger quantities of radioactive materials, which pose a greater potential threat to human health and the environment.
- D. Virtually any facility or industrial practice (including transportation of materials) may be vulnerable to a deliberate act, such as terrorism, or an accident of some sort that can release radioactive material, including a fire.
- E. A Radiological Dispersal Device (RDD) is any device used to spread radioactive material into the environment with malicious intent. The harm caused by an RDD is principally contamination and denial of use of the contaminated area, perhaps for many years. The costs to the nation associated with an effective RDD could be very significant. Of greatest concern to state and overall US security is the potential for a terrorist attack using a nuclear weapon. A nuclear device can potentially originate directly from a nuclear capable nation state, be modified from preexisting weapons components, or be fashioned by non-state terrorists from the basic fissile nuclear materials (uranium-235 or plutonium-239). Even a small dirty bomb or actual nuclear detonation in an urban area can potentially result in over 100,000 fatalities (and many more injured), massive infrastructure damage, and thousands of square miles of contaminated land.

V. PLANNING ASSUMPTIONS

- A. Radiological incidents may not be immediately recognized as such until the radioactive material is detected, or the health effects of radiation exposure are manifested in the population and identified by the public health community.
- B. An act of nuclear or radiological terrorism, particularly an act directed against a large population center within the United States, can have major consequences that can overwhelm the capabilities of many local and state governments to respond, and may seriously challenge existing federal response capabilities.
- C. An incident involving the potential release of radioactivity may require implementation of protective measures, such as evacuation and shelter-in-place. State and local jurisdictions have primary responsibility for implementing protective measures for the public.
- D. In the case of a nuclear terrorist attack, the plume may be dispersed over a large area over time, requiring response operations to be conducted over a multijurisdictional and/or multistate region.
- E. A terrorist attack may involve multiple incidents, and each location may require an incident response and a crime scene investigation simultaneously.

VI. ORGANIZATIONAL STRUCTURE

- A. State government emergency operations are a supplement to, not a substitute for, the county efforts. Once a situation develops to a point where the county emergency management organization cannot effectively handle the situation or needs assistance above and beyond the county’s capabilities, they will reach out for state resources. State resources will be utilized in accordance with the WVEOP, unless otherwise directed by the Governor or the WVEMD Director.
- B. The state organization for response to radiological emergencies is the same as that for other incidents and events.
- C. The WVEMD is the coordinating agency for the State of West Virginia in times of emergencies. In the event of a nuclear/radiological emergency it will be the responsibility of the WVEMD to verify the emergency, notify, and coordinate with all other state agencies necessary to handle the emergency. If the situation dictates, WVEMD will activate the State Emergency Operations Center (SEOC) and through FEMA Region III, obtain federal assistance.

VII. CONCEPT OF OPERATIONS

- A. General
 - 1. The owner/operator of a nuclear/radiological facility or materials is primarily responsible for mitigating the consequences of an incident; providing notification and appropriate protective action recommendations to State and local jurisdiction officials; and minimizing the radiological hazard to the public. For incidents involving fixed facilities, the owner/operator has primary responsibility for actions within the facility boundary and may also have responsibilities for response and recovery activities outside the facility boundary under applicable legal obligations (e.g., contractual; licensee; Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)).
 - 2. For areas surrounding a nuclear/radiological incident location, State and local jurisdictions have primary responsibility for protecting life, property, and the environment. This does not, however, relieve nuclear/radiological facilities or material owners/operators from applicable legal obligations.
 - 3. State and local jurisdictions and owners/operators of nuclear/radiological facilities or activities should request assistance through established regulatory communication and response protocols. However, they may request assistance directly from DHS, other federal agencies, and/or state governments with which they have preexisting arrangements or
 - 4. relationships, providing that the agency with regulatory authority is also notified.

B. Notification

1. The owner/operator of a nuclear/radiological facility or owner/transporter of nuclear/radiological material is generally the first to become aware of an incident and notifies State and local authorities and the coordinating agency.
2. State and local jurisdictions that become aware of a radiological incident should notify the coordinating agency and the DHS National Operations Center (NOC) at 202-282-8101 and comply with other appropriate statutory requirements for notification. For example, releases of reportable quantities of any listed hazardous materials as described within 40 CFR Part 302 must be reported to the National Response Center (NRC) at 1-800-424-8802.
3. Further, State, and Local law enforcement agencies should continue to contact the local FBI/Joint Terrorism Task Force regarding ongoing terrorist activities, events, instances, or investigations. The coordinating agency provides notification of a radiological incident to the NOC and other federal agencies, as appropriate. When West Virginia requests radiological assistance directly from a federal agency for a nuclear/radiological incident that falls under the jurisdiction of another agency, then that federal agency will notify the coordinating agency of the request.
4. The following four emergency classification levels have been established for the purpose of reporting and defining pre-planned actions to be taken in response to emergencies at fixed nuclear facilities:
 - a. Notification of Unusual Event
 - i. An incident has occurred that may result in degradation of the level of safety of the plant. No releases of radioactive material requiring off-site response or monitoring are expected unless further degradation of safety systems occurs.
 - ii. An incident has occurred that potentially or actually threatens the safety of the plant, personnel, or site equipment. This may be a security event involving hostile actions. Any releases expected to be limited to small fractions of the EPA Protective Action Guidelines exposure levels.
 - b. Alert
 - i. An incident characterized by conditions, which are occurring or have occurred, that involve actual or potential substantial degradation of the level of plant safety. It requires response by the plant emergency organization, augmentation of onsite emergency resources, and constitutes the lowest level where emergency offsite response may be anticipated.
 - c. Site Area Emergency

- i. An incident has occurred that involves actual failures of plant functions needed for protection of the public. This includes security events that result in intentional damage or malicious acts. Any releases not expected to exceed EPA Protective Action Guidelines exposure levels except near site boundary.
 - d. General Emergency
 - i. An incident has occurred that involves actual or imminent substantial core degradation or melting. There is a potential for loss of containment integrity. Releases can be reasonably expected to exceed EPA Protective Action Guidelines exposure levels off-site for more than the immediate site area.
- C. Activation
 - 1. Response to a notification of Unusual Event is normally within the capabilities of the affected county's emergency organizations and resources; therefore, activation of the SEOC is unlikely.
 - 2. After notification of the Alert Level, WVEMD will initiate activation of the SEOC which will include notification of appropriate state agencies and advising them of the possibility of fully activating the SEOC. WV Department of Health personnel will be put on notice. If the situation becomes more serious, the SEOC will be fully activated according to the standard operating procedures for the SEOC, and appropriate state personnel deployed. Additionally, the Governor's Office and FEMA Region III will be notified and kept up-to date regarding the situation.
 - 3. After notification of a Site Area Emergency or General Emergency, the SEOC will be fully activated, and state personnel deployed as appropriate. The Governor's Office will be informed and kept up to date regarding the situation. WVEMD will notify FEMA Region III. If additional personnel are needed to assist with an evacuation, they will be activated and deployed. Reception Centers will be manned and made ready to receive evacuees in accordance with the county's plan.
 - 4. The SEOC will be activated according to the procedures outlined in the WV Emergency Operations Center Standard Operating Procedures and in the WV REP Plan.

VIII. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities
WV Emergency Management Division	WVEMD	<ul style="list-style-type: none"> ▪ Notify and coordinate with all other State and Federal agencies necessary to handle the emergency. ▪ Activate the SEOC and obtain Federal assistance through FEMA Region III ▪ Assist the Federal response in coordinating logistics as needed. ▪ Provide assistance to local jurisdictions in organizing and developing educational material for the general population. ▪ Develop and maintain Memoranda of Agreement with specific laboratory facilities and other support organizations for support needed during radiological emergency situations. ▪ Provide radio communications.
WV Department of Homeland Security	WVDHS	<ul style="list-style-type: none"> ▪ Provide transportation support for evacuation, emergency shelters, and assistance in the protection of property as required. (WVSP) ▪ Provide access control assistance for evacuation if necessary. (WVSP) ▪ Provide traffic control, security for the evacuated area, and related services as required. (WVSP) ▪ Prepare and train local Fire Departments for response. (WV State Fire Marshal Office - WVSFMO)
WV National Guard	WVNG	<ul style="list-style-type: none"> ▪ Provide radio communications, transportation support for evacuation, emergency shelters, and assistance in the protection of property as required. ▪ Provide radiological response, decontamination, and mass care assistance and expertise through Civil Support Teams (CST) and CERFP.

<p>WV Department of Health</p>		<ul style="list-style-type: none"> ▪ Develop and maintain a radiological monitoring system. ▪ Assess the situation and advise the Governor, WVEMD and local officials of the potential radiation problems to the general public and to make recommendations on the necessary action for the protection of the public. ▪ Provide the necessary personnel to the SEOC to perform dose assessment calculations necessary for providing protective action recommendations. ▪ Coordinate acquisition of technical information and data needed to perform dose assessments. ▪ Maintain a list of radiological laboratories; their capabilities and expected response times for use during emergencies, and additional facilities, organizations and individuals which can be relied upon during emergencies assist, as needed, with public information. ▪ Secure assistance for local transport of victims to hospitals in nearby counties if the needs exceed the capacity of the affected region. ▪ Population and Air Monitoring ▪ Assist with coordination of Community Reception. ▪ Support medical countermeasures as needed. ▪ Support decontamination operations.
<p>WV Department of Agriculture</p>	<p>WVDA</p>	<ul style="list-style-type: none"> ▪ Specify the protective measures to be used to protect the public from consumption of contaminated food stuffs.
<p>WV Department of Human Services</p>		<ul style="list-style-type: none"> ▪ Provide behavioral health services.
<p>West Virginia University Extension Agency</p>	<p>WVUEA</p>	<ul style="list-style-type: none"> ▪ Aid the community in the implementation of protective actions, and in the location and availability of uncontaminated livestock feeds. ▪ Assist in determining sample location sites.

WV Department of Transportation	WVDOT	<ul style="list-style-type: none"> ▪ Provide communications and transportation assistance in the event of an evacuation. ▪ Assist with public information, as needed, through road blockages and directional signage at traffic control points. ▪ Coordinate the federal transportation response in support of transportation plans and actions of State and local authorities. ▪ Provide, through regional emergency transportation coordinators, representation to State and local transportation authorities. ▪ Direct air traffic in and around the affected area.
WV Department of Environmental Protection	WVDEP	<ul style="list-style-type: none"> ▪ Provide field deployable personnel experienced in sample collection procedures. ▪ WVDEP Public Information Officer (PIO) may assist the WVEMD PIO ▪ Supplement manpower at the SEOC during activations.
West Virginia University	WVU	<ul style="list-style-type: none"> ▪ Provide radiological health support and field radiological assessment team members to provide radiological health support as requested to field teams.
Marshall University	MU	<ul style="list-style-type: none"> ▪ Provide radiological health support as requested to WVEMD.
Federal Emergency Management Agency	FEMA	<ul style="list-style-type: none"> ▪ Serve as the primary point of contact for requests for federal assistance from state officials and other federal agencies. ▪ Provide a Federal Coordinating Officer (FCO) to coordinate and ensure the provision of appropriate non-technical assistance, including telecommunications support, requested by Federal, State, and local agencies. ▪ Serve as the primary point of contact and coordination between the NRC and other federal agencies for non-technical response activities. ▪ Coordinate the dissemination of all public information concerning federal non-technical emergency response activities and ensure that public information releases are coordinated with state/local authorities

		<p>and the NRC. Establish an interagency public affairs group.</p> <ul style="list-style-type: none"> Review and integrate all federal agency implementation plans to ensure that all required actions and interfaces are adequately addressed.
<p>US Nuclear Regulatory Commission</p>	<p>USNRC</p>	<ul style="list-style-type: none"> Coordinate the technical response activities of the licensee, Department of Energy (DOE), and other federal agencies. Provide technical advice to state/local agencies. Develop, for state and local agencies, a federal technical recommendation on protective actions, which reflects all substantive dissenting views of other federal agencies and the licensee. Participate with the FCO in discussing federal recommendations for protective actions with appropriate state/local officials, except in situations of imminent peril to the public health and safety where the NRC may be required to make direct contact with appropriate state/local officials regarding recommendations for protective actions.
		<ul style="list-style-type: none"> Ensure that the NRC's radiological monitoring activities are coordinated with DOE's offsite technical director. Coordinate the release of public information concerning the federal technical response, including the status of the reactor, radiological monitoring activities and other federal technical support and ensure that such releases are coordinated with the state(s), FEMA, and the licensee. Assess the nature and extent of the radiological accident and the potential offsite consequences to the health and safety of the public.

<p>Department of Energy and Federal Radiological Monitoring and Assessment Center</p>	<p>DOE/FRMAC</p>	<ul style="list-style-type: none"> ▪ Coordinate the offsite radiological monitoring, assessment, evaluation, and reporting activities of all federal agencies during the initial phases of an accident and maintain a technical liaison with state and local agencies with similar responsibilities. Ensure the orderly transfer of responsibility for coordinating the intermediate and long-term radiological monitoring function to EPA after the initial phases of the emergency at a mutually agreeable time. ▪ Provide the personnel, including the offsite technical director, and equipment required to coordinate and perform the offsite radiological monitoring and evaluation activities. ▪ Assist the NRC in assessing the accident potential and in development. ▪ Maintain a common set of all offsite radiological monitoring data and provide this data and interpretation to the NRC and to appropriate state and local agencies requiring direct knowledge of radiological conditions. ▪ Provide consultation and support services to all other entities (e.g., private contractors) having radiological monitoring functions and capabilities. ▪ Assist the US Department of Health and Human Services (HHS) and other Federal, State, and local agencies providing technical and medical advice concerning treatment of radiological contamination. ▪ Provide telecommunications support and interface with nuclear emergency search team (nest) capabilities as provided for by existing NRC/DOE agreements. ▪ Assist other federal agencies in developing and establishing guidelines on effective systems of emergency radiation detection and measurement, including instrumentation. ▪ Review and integrate agency radiological monitoring plans into the federal radiological monitoring and assessment plan.
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<p>US Department of Agriculture</p>	<p>USDA</p>	<ul style="list-style-type: none"> ▪ Assist the NRC, in coordination with HHS, in developing technical recommendations for State and local officials regarding protective measures related to food and animal feed. ▪ Assist State and local officials, in coordination with HHS, on the implementation of protective actions to minimize contamination through food ingestion. ▪ Provide guidance to State and local officials on how to minimize losses to agricultural resources from radiation effects. ▪ Monitor, in coordination with HHS, emergency production, processing, and distribution of food resources during a radiological accident. ▪ Assure the safety and wholesomeness of agricultural products in establishments under federal inspection and agricultural commodities and products owned by the commodity credit corporation/USDA. ▪ Assist in providing lists of uncontaminated livestock feed to replace contaminated feed and pasture. ▪ Provide advice on and assist state/local officials in the disposition of food animals affected by radiation in coordination with the EPA and HHS. ▪ Provide a mechanism to state agricultural agencies to keep state/local officials informed of federal efforts. ▪ Provide a representative to HHS to facilitate cooperation between USDA and HHS. ▪ Provide national radio fire cache assistance under provision of NRC/forestry service agreements.
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<p>US Department of Commerce</p>	<p>DOC</p>	<ul style="list-style-type: none"> ▪ Estimate the damage to industrial resources and recommend actions to deal with industrial sector problems. ▪ Provide current and forecast meteorological information about wind direction and speed, boundary layer mixing, precipitation, and any other meteorological and hydrological parameters affecting radiological contamination. ▪ Provide a representative to both the onsite and offsite radiological monitoring agencies as required (i.e., DOE and NRC) to coordinate meteorological operations, provide meteorological and hydrological information, and arrange for supplemental meteorological measurements.
<p>Department of Defense</p>	<p>DOD</p>	<ul style="list-style-type: none"> ▪ Provide military assistance, in the form of manpower, technical support, and logistical support, including airlift services and telecommunications support, as requested by FEMA, under the NRF.
<p>US Department of Health and Human Services</p>	<p>HHS</p>	<ul style="list-style-type: none"> ▪ Coordinate the federal health service response. ▪ Assist the NRC, in coordination with USDA, in developing technical recommendations for State and local jurisdiction officials regarding protective actions related to food and animal feed. ▪ Provide assistance to State and local officials on the use of prophylactic drugs to minimize the radiation doses of affected persons. ▪ Provide advice and guidance to State and local officials in assessing the impact of the offsite consequences of radiological accidents on the health of persons in the affected area. ▪ Provide advice to medical care personnel regarding proper medical treatment of people exposed to or contaminated by radioactive material. ▪ Ensure the capability of public health service hospitals to respond to radiological accidents.

		<ul style="list-style-type: none">▪ Conduct epidemiological surveys and implement communicable disease control measures.
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AUTHORITIES AND REFERENCES

I. AUTHORITIES

- A. WV Code §15-5, Division of Homeland Security and Emergency Management
- B. Department of Defense (DOD) Directive 5100.52, "DOD Response to An Accident or Significant Incident Involving Radioactive Materials," December 21, 1989
- C. Title 10, Chapter 1, Code of Federal Regulations
- D. Title 44, Chapter 1, Code of Federal Regulations
- E. WV Code §15A-9

II. REFERENCES

- A. WV Emergency Management Division, WV Radiological Emergency Preparedness (REP) Plan, December 2021.
- B. National Response Framework (NRF)
- C. Radiological Emergency Information for Farmers and Food Processors in the State of West Virginia, February 2012
- D. NUREG-0654 Rev 2/FEMA-REP-1 - Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants, US Nuclear Regulatory Commission/Federal Emergency Management Agency, Revision 2, December 2019
- E. Nuclear Weapon Incident Response Procedures (NARP) Manual, Defense Nuclear Agency (DNA), September 1990
- F. West Virginia Emergency Operations Plan, Basic Plan as amended

Incident Specific Annex #2: Terrorism Response

COORDINATING AGENCIES

WV Department of Homeland Security, Office of the Secretary (WVDHS)

WV Emergency Management Division (WVEMD)

WV Fusion Center (WVFC) WV State Police (WVSP)

SUPPORT AGENCIES AND ORGANIZATIONS

- WV Department of Health
- WV Department of Human Resources
- WV Department of Environmental Protection (WVDEP)
- WV Department of Transportation, (WVDOT)
- WV Department of Education (WVDE)
- WV Public Service Commission (PSC)

SAOs CONTINUED...

- WV Department of Commerce (WVDCOM)
- Governor’s Office of Communications (GOC)
- WV Department of Agriculture (WVDA)
- West Virginia University (WVU)
- Voluntary Organizations/NGO’s
- Civil Air Patrol (CAP)
- Federal Bureau of Investigation (FBI)
- Department of Homeland Security (DHS)
- US Environmental Protection Agency (EPA)
- US Department of Health and Human Services (HHS)
- US Department of Energy (DOE)
- US Department of Defense (DoD)
- Bureau of Alcohol, Tobacco, and Firearms (ATF)
- US Army Corps of Engineers (USACE)
- US Coast Guard (USCG)
- WV State Fire Marshal’s Office
- West Virginia Protective Services Division
- WV DNR Law Enforcement Division,
- Public Service Commission - Law Enforcement,
- County & Municipal Law Enforcement.

IS ELEMENTS

I. PURPOSE

This annex supplements the WV Emergency Operations Plan (WVEOP) by addressing those unique or specialized response operations that will be necessary in the event of a terrorist attack within or impacting the State. It defines the actions by the state’s response organizations to identify, acquire and plan for the use of resources needed to anticipate, disrupt, prevent, and/or resolve a threat or suspected act of terrorism. It defines the relationship between the Federal Government and the State of West Virginia in the event of

a terrorist event. It also defines WV's role in emergency operations to protect public health and safety, restore essential government services, and provide emergency relief to the victims of a terrorist event.

II. SCOPE

- A. This annex applies to all Emergency Support Functions (ESFs) of WV.
- B. This annex applies to all acts, or threats, of terrorism that could have serious effects upon the state and its population.

III. POLICIES

- A. Presidential Decision Directive 39, the US Policy on Counterterrorism, 1995, designates the FBI as the lead agency for federal domestic terrorism response actions, with assistance furnished by state and local governments as required. If an event is determined to be an act of terrorism, federal resources will be brought to bear in support of operations. These may include specialists from Domestic Emergency Support Team, hazardous materials, Joint Terrorism Task Forces (JTTF), or other fields as required. Their availability will be coordinated by the FBI and the State Emergency Operations Center (SEOC).
- B. This annex is intended to be consistent with the WVEOP, Homeland Security Presidential Directive (HSPD) - 5 Management of Domestic Incidents, Presidential Policy Directive 8 (PPD-8) National Preparedness, the National Response Framework (NRF), and the National Incident Management System (NIMS).
- C. All agencies assigned responsibilities within this annex will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their tasks.
- D. The WV Emergency Management Division (WVEMD) and WVSP are responsible for the development and maintenance of this annex. This should occur, at minimum, once every two years.
- E. All records are preserved and kept in accordance with local, State, and Federal records retention schedules.

IV. SITUATION

- A. The Federal Bureau of Investigation (FBI) defines terrorism as the unlawful use of force or violence committed by a group or individual against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.
- B. The general objective of individuals or groups interested in carrying out threats or suspected acts of terrorism is to create a climate of fear and intimidation as a means to achieve social, political, or personal goals. Terrorist acts can include threats of kidnapping, bombing, sabotage, assassination, hijacking transportation, the use of weapons of mass destruction against the civilian population, or the actual commission of any of these or similar acts.

- C. By most estimates, the threat of terrorism in the United States is increasing. Recent history has demonstrated that terrorism can originate with domestic or foreign individuals or groups. In response to this risk, Federal, State and Local jurisdictions have developed special initiatives in domestic preparedness.
- D. Suspected terrorist incidents, including threats of potential incidents, create a unique challenge to public safety officials at every level of government. There are distinct legal authorities that impact how either the threat or occurrences of acts of suspected terrorism are managed. There are special organizational structures that come into play only in terrorist incidents, specialized resources that may be required, supported, and managed, as well as special risks to the general public and first responders.
- E. Despite the significant federal role in terrorism response, State and local jurisdictions have the primary responsibility for protecting public health and safety. Local law enforcement (LE), Emergency Medical Services (EMS), and fire agencies are the first units to respond to a potential terrorist incident. Local health care agencies are required to provide treatment to victims, and in cases of nuclear, chemical, or biological attacks, rapidly identify the substance used in the attack. Citizens inevitably look to local and State officials, plus the media, for information regarding what has occurred and what actions are being taken to respond to and mitigate an incident of this type.
- F. Bioterrorism is unique among terrorist events because it may first only be recognized as an unusual occurrence of severe human illness. As such, it is recognized first by medical and public health personnel using existing medical surveillance systems. Public health agencies must rapidly distinguish between illness due to intentional or unintentional causes based on epidemiological data and laboratory testing. In the aforementioned situations, medical and public health professionals are first receivers and responders. See ESF #8.
- G. These realities make readiness at the local and State level the cornerstone of America’s domestic preparedness strategy. While the federal government can provide many specialized resources, the fundamental effectiveness of any response to a terrorist incident, or the threat of an incident, will depend on what occurs in America’s communities and at the state level.
- H. The National Terrorism Advisory System (NTAS) effectively communicates information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector. It recognizes that Americans all share responsibility for the Nation’s security and should always be aware of the heightened risk of terrorist attack in the United States and what they should do. After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other federal entities, whether an NTAS Alert should be issued. NTAS Alerts will only be issued when credible information is available.
1. Imminent Threat Alert - Warns of a credible, specific, and impending terrorist threat against the United States.
 2. Elevated Threat Alert - Warns of a credible terrorist threat against the United States.
 3. These alerts will include a clear statement that there is an imminent threat or elevated threat. Using available information, the alerts will provide a concise summary of the potential

threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses, and governments can take to help prevent, mitigate or respond to the threat.

4. The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

V. PLANNING ASSUMPTIONS

- A. The citizens and property in the state are at risk from the potential of terrorist threats or activities.
- B. Responsible preparedness, prevention, protection, response and recovery planning, training and the implementation of clearly defined policies and procedures can reduce the effects of terrorism.
- C. A terrorist incident may occur with little or no advanced warning.
- D. State and local agencies have the capability to manage initial response resources to a threat or suspected terrorist incident. Response resources may include information sharing, scene security, initial investigative response, first response within limits (fire, law enforcement, and EMS), emergency management oversight, and state/local policy making/decisions.
- E. The nature and scope of many terrorist events require federal government support and assistance during the phases of prevention, response, and recovery.
- F. An effective response to a terrorist threat or incident requires careful coordination in planning, training and operations among local, State and Federal agencies representing many different functions and disciplines. The WVFC is in charge of these tasks.
- G. Bioterrorist events may present initially as a case or cluster of unexplained reports of disease requiring epidemiological investigation to make the distinction between diseases due to intentional or unintentional causes. Significant time may elapse between the bioterrorism incident and its recognition.

VI. ORGANIZATIONAL STRUCTURE

- A. In the event of a terrorist event or suspected terrorist event that requires an investigation from the Federal government, WV may initiate a Joint Operations Center (JOC). The Regional Administrator of the Federal Emergency Management Agency (FEMA) Region III will activate the Regional Response Coordination
- B. Center (RRCC) when deemed necessary based on potential consequences of the incident. FEMA responds to requests for state assistance forwarded by WVEMD and coordinates federal consequence management operations with WVEMD.
- C. The FBI, under the command of a designated On-Scene Commander (OSC), is co- located with the existing Unified Command. The FBI establishes a JOC to manage and coordinate the federal field

response. The JOC is organized into a Command Group, Operations Group, Preparedness, Response and Recovery Group, and the Support Group.

The makeup of the JOC is as follows:

1. Command Group

Consists of the FBI, Department of Defense (DOD), Department of Health & Human Services (DHHS), FEMA, Governor’s Homeland Security Advisor (HSA), and other Federal, State, and Local representatives the Federal Bureau of Investigation On-Scene Commander (FBI OSC) considers essential for managing the incident.

2. Operations Group

Coordinates threat evaluation and law enforcement actions, as well as technical evaluations and actions relating to the terrorists and their weapons.

3. Preparedness, Response and Recovery Group

Consist of Federal, State, and Local agency liaisons who coordinate preparation and response with their respective agencies during threats and actual incidents. The President will appoint a Federal Coordinating Officer (FCO) following a disaster declaration.

4. Support Group

Provides support to all aspects of the federal terrorism response in the JOC.

VII. CONCEPT OF OPERATIONS

A. General

1. WV and local jurisdictions exercise the preeminent authority to make decisions regarding management of incidents of this type. Coordination is to be established between the FBI OSC and the Cabinet Secretary for the WV Department of Homeland Security should be the direct interface with the Federal authorities. or his/her designee within the Unified Command established at the JOC and the SEOC. The Federal government provides assistance, as required and requested by WV, based on requests from local jurisdictions and/or state agencies. The NRF provides the FEMA with an outline for the coordination of Federal support agencies to requests from WV.

B. Phases of Management

1. Prevention and Preparedness

- a. Pre-Incident Notification

- i. The FBI notifies federal agencies, including FEMA, but EMD should contact FEMA directly representing the State of WV, of a significant threat. Based on circumstances, DHS/FEMA may implement standard procedures

- to alert/notify federal agencies. If requested by the FBI, FEMA is to deploy representatives to the JOC at or near the projected incident location.
- ii. In some instances, discovery of a suspected terrorist attack may be at the state or local level. The agency discovering an actual or suspected threat, or act, of terrorism notifies the local WVSP detachment and the FBI, as well as the Governor’s Homeland Security Advisor (HSA), WVFC, WV Department of Health
 - iii. (If suspected Bioterrorism) and the SEOC immediately by the fastest means of communication. The HSA will determine if notification should also be made to the WV Joint Terrorism Task Force (WVJTTF).
 - iv. Notification of a terrorist threat or impending attack may come from several sources. These sources include, but are not limited to, FBI, WVFC, WVSP, WVFSM, local law enforcement, local emergency managers, local fire service, emergency medical service personnel, West Virginia Watch, private industry, and citizens. In such instances, it is vital that this information be passed on by the fastest means available to law enforcement agencies so that the notification process is initiated as rapidly as possible.
 - v. All reports of a suspected or actual terrorist attack must be regarded as an actual attack until the situation is fully evaluated by competent authorities.
 - vi. The WVFC receives information regarding terrorist threats or potential activities from the public agencies. The information is reported to all federal, state, or local agencies whose areas of responsibility are affected by the incident, or HSA in accordance with their procedures. The NOC is the focal point for Federal response coordination.
 - vii. As WV Department of Health evaluates whether it is a possible bioterrorism event, epidemiologists are in contact with national experts at the Center for Disease Control (CDC) and others. Reference NTAS.
2. Pre-Incident Management will provide time for response agencies to prepare for the potential effects of an incident. This can include:
- a. Dissemination of information and warnings (e.g., identifying areas that may be affected by the projected incident and providing safety information for people within those areas in addition to providing alerts and information to health care facilities and agencies).
 - b. Provide emergency response or threat preparedness training.
 - c. Acceleration of normal preparedness and mitigation measures (e.g., developing monitoring plans to survey safe areas where citizens may be sent and activating enhanced surveillance systems).
 - d. Increase readiness to respond (e.g., requesting, and pre-positioning equipment and supplies necessary for sheltering, treating exposed populations and monitoring). Identify potential locations and resources for Alternate Medical Treatment Sites; identify surge capacity and surge capability for hospitals, mental health, veterinary services and Disaster Mortuary Team; identify sites and staffing for the dispensing of mass vaccination or dispensing of Medical Counter Measures (MCM); identify

potential sites for chemical decontamination of the public, responders and responder equipment; generating a list of potential vendors capable of handling contaminated debris or evidence; and identify locations to house contaminated personal belongings retained as evidence; identify emergency drinking water supplies (e.g. bottled water, water bottling facilities, tanker locations, etc.); and identify locations and specifications of emergency electric power generators.) Refer to ESF #8 Public Health & Medical Services for details.

- e. Dissemination of materials and information regarding identification of possible terrorist targets and projected areas affected in such an event. This also includes providing personal protection information to the general population in projected affected areas.

C. Graduated Response

1. The federal government utilizes a graduated response when managing terrorist incidents. It is designed to produce a safe, effective response. A graduated response may include the following:
 - a. Emergency deployment of technical and operational personnel and resources to the incident location(s).
 - b. Response and establishment of known management resources to a command post area near the incident location(s).

D. Situation Progress

1. As the situation evolves, the potential for significant consequences may become imminent. FEMA will consult with the White House and WVEMD to determine whether to pre-deploy assets. At this point, the FEMA Regional Administrator for Region III may activate the Region III RRCC.

E. Transition-Incident

1. These phases involve a transition from a threat to the occurrence of a terrorist act. If consequences become imminent or occur, causing the President of the United States (POTUS) to direct FEMA to implement a response, FEMA will activate necessary NRF resources. Federal, state, and local agencies will maintain a liaison presence in the JOC with assistance from the SEOC to coordinate resource actions with the FBI OSC.

F. Incident Response

1. WV and local jurisdictions exercise preeminent authority to make decisions during the preparedness, response, and recovery phases of a suspected terrorist incident. This includes the authority to proclaim an emergency and/or make decisions on-scene regarding rescue and treatment of casualties and protective actions for the community. The FBI has authority over the investigation phase. Local jurisdiction law enforcement appoints a representative to the FBI JOC. This representative operates in accordance with NIMS and coordinates

activities with the WVFC until the arrival of the FBI OSC. This representative continues to coordinate the local jurisdiction's response operations in coordination with federal and state agencies.

2. Implement emergency protective actions (e.g., advising people to shelter-in-place or identify shelter locations and/or safe areas).
3. Initiating emergency response activities (e.g., conducting precautionary evacuations, making notifications, and requesting activation, including stand-by notifications, of federal and state response teams and resources).
4. If an incident occurs without warning that produces major consequences and appears to be caused by an act of suspected terrorism, the FBI and FEMA will initiate actions. FEMA is to immediately consult with the President of the United States (POTUS) and the Governor of WV to determine the scope of the consequence. It should be noted that bioterrorism incidents may be recognized after the fact by health care providers who report illness to WV Department of Health.
5. WV Department of Health may need to evaluate human illness to determine if an event occurred and what population(s) may be at risk.
6. The state's preparations for, and response to, the consequences of a terrorist incident are to be coordinated by the WVEMD from the SEOC. State
7. preparations are conducted in consultation with the affected local jurisdiction(s) and FEMA. The focus of the preparation and response occurs at the local Emergency Operations Center (EOC), the SEOC, and the FEMA RRCC and/or Joint Field Office (JFO). General activities are conducted according to the WVEOP, the NRF, and local emergency plans.
8. It is anticipated that local agencies are not equipped to deal with the complexities of a terrorist incident, especially one involving the use of weapons of mass destruction (WMD). Therefore, assistance will be needed immediately from the WV State Fire Marshal Office (WVSFMO), WVSP, WVEMD, and WVDEP, WV Department of Health, WV National Guard (WVNG) 35th Civil Support Team (CST) and/or Chemical, Biological, Radiological, Nuclear, and Explosive Enhanced Response Force Package (CERFP), Alcohol, Tobacco and Firearms (ATF) and the FBI.
9. National Guard assistance is to complement, but it is not a substitute for, civil law enforcement during terrorist activities. The National Guard may be called to federal active duty by the POTUS or to State Active Duty (SAD) by the Governor, for an incident that exceeds the capabilities of local and State jurisdictional resources.
10. WV Department of Health personnel are rapidly deployed to assist local health departments for epidemiological response teams based in each hospital and in the community. If CDC personnel are deployed to assist, they work with teams in the field and at WV Department of Health.

11. Provisions are made to provide all first responders involved in the incident with necessary prophylaxis prior to introduction of an incident involving suspected biological contaminants. Refer to ESF #8.
12. The FBI manages the investigation from the command post or the JOC. State and local resources, including the WVJTTF, may be called upon to support this operation.
13. Assessment of the incident by trained responders utilizing appropriate equipment and protective clothing is to be conducted. Assessment may include surveillance by WV Department of Health through monitoring hospitals, clinics, and private-practice patient data and/or by using the talents and resources of the United States Civil Support Team(s) (CST).

G. Demobilization

1. If an act of terrorism does not occur, the response disengages when the FEMA Administrator, in consultation with the FBI Director, orders the FEMA region to issue a cancellation notification. The HSA, in consultation with the Governor, will determine when state resources are demobilized.

H. Investigation

1. Responsibility for initiating and conducting investigations resides with the WVSP and local jurisdictions pending the arrival of the FBI. Prompt response employing such actions as citizen evacuation and isolation of the incident and assurance of identification of all citizens potentially exposed may prevent further personal injury or loss of life.
2. The heads of the various departments and agencies of the state are responsible for the security of their respective personnel, equipment, and facilities.
3. The FBI manages the investigation from the command post or the JOC. State and local resources, including the WVJTTF, may be called upon to support this operation.

VIII. ROLES AND RESPONSIBILITIES

A. Emergency Support Functions (ESFs)

1. Preparedness

- a. As part of their general emergency preparedness responsibilities, all state departments and agencies need to:
 - i. Be prepared to send personnel to the SEOC, as requested by WVEMD.
 - ii. Conduct terrorist awareness and force protection training so that there are trained personnel to identify and report terrorist threats and acts. Such training is available through the WVSFMO, WVSP, WVFC or the WVNG. Training includes, but is not limited to, minimum standards as set by the State Fire Commission for Fire, Governor’s Committee for LE, and Office

of EMS for medical. Performance standards relating to the competencies of the various courses are created and the individual, teams and/or groups tested to ensure competency in the performance of training. The first responders may be tested by way of tabletop, functional or full-scale exercises conducted in accordance with the Homeland Security Exercise Evaluation Program (HSEEP).

- iii. Update emergency notification procedures to reflect personnel changes and additions. Procedures/policies for threat, vulnerability and risk assessment are in place for buildings and property under the control of various agencies and should be updated at least annually.
- iv. Assign the responsibility to check the current status of emergency equipment and supplies in state agencies for usability and reliability (emergency generators, water and
- v. lighting systems, etc.). Each agency regularly checks the equipment based upon a schedule determined by each individual agency. Documentation of the aforementioned checks is maintained by the department and available for quarterly review by the department Director.
- vi. The WVSP ensures adequate security measures are in place to protect state officials from terrorist acts and coordinate with the WV Division of Protective Services (WVDPS).
- vii. Apprise employees of the possibility of terrorist acts in relation to their agency's responsibilities and request them to report unusual activities.
- viii. Provide additional counter-terrorism support and implement measures requested by WVEMD.
- ix. The WVDPS is to provide protective services to the Capitol and agency regional offices.

2. Response

- a. Once a threat notification, or notification of the occurrence of a terrorist incident causing the activation of the SEOC, has been received, all ESFs organize and operate under SEOC management. The table below outlines the various State and local jurisdiction functions and responsibilities during a threat response.
- b. The WVJTTF is a high-level policy guidance organization appointed by the Governor whose principal function is to advise the Governor on terrorism response policy. The members of the WVJTTF are as follows: Governor's Chief of Staff, Cabinet Secretary of Department of Homeland Security or designee, Cabinet Secretary of Health or designee, Cabinet Secretary of Department of Environmental Protection or designee, Commissioner of the Public Service Commission, Governor's Director of Communications, Governor's Legal Counsel, Homeland Security Advisor, Superintendent of WV State Police or designee, The Adjutant General, WV State Fire Marshal or designee, The WVFC Director or their designee and the Director of Emergency Management Division.

B. Local Jurisdiction Responsibilities

1. The central premise of the emergency management system in West Virginia is that local jurisdictions have the primary responsibility for coordinating initial response activities. The following are jurisdiction responsibilities:
 - a. Awareness is comprised of three levels: level 1- perception of elements (how the threat or potential threat is perceived), level 2 - comprehending what those elements mean (analyzing and evaluating information coming in), and level 3 - using that understanding to project future states (using information gathered to determine what level of threat could be involved).
 - b. Preparedness
 - i. Identify all hazards that may pose a major threat to the jurisdiction, including potential targets of terrorist activities.
 - ii. Develop and maintain up-to-date emergency plans consistent with the WVEOP and Comprehensive Preparedness Guide (CPG 101, 2021).
 - iii. Develop maps of the jurisdiction showing areas vulnerable to disasters.
 - iv. Develop plans for meeting all hazards that could constitute a local emergency.
 - v. Establish coordination and planning between local health departments, hospitals, law enforcement, WVEMD and others, as needed.
 - vi. Identify needs for training to include conducting training, acquiring needed supplies and equipment, and conducting exercises to test plans and response capabilities.
2. Response/Recovery
 - a. Provide initial response to save lives and protect public health, safety, and the environment, including such actions as evacuation and people care.
 - b. The County EOC will develop and transmit situation reports to the SEOC as the emergency situation develops and changes in accordance with the SEOC Standard Operating Procedures.
 - c. Identify all hazards staging areas for support of response/recovery activities to include, but not limited to, feeding, billeting, maintenance, fueling, air-operations, heavy equipment, and temporary helicopter landing spots.
 - d. Request assistance from neighboring jurisdictions.
 - e. Respond to emergency regulations issued by the Governor.
 - f. Provide WVEMD with estimates of the severity and extent of damage resulting from a disaster, including dollar values of both public and private damage sustained, as well as estimates of resource costs required to alleviate the situation.
 - g. Respond to mutual aid requests.

- h. Use resources received from neighboring jurisdictions and from State, Federal, and private agencies.
- i. Develop demobilization plans and release all federal, state, and mutual aid resources as soon as they may be released.

C. Private Sector Recommendations

- 1. Responsible for personnel, equipment and facility security, plan development, training, and exercises.
- 2. Establish personnel access lists for building and property access.
- 3. Train personnel to identify and report terrorist threats and acts to WVFC, and local law enforcement agencies.
- 4. Identify probable terrorist targets within the organization.
- 5. Integrate and share plans with local jurisdictions.
- 6. Refer to Support Annex (SA) 3 – Private Sector Coordination.

D. Federal Agencies

- 1. Response and Recovery
 - a. Federal response will be limited to the provision of the representatives from federal agencies as requested by the WVEMD Director. These representatives are authorized to provide emergency/disaster assistance available under statutory or secretarial authorities. The FCO will coordinate the provision of federal assistance subsequent to an emergency or major disaster declaration, in conjunction with the State Coordinating Office (SCO).

IX. FUNCTIONAL RESPONSIBILITIES TABLE:

Agencies	Operations Center Levels	Field Response Levels (Incident Command System - ICS)
Federal/State Agencies	Responsible for overall emergency policy and coordination through approval of an Incident Action Plan (IAP) and coordinating the joint efforts of governmental agencies and private organizations.	Responsible for the directing, ordering, and/or controlling of resources by virtue of explicit legal, agency or delegated authority.

Local Jurisdiction Emergency Management	Responsible for coordinating all jurisdictional operations in support of the response to the incident through implementation of an IAP.	Responsible for the coordinated tactical response of all field operations directly applicable to, or in support of, the mission(s) in accordance with the IAP.
State Agencies	Responsible for collecting, evaluating, and disseminating information; developing the IAP in coordination with other functions, and maintaining documentation.	Responsible for the collection, evaluation, documentation, and use of information about the incident, and the status of incident resources.
Volunteer/ Private Organizations	Responsible for providing facilities, services, personnel, equipment, and materials necessary to support the response effort.	Responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.
Finance and Administration	Responsible for financial activities and administrative aspects not assigned to the other functions.	Responsible for all financial and cost analysis aspects of the incident and for any administrative aspects not handled by the other functions.

X. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities
WV State Police	WVSP	<ul style="list-style-type: none"> ▪ Provide technical assistance and advice to state departments, agencies and local jurisdictions in counter and anti-terrorism planning, training, and exercises, when requested. ▪ In coordination with the WVJTTF, establish internal strategies, policies, and procedures for management of incidents of this type. ▪ Serve as primary state agency for conducting Awareness and Prevention Management. ▪ Serve as primary state agency for law enforcement operations, intelligence, and security/traffic control. ▪ Provide assistance to local jurisdictions at the scene of a terrorist incident. ▪ Evaluate the nature, credibility, and implications of the threat. ▪ Coordinate investigative efforts with appropriate local, State, and Federal law enforcement agencies. ▪ Conduct hostage rescue operations by providing tactical, negotiations, intelligence, and logistical support personnel. ▪ Coordinate WMD render-safe operations. ▪ Coordinate post-blast investigation with Alcohol, Tobacco, and Firearms (ATF), WVSFMO and the Federal Bureau of Investigation (FBI).
WV Emergency Management Division	WVEMD	<ul style="list-style-type: none"> ▪ Activate the SEOC in response to the receipt of intelligence regarding a credible threat of a terrorist incident received from the DHS NOC, WVFC, WVSP or FBI, or ▪ an incidence of suspicious disease reported by WV Department of Health. ▪ Serve as primary state agency for communications links with contiguous states, federal and local jurisdictions. ▪ Serve as primary state agency for all Preparedness, Response and Recovery Management operations.

		<ul style="list-style-type: none"> ▪ Coordinate support for search & rescue, warning, and evacuation/sheltering operations and coordination support for all other functions. ▪ Provide direct support to hazardous materials, evacuation/sheltering, and public information operations. ▪ Provide coordination support to all other functional operations. ▪ Maintain a key facilities list.
WV National Guard	WVNG	<ul style="list-style-type: none"> ▪ Prepare and conduct force protection training for State and local agencies, as directed. ▪ Provide logistics support, as required. ▪ Provide support by ensuring that the 35th Civil Support Team and CERFP are prepared for emergency response, as necessary.
WV State Fire Marshal Office	WVSFMO	<ul style="list-style-type: none"> ▪ Serve as primary state agency for coordinating the acquisition and deployment of fire service and hazardous materials resources in support of incident response. ▪ Provide intelligence and threat assessment support through network of fire departments and arson hotline. ▪ Coordinate firefighting operations. ▪ Provide direct support for search & rescue operations. ▪ Provide support for law enforcement. ▪ Coordinate post-blast investigation with WVSP and ATF. ▪ Provide direct support for building damage assessment and shelter viability.
WV Department of Health		<ul style="list-style-type: none"> ▪ Coordinate the EMS response for on- scene medical treatment of decontaminated patients. ▪ Coordinate the transportation of patients from a decontaminated scene to receiving hospitals. ▪ Coordinate receiving hospital patient allocation through the statewide medical command and triage system. ▪ Coordinate additional medical resource allocation, including federal assets. Additional procedures should be drafted to address the use of MCM.

		<ul style="list-style-type: none"> ▪ Conduct ongoing monitoring and surveillance activities related to disease and/or biological agents, reports suspected threats to the WVSP. ▪ Provide and coordinate Basic and Advanced Life Support (BLS and ALS) services related to potential threatening agents as identified by WVEMD or associated State or Federal agencies. ▪ Assess potential threat to public and private water systems. ▪ Assess public health threats and analyze environmental conditions for potential massive threats of the spread of disease. ▪ Assure provision and coordination of medical treatment including vaccination services, advice, consultation case and contact follow up, implementing disease control measures and preventative public information release. ▪ Liaison with DHHS and the Centers for Disease Control and Prevention (CDC). ▪ Develop and assure implementation of health-related policy, e.g., use of antibiotics, vaccine, social distancing, quarantine, and isolation measures, etc. ▪ Coordinate epidemiological investigation to identify those at risk and direct disease control measures. ▪ Notification of emergency services and the public, when necessary ▪ Coordinate state lab activities for specimen identification ▪ See ESF #8
<p>WV Department of Human Services</p>		<ul style="list-style-type: none"> ▪ Coordinate community resources and support in order to extend crisis intervention to field locations, such as primary care clinic, hospital, and emergency services delivery areas, to increase availability of behavioral health crisis services. ▪ Coordinate Critical Incident Stress Management (CISM), school-centered crisis intervention, individual crisis intervention and peer support training.

<p>WV Department of Transportation, Division of Highways</p>	<p>WVDOH</p>	<ul style="list-style-type: none"> ▪ Maintain inventory of traffic control signs to support law enforcement agencies. ▪ Primary state agency for transportation operations. ▪ Provide direct support for search and rescue and debris removal/clearance operations by providing heavy equipment and operators. ▪ Provide traffic control signs to support law enforcement agencies. ▪ See ESF #1
<p>WV Department of Environmental Protection</p>	<p>WVDEP</p>	<ul style="list-style-type: none"> ▪ Provide direct support to the hazardous materials operations through the identification and recommendations for containment of materials. ▪ Monitor air and water resources for contamination, as practical. ▪ Provide recommended courses of action to reduce exposure to contamination. ▪ Primary state agency for coordinating hazardous materials operations and debris removal providing requirements for containment, storage, and disposal of all debris. ▪ Assess and provide guidance to affected public wastewater systems. ▪ Provide recommended courses of action to reduce exposure to contamination. ▪ See ESF #3 and ESF #10
<p>WV Fusion Center</p>	<p>WVFC</p>	<ul style="list-style-type: none"> ▪ Provide intelligence analysis, threat identification and notification.
<p>WV Governor’s Office of Communications</p>	<p>GO</p>	<ul style="list-style-type: none"> ▪ Coordinate the dissemination of public information in the Joint Information Center (JIC).

Civil Air Patrol	CAP	<ul style="list-style-type: none">▪ Provide fixed wing aerial support.▪ Provide Search and Rescue support.▪ Provide supplemental communications support.▪ Provide aerial damage assessment photography.▪ Provide air and ground transportation of equipment, personnel, and supplies as requested.
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AUTHORITIES AND REFERENCES

I. AUTHORITIES

- A. West Virginia Code, Chapter 15, as amended
- B. West Virginia Code, Chapter 16, as amended
- C. Presidential Decision Directive (PDD) #39
- D. Homeland Security Presidential Directive (HSPD) #5, Management of Domestic Incidents
- E. Presidential Preparedness Directive (PPD) #8
- F. Presidential Decision Directive (PDD) #62, May 1998, Protection Against Unconventional Threats to the Homeland and Americans Overseas
- G. Title 18, USC, Section 2332a, Weapons of Mass Destruction
- H. Title 18, USC, Sections 175-178, Biological Weapons Anti- Terrorism Act
- I. Title 18, USC, Sections 371-373, Conspiracy
- J. Title 18, USC, Sections 871-879, Extortion and Threats
- K. Title 18, USC, Sections 1365, Tampering with Consumer Products
- L. PL 104-132, Antiterrorism and Effective Death Penalty Act of 1996
- M. PL 104-201, Defense Authorization Act for Fiscal Year 1997, Title XIV—Defense Against Weapons of Mass Destruction
- N. Public Law 92-288 as amended
- O. Code of Federal Regulations, Title 44, Section 206
- P. WV Code 15A-9

II. REFERENCES

- A. National Response Framework, as amended
- B. Comprehensive Preparedness Guide (CPG) 101, 2021
- C. West Virginia Emergency Operations Plan, Basic Plan as amended

APPENDICES

I. APPENDIX 1: THREAT NOTIFICATION PROCEDURES

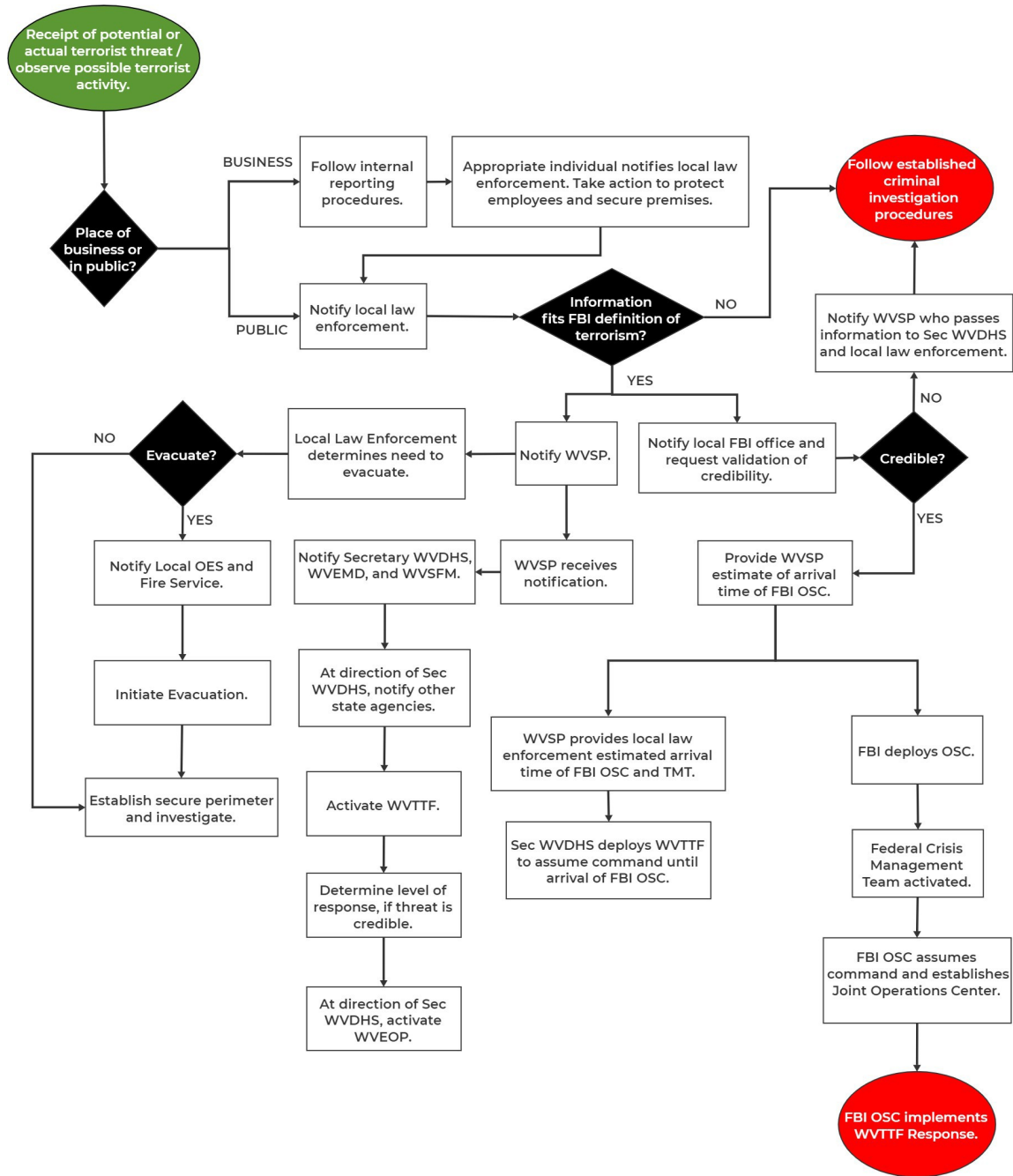
A. Execution

When an individual receives what is believed to be a potential or credible terrorist threat or observes activity that could be potentially terrorist in nature, the information should be immediately provided to local law enforcement, the WVSP and the FBI, WVEMD and the WVFC.

1. Local law enforcement determines if the potentially impacted area(s) needs to be evacuated. If so, they establish and secure a perimeter, as appropriate.
2. Upon notification of a potential or credible terrorist threat, the WVSP or WVFC immediately notifies the FBI or ATF. The FBI has jurisdiction in domestic terrorism. In the case of a bomb explosion, the ATF has jurisdiction, unless a domestic terrorism nexus is determined.
3. The WVSP notifies and briefs the HSA. The Secretary determines what additional notifications are to be made. The WVSP activates the WVJTTF. The WVJTTF recommends a level of response for the State appropriate to the credibility of the threat information. Upon direction from the WVSP Superintendent, it activates the Incident Action Plan (IAP). The HSA determines if and when to activate the SEOC based on the threat.
4. The Supervisory Senior Resident Agent (SSRA) of the local FBI Field Office, or his/her designated representative/agency, validates the credibility of the potential terrorist threat or actual terrorist threat. Upon determination of the credibility of the report, the SSRA notifies the WVSP of their determination. If credible, the notification includes an estimate of the arrival of the FBI On-scene Commander at the perimeter to assume overall command. **(The FBI is to never take command from the local jurisdiction. The FBI is in charge of investigation, not response and recovery. All incidents start locally and end locally. This must be unified and integrated to work).**
5. If the threat is determined credible, the WVSP notifies local law enforcement providing an estimate of the WVJTTF arrival to assume command until the FBI OSC arrives.
6. If the threat is determined not to be credible, the WVSP notifies local law enforcement that the threat is not credible. Local law enforcement follows standard department procedures for criminal investigation. The WVJTTF is deactivated.
7. When the threat information comes from the FBI to the WVSP, the WVSP follows actions beginning with Appendix 1. 1. above.

B. Terrorism Notification Procedures

The following flowchart details the process of handling terrorist threats, including instructions on which agencies to notify.



II. APPENDIX 2: WEST VIRGINIA TERRORISM TASK FORCE

WV Terrorism Task Force (WVJTTF). The WVJTTF is a command team specializing in the Crisis Management phase of terrorist incidents. The WVJTTF is composed of senior government officials and appropriate technical experts and support staff.

(INSERT DIAGRAM)

- A. Functions of the WV Terrorism Task Force (WVJTTF)
 - 1. Provide overall policy coordination for awareness and prevention of terrorism in the State of West Virginia.
 - 2. Coordinates all tactical operations during a terrorist event with all appropriate federal and state agencies.
 - 3. Implement tactical operational plans, developed by the WVSP, to counter terrorist incidents.
 - 4. Planning and intelligence functions
 - a. Evaluate the current threat conditions within the state.
 - b. Evaluate the nature, credibility, and implications of received threats, in conjunction with the FBI.
 - c. Release information related to ongoing criminal investigations to law enforcement agencies on a need-to-know basis.
 - 5. Serve as the designated officials during the Initial Response Phase to the incident until command is shifted to the FBI, upon their arrival. Once command has shifted to the FBI, the WVJTTF with the Governor's Homeland Security Advisor (HSA) in the JOC, is to assist in the coordination of investigative measures and crisis response between local law enforcement agencies, WVSP, WVFC and FBI.
 - 6. Conduct and/or provide tactical, negotiation, intelligence, and logistical support for hostage rescue operations, as directed/requested by the FBI.
 - 7. Provide equipment, including weapons, riot control supplies, aircraft, communications, and transportation support.
- B. Functions of the WV Fusion Center (WVFC)
 - 1. Gather and evaluate intelligence on terrorist threat conditions within the State.
 - 2. Receive actual terrorist threats and evaluate implications.
 - 3. Influence and manage continuous information flow from law enforcement and other involved agencies.
 - 4. Receive, analyze, use, and disseminate information and intelligence at all levels of command and control.

III. APPENDIX 3: TERRORISM DEFINITIONS

- E. Biological Agents
The FBI Weapons of Mass Destruction (WMD) Incident Contingency Plan defines biological agents as microorganisms or toxins from living organisms that have infectious or noninfectious properties that produce lethal or serious effects in plants and animals.
- F. Chemical Agents

The FBI WMD Incident Contingency Plan defines chemical agents as solids, liquids, or gases that have chemical properties that produce lethal or serious effects on plants and animals.

G. Credible Threat

The FBI conducts an interagency threat assessment that indicates that the threat is credible and confirms the involvement of a WMD in the developing terrorist incident.

H. Nuclear Weapons

The effects of nuclear weapons (US Department of Energy (DOE), 1977) defines nuclear weapons as weapons that release nuclear energy in an explosive manner as the result of nuclear chain reactions involving fission and/or fusion of atomic nuclei.

I. Unified Command

Unified Command is an ICS management process that allows all agencies who have jurisdictional or functional responsibility for the incident to be part of the command function by jointly developing a common set of objectives and strategies without losing agency authority, responsibility, or accountability.

J. Weapon of Mass Destruction

Title 18, U.S.C. 2332a, defines a weapon of mass destruction as (1) any destructive device as defined in section 921 of this title, [which reads] any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to the above; (2) poison gas; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

Incident Specific Annex #3: Cyber Incident Response

COORDINATING AGENCY

WV Office of Technology (WVOT)

PRIMARY SUPPORTING AGENCIES

WV Emergency Management Division
(WVEMD)

WV Fusion Center (WVFC)

SUPPORT AGENCIES AND ORGANIZATIONS

- WV Department of Homeland Security (WVDHS)
- WV National Guard (WVNG) J2
- US Department of Homeland Security (DHS)
- Federal Emergency Management Agency (FEMA)
- National Guard Bureau (NGB)
- WV State Police – IT Department
- Cybersecurity and Infrastructure Security Agency (CISA)
- Federal Bureau of Investigation (FBI)
- Secret Service

IS ELEMENTS

I. PURPOSE

This annex discusses policies, organizational structure, actions, and responsibilities for a coordinated, multidisciplinary, broad-based approach to prepare for, respond to, and recover from cyber-related incidents impacting critical state processes and infrastructure.

II. SCOPE

- A. This annex describes the framework for WV cyber incident response coordination among State departments and agencies and, upon request, county, local, and private-sector entities. The Cyber Incident Annex is built primarily upon the National Cyberspace Security Response System (NCSRS), described in the National Strategy to Secure Cyberspace. The NCSRS is a public-private architecture that provides mechanisms for rapid identification, information exchange, response, and remediation to mitigate the damage caused by malicious cyberspace activity.
- B. This framework may be utilized in any incident with cyber-related issues, including significant cyber threats and disruptions; crippling cyber-attacks against the internet or critical infrastructure information systems; technological emergencies; or declared disasters.
- C. This annex describes the specialized application of the WV Emergency Operations Plan (WVEOP) to cyber-related incidents. Cyber-related incidents may result in activation of both Emergency Support Function (ESF) 2 Communications and this

incident specific annex.

- D. When processes in both annexes are activated, WVEMD and WVOT will continue their responsibilities under this annex and fulfill their responsibilities as described in ESF #2 Communications.

III. POLICIES

- E. This annex is intended to be consistent with the WVEOP, the National Response Framework (NRF), and the National Incident Management System (NIMS).
- F. All agencies assigned responsibilities within this annex will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their tasks.
- G. This annex applies to all threats or acts of cyber terrorism and/or cyber disruptions within the state that require a coordinated response.
- H. This annex will be activated as a precautionary measure to respond to a potential cyber incident.
- I. WVEMD is responsible for the development and maintenance of this annex. This should occur at minimum once every two years.

IV. SITUATION

- J. There have been an increasing number of cyber incidents occurring and it is imperative that a plan is in place for Local, State, Federal government agencies and private industry to recover from a cyber-attack and/or disruptive incident.
- K. WV's critical infrastructures and key resources consist of, but are not limited to, the physical and cyber assets of public and private institutions in several sectors: agriculture, food, water, public health, emergency services, government, defense industrial base, information and telecommunications, energy, transportation, banking and finance, chemicals, and hazardous materials and postal and shipping. Cyberspace is the nervous system of these infrastructures-the control system of our State and country.
- L. Cyberspace is comprised of hundreds of thousands of interconnected computers, servers, routers, switches, and network cables that make our critical infrastructure work. Thus, the healthy functioning of cyberspace is essential to our economy and security. The threat of a cyber-related attack that could affect the state's infrastructure, computer systems, communications capabilities, economic security, and other critical assets cannot be minimized or ignored in today's computer-dependent world.

- M. No single agency at the Local, State, or Federal level possesses the authority and expertise to act unilaterally on the issues that could arise while responding to an act of cyber terrorism or other cyber incident in WV.
- N. WV’s critical infrastructure and key resources depend on properly functioning cyber and communication equipment to perform their functions and maintain a standard of living for the citizens in WV. Damage to these systems could create great hardship and civil unrest.
- O. Cyber incidents may occur with little or no warning and may involve a variety of tactics which could affect critical state infrastructure and key resource sites. A cyber incident could rapidly overwhelm the ability of Local, State and Federal agencies to respond to natural disasters as well as acts of terrorism.
- P. Telecommunications and information technology services and activities are essential to providing direction and control for emergency operations and response activities, providing emergency information, warnings, and guidance to the general public, and communicating with all levels of government, where necessary.
- Q. Telecommunications and information technology within WV depends on commercial, dedicated and fiber-optic telephone lines, satellite- based communications systems, internet, and interoperable radio resources.

V. PLANNING ASSUMPTIONS

- R. Some redundant telecommunications and information technology services will survive the effects of an emergency or disaster.
- S. WVEMD will provide emergency information and warnings through the Emergency Alert System (EAS) and Wireless Emergency Alert (WEA) network. The National Oceanographic and Atmospheric Administration (NOAA) Weather Radio service will provide weather related updates.
- T. Some people will ignore, not hear, or not understand warnings of impending dangers broadcasted over radio or television or sounded by local siren systems.
- U. Volunteer emergency communications resources will maintain the capability to respond and continue service through the disaster period.
- V. Federal, State, Local and private sector agencies will work together on cyber related issues and response to lessen the effects of a cyber-related incident and/or terrorist act.
- W. All state agencies will notify WVOT, then WVOT will notify WVEMD in the event of a suspected cybersecurity incident affecting their department/agency.

VI. ORGANIZATIONAL STRUCTURE

- X. The WVEMD Director, or designee, will provide general guidance for emergency operations, including the response to cyber incidents, in coordination with WVOT. During periods of a heightened cyber terrorist threat(s) or after an incident has occurred, the State Emergency Operations Center (SEOC) will be activated, per the WV Standard Operating Procedures (SOP).
- Y. The WVEMD Director, or designee, will facilitate the cyber terrorist incident response activities of the state departments and agencies to provide policy guidance in support of the incident commander. During terrorist incidents, the director will normally carry out those responsibilities from the SEOC.
- Z. If the state’s resources are insufficient or inappropriate to deal with an emergency situation, a request will be made for assistance from other jurisdictions pursuant to mutual aid agreements or from organized volunteer groups. Mutual aid personnel and volunteers will normally work under the immediate control of their own supervisors according to their Mutual Aid Agreement or Memorandum of Understanding. All response agencies are expected to conform to the general guidance provided by the senior decision-makers and carry out mission assignments directed by the Incident Commander/Unified Command or the SEOC.

VII. CONCEPT OF OPERATIONS

AA. General

- 1. A cyber-related incident may take many forms: an organized cyber-attack, an uncontrolled exploit such as a virus or worm, a natural disaster with significant cyber consequences, or other incidents capable of causing extensive damage to Critical Infrastructure Key Resources (CIKR).
- 2. Large-scale cyber incidents may overwhelm government and private-sector resources by disrupting the Internet and/or taxing critical infrastructure information systems. Complications from disruptions of this magnitude may threaten lives, property, the economy, and national security. Rapid identification, information exchange, investigation, and coordinated response and remediation often can mitigate the damage caused by this type of malicious cyberspace activity.
- 3. The State Government plays a significant role in managing intergovernmental and, where appropriate, public-private coordination in response to significant cyber-incidents.
 - a. State Government responsibilities include:
 - i. Distributing indications and warning of potential threats, incidents, and attacks;
 - ii. Information-sharing both inside and outside the government,

including best practices, investigative information, coordination of incident response, and incident mitigation;

- iii. Analyzing cyber vulnerabilities, exploits, and attack methodologies;
- iv. Providing technical assistance;
- v. Conducting investigations, forensics analysis, and prosecution;
- vi. Attributing the source of cyber-attacks;
- vii. Defending against the attack.
- viii. Leading recovery efforts.

BB. Activation

1. Pre-Incident

State departments and agencies maintain computer incident response capabilities that can rapidly respond to cyber incidents on their networks, including events of prolonged duration.

2. Notification and Activation Procedures

Procedures in this annex are implemented when it is determined that a cyber-related incident is imminent or underway. Notification of WVEMD is made through established communications channels that exist between the State Government, Non-Governmental Organizations (NGO), and the public. Responses to a cyber-related incident could well require activation of a number of ESFs and other Support Annexes, based on the nature of the threat.

3. Initial Actions

WVEMD, WVOT, and other State/Federal agencies as appropriate work closely together to coordinate the response during a cyber-incident or attack, identify those responsible, and otherwise respond appropriately.

CC. Ongoing Actions

WVEMD or WVOT coordinates technical and other assistance with and/or to other State or Federal agencies for response to major failures of critical information systems.

VIII. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities
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<p>WV Emergency Management Division</p>	<p>WVEMD</p>	<ul style="list-style-type: none"> ▪ Coordinate SEOC staffing and functioning. ▪ Coordinate Resource Management and Coordination through ESF #2. ▪ Coordinate Communications and Information Technology. ▪ Coordinate Emergency Public Information. ▪ Coordinate with local, State and Federal departments and agencies. ▪ Coordinate Comprehensive emergency planning. ▪ Identify cyber related critical infrastructure/key resources. ▪ Ensure that necessary changes and revisions to this Annex are prepared, coordinated, approved, and distributed.
<p>WV Office of Technology</p>	<p>WVOT</p>	<ul style="list-style-type: none"> ▪ Always monitor the state network for suspicious cyber activity. ▪ Coordinate Information Technology damage and assessment. ▪ Act as a liaison to Federal entities such as MS-ISAC, US-CERT, and US Department of Homeland Security in the event of a large-scale cyber- incident. ▪ Disseminate cyber related information via multiple means. ▪ Identify the cause of a cyber-incident, isolate the risk, when appropriate, remove the problem from a system and prepare the system for recovery and determine when the system can safely be restored to service. ▪ Coordinate cyber training and education of state sectors. ▪ Support and communicate with state agencies and school systems

		<p>experiencing a cyber-incident on their respective network.</p> <ul style="list-style-type: none"> ▪ Assist local, State, and Federal law enforcement with cyber related investigations and data analysis. ▪ Establish and maintain a continuity of operations plan for reestablishing access to hosted services following a disaster. ▪ Report any suspicious activity to the WVEMD when the state network is significantly threatened by a cyber-incident.
WV Department of Homeland Security	WVDHS	<ul style="list-style-type: none"> ▪ Support the lead agency in response to a cyber-incident. ▪ Protect critical infrastructure. ▪ Support communications and information technology. ▪ In coordination with WVEMD and WVOT, provide overall direction of cyber terrorist incident response activities. Advise and assist the state emergency response effort. ▪ Provide response augmentation in accordance with proper legal authority.
WV State Police	WVSP	<ul style="list-style-type: none"> ▪ Maintain law and order. ▪ Criminal investigation.
WV Fusion Center	WVFC	<ul style="list-style-type: none"> ▪ Support LE investigations, intel and analysis.
WV National Guard	WVNG	<ul style="list-style-type: none"> ▪ Leverage Army and Air personnel expertise via a cyber-liaison response capability.

AUTHORITIES AND REFERENCES

I. AUTHORITIES

- DD. The Enhancement of Non-Federal Cyber Security, The Homeland Security Act (Section 223 of P.L. 107-276)
- EE. Homeland Security Presidential Directive (HSPD) - 5
- FF. Homeland Security Presidential Directive (HSPD) - 5
- GG. Federal Information Security Management Act (FISMA)
- HH. Executive Order 12472: The Assignment of National Security Emergency Preparedness Responsibilities for Telecommunications
- II. Section 706, Communications Act of 1934, as amended (47 U.S.C. 606)
- JJ. The Defense Production Act of 1950, as amended
- KK. National Security Act of 1947, as amended
- LL. National Security Directive 42: National Policy for the Security of National Security Telecommunications and Information Systems
- MM. Executive Order 12333: United States Intelligence Activities, as amended
- NN. WV Code 15A-9

II. REFERENCES

- OO. National Strategy to Secure Cyberspace
- PP. West Virginia Emergency Operations Plan, Basic Plan as amended

Incident Specific Annex #4: Coal Mine Emergency

COORDINATING AGENCIES

WV Office of Miners' Health, Safety and Training (WVOMHST)

WV Emergency Management Division (WVEMD)

SUPPORT AGENCIES AND ORGANIZATIONS

- WV Governor's Office (GO)
- WV Department of Commerce (WVDCOM)
- WV Department of Homeland Security (WVDHS)
- WV Department of Health
- WV Department of Human Services
- Local Emergency Manager
- Local Mine Operators
- Private Sector/Local Mine Rescue Teams
- WV State Police
- WV State Fire Marshal's Office
- Local fire and EMS

IS ELEMENTS

I. PURPOSE

This annex defines the organizational structure, operational concepts, responsibilities, and procedures to coordinate a rapid and appropriate response to coal mine emergencies.

II. SCOPE

This annex applies to all Emergency Support Functions (ESFs) of WV.

III. POLICIES

- A. This annex is intended to be consistent with WV Emergency Operations Plan (WVEOP), the National Response Framework (NRF), and the National Incident Management System (NIMS).
- B. All agencies assigned responsibilities within this annex will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their tasks.
- C. The WVEMD, in conjunction with the WVOMHST, are responsible for the

development and maintenance of this annex. This should occur at minimum once every two years.

IV. SITUATION

- D. When a mine emergency occurs, the first few hours after the emergency are the most critical and often determine the success of the mine rescue and recovery operations. Teamwork is not only essential between mine rescue teams, but also among company administrators, mine personnel, Federal, State, and Local officials. These agencies and organizations comprise an entire rescue network designed to direct and support the entire operation, particularly the rescue teams, during a coal mine emergency.
- E. The protection of life will always supersede the protection of property.

V. PLANNING ASSUMPTIONS

- F. A coal mine emergency has occurred that requires coordination and activation of the Mine and Industrial Accident Emergency Operations Center (MIAEOC).
- G. The Mine and Industrial Accident Rapid Response System (MIARRS) provides a critical connection between the Directors of the WVOMHST, WVEMD, Coal Mine Operators, Local Emergency Management Directors (EM) and other responsible agencies and individuals.
- H. The incident may involve mass casualties.
- I. Mutual aid between jurisdictions and requests for assistance from state resources can be expected.

VI. ORGANIZATIONAL STRUCTURE

- J. The WVOMHST is the lead state agency for incidents involving coal mine emergencies.
- K. MIARRS provides a vital resource to the citizens of WV by providing a critical connection among WVOMHST, WVEMD, local EM and other responsible agencies.
- L. The State Emergency Operations Center (SEOC) Director, when the SEOC is activated, will prioritize staff requests for execution of operations.

VII. CONCEPT OF OPERATIONS

M. Chain of Command

1. Governor
2. Director, WVOMHST
3. Director, WVEMD

N. Phases of Management

1. Preparedness

- a. MIAEOC. This is a component of the WVEMD Watch Center operation and is always available.
- b. Provide a 24-hour-a-day statewide telephone number, which provides emergency assistance and coordination to coal mine emergencies and industrial accidents.
- c. Implement and operate MIARRS. On a quarterly basis, WVOMHST provides the MIAEOC with an updated mine emergency contact list.
- d. Update changes to the mine emergency contact list and provide to the MIAEOC.
- e. Continue to support training of mine rescue teams and support agencies through the WVOMHST.

2. Response

- a. Coordinate emergency response assets, including industry inspectors, from regulatory agencies, response equipment, supplies, and other response data. This coordination may include electronic information manipulation, retrieval, and appropriate Geographic Information Systems (GIS) information. This could require activation of the SEOC, including selected ESFs, to support any required rescue operation.
- b. Report accidents or emergencies to WVEMD at the MIAEOC as prescribed by law.
- c. Record all calls received on the published line for documentation purposes. Recording calls is automatic.
- d. Operate the MIAEOC, the official state government 24-hours-a-day communications center for dealing with coal mine emergencies.

- e. Respond with appropriate personnel and related support equipment to the site of a mine emergency; establish an incident command post in conjunction with the Mine Safety and Health Administration (MSHA), the WVOMHST and other responsible entities.
 - f. Ensure that appropriate personnel are on site to secure the site, the command post, the mine command post, and any other areas deemed appropriate by the incident commander.
 - g. Establish a procedure on site to ensure proper briefings for families by representatives of the state, WVOMSHT, MSHA, and the federal government prior to the release of any information to the media or other persons. This is done in conjunction with the Governor’s Office of Communications and coordination with local Clergy and the WV Religious liaison.
 - h. Establish a Joint Information Center (JIC) to provide periodic updates to the media. Briefings are conducted at times identified by the Incident Commander and shall include the State, Federal government, and the mine company, to the extent possible. See ESF #15.
3. Recovery
- a. All departments and agencies involved will perform retrograde, maintenance, and demobilization operations in accordance with established standard operating procedures.

VIII. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities
WV Emergency Management Division	WVEMD	<ul style="list-style-type: none"> ▪ Assign an Incident Commander. ▪ Work in conjunction with the WVOMHST to maintain the Mine and Industrial Accident Emergency Operations Center. ▪ Implement and operate MIARRS. ▪ Coordinate and route requests for mining resources.

WV Governor's Office	GO	<ul style="list-style-type: none"> Provide general direction and control of the WVEMD and is responsible for carrying out of the provisions of West Virginia Code Chapter 15-5-5. May assume direct operational control over the event of disaster beyond local control. Serve as the primary communicator with the operator, miners' families, press, and the public.
WV Department of Commerce	WVDCOM	<ul style="list-style-type: none"> Provide assistance, direction, coordination, and oversight as required.
WV Department of Homeland Security	WVDHS	<ul style="list-style-type: none"> Oversee the WVEMD and ensure coordination with all appropriate agencies during a mine emergency.
WV Department of Health		<ul style="list-style-type: none"> Provide assistance, direction, coordination, and oversight as required. Support and coordinate mass care and mass fatality operations.
WV Department of Human Services		<ul style="list-style-type: none"> Support coordination of behavioral health and crisis counseling operations
Office of Miners' Health, Safety and Training	OMHST	<ul style="list-style-type: none"> Work with WVEMD to maintain the Mine and Industrial Accident Emergency Operations Center. Coordinate, on behalf of the State, all rescue-related activities. Provide the Mine and Industrial Accident Emergency Operations Center with a coal mine emergency contact list on a quarterly basis. In the event of any change in the information contained in the coal mine emergency contact list, such changes are to be provided immediately to the

		<p>Emergency Operations Center. The coal mine emergency contact list includes the following:</p> <ul style="list-style-type: none"> ▪ The names and telephone numbers of the Director of the Office of Miners’ Health, Safety and Training and his or her designee, including at least one telephone number at which the Director or designee may be reached at any time. ▪ The names and telephone numbers of all Inspector-at-Large or Assistant Inspector-at-Large, including at least one telephone number for each inspector at which each inspector may be reached at any time. ▪ A current listing of all regional offices or districts of the WVOMHST, including a detailed description of the geographical areas served by each regional office or district. ▪ The names, locations, and telephone numbers of all approved mine rescue stations, including at least one telephone number for each station that may be called twenty-four-hours-a-day and a listing of all mines that each mine rescue station serves.
<p>Mine and Industrial Accident Emergency Operations Center</p>	<p>MIAEOC</p>	<ul style="list-style-type: none"> ▪ Notify, upon receipt of an emergency call regarding any accident, the following: ▪ The Director of the WVOMHST or his/her designee ▪ The Inspector-at-Large or Assistant Inspector-at-Large in which region the accident occurred. ▪ Local emergency service personnel in the area in which the accident occurred, if not already being dispatched locally. ▪ The Director or his/her designee of the WVOMHST determines the need for and contacts all mine rescue stations that provide rescue coverage to the mine in question. ▪ There are six State approved mine rescue teams available to respond to mine emergencies. They are located in various parts of the state.

<p>Local Emergency Management Directors</p>	<p>EM</p>	<ul style="list-style-type: none"> ▪ Coordinate requests/resources between the local Emergency Operations Center and the State Emergency Operations Center (if activated). ▪ Serve as liaison between local mine operator(s) and local resources. Ensure appropriate personnel are on site from the local level to assist with the command post, mine command center, and any other areas deemed appropriate by the Incident Commander.
<p>Local Mine Operators</p>		<ul style="list-style-type: none"> ▪ Designate a person to work with local, State, and Federal officials during coal mine emergencies. ▪ Evacuate the mine following a mine emergency that presents an imminent danger to the miners. ▪ Notify the Mine and Industrial Accident Emergency Operations Center of any reportable situation. ▪ Notify US Department of Labor, MSHA when a mine emergency occurs. ▪ Serve as the primary communicator until the event transitions to State Direction and Control. ▪ Identify and notify at least two teams to respond to the mine emergency within one hour travel time of the mine.
<p>Private Sector/Local Mine Rescue Teams</p>	<p>MRT</p>	<ul style="list-style-type: none"> ▪ Provide mine rescue teams to local mine operators. This is either by request or by standing mutual aid agreements/memorandums of understanding. ▪ Send enough personnel to respond to the mine emergency. This requires one team to be in the mine, one team serving as backup to the team inside the mine, and one team up on top of the mine to be ready to respond.

Federal Level		<ul style="list-style-type: none"> ▪ Establish and update every five years criteria to certify the qualifications of mine rescue teams. ▪ Assign an individual from the Department of Labor to be a liaison between the Department and the families of victims of mine tragedies involving multiple deaths.
		<ul style="list-style-type: none"> ▪

AUTHORITIES AND REFERENCES

I. AUTHORITIES

- O. State of West Virginia Emergency Services and Disaster Laws
- P. West Virginia Code §15-5B
- Q. West Virginia Code §22
- R. West Virginia Code §22A

II. REFERENCES

- S. State of West Virginia Emergency Operations Plan – Basic Plan
- T. NIOSH – Protecting Emergency Responders Volume 3, Safety Management in Disaster and Terrorism Response
- U. NIOSH IC9452 – An Underground Coal Mine Fire Preparedness and Response Checklist: The Instrument
- V. NIOSH IC9481 – Fire Response Preparedness for Underground Mines
- W. NIOSH – Innovative Strategies for Mine Fire Preparedness

- X. West Virginia Code of State Rules, Title 170, Series 1, West Virginia Division of Homeland Security and Emergency Management, Mine and Industrial Accident Rapid Response System
- Y. Mine Improvement and New Emergency Response Act of 2006 or the MINER Act, Section 316 of the Federal Mine Safety and Health Act of 1977 (30 U.S.C. 876) amended
- Z. Senate Bill S.2803 of the 109th Congress 2d Session
- AA. NIOSH IC9481 Information Circular 2005
- BB. NIOSH Publication No. 2006-105 Fire Response Preparedness for Underground Mines
- CC. NIOSH IC9471 Information Circular 2004, An Oral History Analysis of Mine Emergency Response

Incident Specific Annex #5: Water Crisis Response

COORDINATING AGENCIES

WV Department of Health

WV Emergency Management Division
(WVEMD)

SUPPORT AGENCIES AND ORGANIZATIONS

- WV Department of Agriculture (WVDA)
- WV Department of Transportation (WVDOT)
- WV Department of Environmental Protection (WVDEP)
- WV Department of Homeland Security (WVDHS)
- WV National Guard (WVNG)
- US Department of Homeland Security (DHS)
- Federal Emergency Management Agency (FEMA)
- US Department of Health and Human Services-Centers for Disease Control (HHS-CDC)
- US Environmental Protection Agency (EPA)
- National Guard Bureau (NGB)

IS ELEMENTS

I. PURPOSE

This annex to the WV Emergency Operations Plan (WVEOP) outlines the WV's plan of action in the event of a water crisis, and the steps to be taken to prepare for an event. It will deal with contamination of, and threats to, drinking water, service water, and wastewater. It does not encompass flooding emergencies in the state.

II. SCOPE

This annex applies to all Emergency Support Functions (ESFs) of WV.

III. POLICIES

- A. This annex is intended to be consistent with the WVEOP, the National Response Framework (NRF), National Disaster Recovery Framework (NDRF), and the

National Incident Management System (NIMS). All agencies assigned responsibilities within this annex will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their tasks.

- B. The WVEMD is responsible for the development and maintenance of this annex. This should occur, at minimum, once every two years.

IV. SITUATION

- C. The chemical and petrochemical industry has had a long presence in WV. There are regional concentrations of chemical facilities in the Kanawha Valley, along the Ohio River, and in less concentrated areas throughout the State. The chemicals used to support this industry are shipped over the state's highways, rail systems, and waterways. They pass through the narrow valleys that make up the state's topography, and they pass along the streams and rivers that often provide a source of water to the local communities.
- D. Local authorities have the primary responsibility of planning for and managing the consequences of a water crisis using available resources in the critical hours before State and Federal assistance can arrive.
- D. The consequences of any of these crises might result in the loss of life, injuries, damage to homes and businesses, damage to infrastructure, and response costs that have the potential to be devastating to the citizens of WV.
- E. A water crisis event can be the result of a drought, earthquake, extreme cold and winter storms, extreme heat, flooding, hurricane, tornado, wildfire, or the introduction of chemical, biological, or radiological substances into waterways that are used by local and state municipalities in the production of water; or the failure of equipment and/or facilities that produce and distribute water.
- F. A water crisis can affect large portions of the state and cause significant hardship for those who reside in the area and receive their drinking water from a contaminated water source.
- G. Failure of the production, processing, and distribution infrastructure can likewise produce significant hardship and deviation from daily and long-term norms.

V. PLANNING ASSUMPTIONS

- E. The citizens of the state are at risk of potential contaminants being leaked into water sources.
- F. The citizens of the state are at risk of potential failure of the production/distribution network(s) that deliver water.

- G. Planning and training for preparedness, prevention, response, recovery, and the implementation of clearly defined policies and procedures can reduce the potential for significant impact on the citizens of the state.
- H. Contamination of a water source can occur with little or no advanced warning.
- I. Partial failure of water production, processing, and distribution networks occurs on a regular and routine basis. It can be caused by water/wastewater main failure, a broken hydrant, or loss of pressure due to pumping station issues. It is the intent of this annex to address those larger-scale failures that impact a significant portion of the population over an extended period of time.
- J. The nature and scope of a water crisis event or the failure of production, processing, and distribution networks may require assistance and support from the Federal and State governments during the response and recovery phases of an operation.
- K. Government facilities, including emergency facilities, may be destroyed, or become inoperable during a major disaster.
- L. Local on-scene emergency operations, including mutual aid for response resources, are directed by local government officials, except in those situations where state law requires that a state agency exercise lead responsibility, or where local government personnel require special expertise to cope with the problem(s) at hand.
- M. On-scene coordination of emergency response is accomplished within the Incident Command System (ICS) framework prescribed in NIMS, allowing for the incorporation of local, State, and Federal agencies, and other responsible parties into one organizational framework called Area or Unified Command.
- N. Normal communications systems may be destroyed, degraded, or rendered inoperable in a disaster. Compatible, alternate, and/or mobile communications capabilities will be available and operational. State and non-governmental agencies will coordinate the effective use of communication assets during crisis situations.
- O. Local emergency managers and volunteer organizations coordinate evacuation and sheltering.
- P. With the possibility of terrorism and Weapons of Mass Destruction (WMD), any incident will be approached as if it could be a possible terrorist attack. Refer to IS #2 Terrorism Response.
- Q. A representative form of government is maintained in the State.
- R. When local and State resources are depleted or committed to response operations, the State will request assistance through the Emergency Management Assistance Compact (EMAC) or FEMA.
- S. All levels of government (Local, State, Federal) are prepared to carry out emergency response and recovery actions independently and at the lowest level required. This

means that the local emergency director will activate their response plan. When the scope of the emergency becomes greater than their ability to mitigate it, the local Emergency Operations Centers (EOC) will notify the State, which will activate the WVEOP and the SEOC, if appropriate. When the emergency becomes too great for the State to mitigate, it will then contact the Federal government for support.

- T. Memorandums of Understanding (MOU) with neighboring states and FEMA Region III will be upheld, and will be executable during localized, major disasters under the consent of the Governor. (MOUs and pre-coordinated EMAC agreements may not be able to be executed for regional disasters if multiple states are affected).
- U. Potable water provision/distribution may be needed to avert larger public health disasters.

VI. ORGANIZATIONAL STRUCTURE

- V. At the local level, local emergency managers will coordinate emergency responses.
- W. At the State level, water crisis response coordination is the responsibility of WVEMD and WV Department of Health / Center for Threat Preparedness (CTP).
- X. Requests for support will be generated through the state's emergency management information software by the local emergency manager. The SEOC Director in the SEOC will prioritize staff requests for execution.

VII. CONCEPT OF OPERATIONS

- Y. General
 - 1. WV and local jurisdictions exercise the preeminent authority to make decisions regarding management of incidents of this type. The Federal government will provide assistance, as required and requested by the State of West Virginia. The NRF provides the FEMA with an outline for the coordination of federal support agencies in response to requests from WV.
- Z. Phases of Management
 - 1. Preparedness
 - a. Pre-Incident Management
 - i. Disseminate information and warnings.
 - ii. Identify areas that may be affected by an incident and provide safety information to people located within those areas.
 - iii. Provide an alert system for information so that the proper agencies are notified of incidents.

- iv. Provide emergency response and preparedness training.
- v. Increase the ability and readiness to respond.
- vi. Water production, processing, and distribution facilities create and exercise effective Continuity of Operations (COOP) planning.
- vii. All water systems with surface water sources or ground water sources that are affected by surface water maintain Source Water Protection Plans on file with WV Department of Health, in accordance with West Virginia Code §16-1-9c.

2. Response

- a. In some situations, the discovery of a water crisis may be reported by private companies or the local population. In this event, the information needs to be relayed to the WV Department of Health and WVEMD Watch Center for internal and external distribution in accordance with the Watch Center instructions.
- b. Local emergency management directors will evaluate each emergency and determine an appropriate level of response. All situations will be evaluated on a continuous basis. Local directors will keep WVEMD informed of situations so that additional assistance can be provided when local support efforts are insufficient, or the situation is beyond the scope of local capabilities.
- c. WV will continuously evaluate all situations, and when the emergency becomes too large or serious in nature, or they lack the internal expertise, then they will contact the Federal government (i.e., FEMA, HHS/CDC, FBI, EPA, etc.).
- d. Initial response to a water emergency will focus on exposure prevention and reduction and return to normal operations. This can be accomplished through several means such as isolating contaminates at the source, announcing boil water advisories, do not use orders or closing water plant intakes.

3. Recovery

- a. Recovery operations will continue until the danger to the health and well-being of the citizens of WV has been negated and the threat to the state infrastructure has been sufficiently mitigated.
- b. Responding organizations will submit After Action Review (AAR) information and financial documentation so that they can receive rightful reimbursement, and they are prepared to meet the next emergency.
- c. Improvements in response recommendations will be collected from personnel involved with the event.

- d. Equipment will return to normal operation.

VIII. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities
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<p>WV Emergency Management Division</p>	<p>WVEMD</p>	<ul style="list-style-type: none"> ▪ Act as the overall coordination and control for State and local emergencies. ▪ Ensure the safety and well-being of the citizens of West Virginia. ▪ Advise and keep the Governor informed of any issues or updates. ▪ Request additional assistance from Federal government agencies other than FEMA as required. ▪ Support the plan of the local Emergency Management Director and help to meet any shortfalls. ▪ Receive and Track emergency management information system requests from local Emergency Directors, and coordinate response resources with appropriate agencies. ▪ Conduct a preliminary damage assessment. If it is beyond the capability of the State, then activate EMAC and/or request assistance from the FEMA Region III Administrator. ▪ Schedule, manage, and coordinate yearly training requirements for Emergency Management Directors. ▪ Track costs associated with emergency response. ▪ Provide oversight and guidance to other state agencies as they go through the audit process. ▪ Notifying the public. ▪ Monitor the situation. ▪ Prevent additional water source contamination. ▪ Coordinate any waste or soil removal. ▪ Provide an alternative source of drinking water. ▪ Ensure critical facilities (i.e., hospitals, nursing homes, and prisons) have sufficient resources to operate. ▪ Provide direction to the public about exposure to or use of contaminated water (i.e., boil water advisory, system flushing, uses for purposes other than drinking).
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<p>WV Department of Health</p>		<ul style="list-style-type: none"> ▪ Notify drinking water systems of chemical spills or other events such as flooding that impact drinking water sources and provide technical assistance as needed. ▪ Notify Local Health Departments in jurisdictions where water quality is compromised because of a water crisis to advise of the incident and potential impacts. ▪ Public Health Sanitation will coordinate with Local Health Departments to notify permitted facilities affected by the event. This could include food manufacturing facilities, state institutions, restaurants, lodging facilities, schools, child centers, recreational water facilities such as bathing beaches that need to take action related to the identified water emergency i.e post closure notices, or other actions if a “do not use or do not consume “ order is in effect. ▪ Facilitate the posting of advisories at common entrance waterways used for recreational purposes that aren’t under permit. ▪ Support collection of water samples at various impacted locations during an event. ▪ Assist with coordination of potable water to impacted communities as needed.
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AUTHORITIES AND REFERENCES

I. AUTHORITIES

- A. West Virginia Code §15-5
- B. West Virginia Code §16
- C. West Virginia Code §22

II. REFERENCES

- AA. WV Emergency Operations Plan, Basic Plan
- BB. PL 93-288, Section 202, as amended “Disaster Warnings”
- CC. CPG101, 2021
- DD. CPG201 Threat and Hazard Identification and Risk Assessment
- EE. 44CFR, Emergency Management Assistance
- FF. 42U.S.C 5121-5208, Disaster Relief
- GG. The Stafford Act 93-288

Incident Specific Annex #6: Drought

COORDINATING AGENCY

WV Emergency Management Division
(WVEMD)

PRIMARY SUPPORT AGENCIES

WV Department of Environmental Protection
(WVDEP)

WV Department of Health

WV Department of Agriculture (WVDA)

SUPPORT AGENCIES AND ORGANIZATIONS

- WV Department of Transportation (WVDOT)
- WV Division of Highways (WVDOH)
- WV Department of Homeland Security (WVDHS)
- WV National Guard (WVNG)
- WV Public Service Commission (PSC)
- Radio Amateur Civil Emergency Service (RACES)
- National Weather Service (NWS)
- US Department of Agriculture (USDA), Farm Service Agency
- US Army Corps of Engineers (USACE)

IS ELEMENTS

I. PURPOSE

- A. This annex provides the framework necessary to coordinate Federal, State, Local, and private sector recovery efforts from the long-term consequences of a drought disaster affecting WV.
- B. State assistance under this function consists of three components:
 1. Providing monitoring and assessment.
 2. Helping affected communities return to normal status through coordination and implementation of applicable assistance programs, if needed.
 3. Identifying and implementing programs to minimize the adverse impact of drought.

II. SCOPE

This annex applies to all Emergency Support Functions (ESFs) of WV.

III. POLICIES

- A. This annex is intended to be consistent with the State of WV Emergency Operations Plan (WVEOP), the National Response Framework (NRF), and the National

Incident Management System (NIMS).

- B. All agencies assigned responsibilities within this annex will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their tasks.
- C. The WVEMD and the WVDEP are responsible for the development of this annex with input provided by appropriate agencies. This should occur at minimum once every two years.
- D. Each State and Federal agency responding to a drought is to prepare interim and final reports and After-Action Reviews (AAR) on their activities and submit them to the WVEMD.

IV. SITUATION

- E. A drought is a natural, yet unpredictable occurrence that can vary widely in progression, duration, severity, and local impact. A drought is a persistent and extended period of below normal precipitation causing abnormal moisture deficiency that results in adverse impacts on vegetation, animals and/or people. This definition can be further subdivided into:
 - 1. **Meteorological Drought:** This drought stage is often defined by a period of substantially diminished precipitation for a duration and/or intensity that persists long enough to produce a significant hydrologic imbalance. The commonly used definition of meteorological drought is an interval of time, generally in the order of months or years, during which the actual moisture supply at a given place consistently falls below the climatologically appropriate moisture supply.
 - 2. **Agricultural Drought:** This drought stage occurs when there is inadequate precipitation and/or soil moisture to sustain crop or forage production systems. The water deficit results in serious damage and economic loss to plant or animal agriculture. Agricultural drought usually begins after meteorological drought, but before hydrological drought, and can also affect livestock and other agricultural operations.
 - 3. **Hydrological Drought:** This drought stage is a result of deficiencies in surface and subsurface water supplies. It is measured as stream flow, and as lake reservoir and ground water levels. There is usually a time lag between a lack of rain or snow and lower water levels in streams, lakes, and reservoirs.
 - 4. **Socio-economic Drought:** This drought stage occurs when physical water shortages start to affect the health, well-being, and quality of human life, or when the drought starts to affect the supply and demand of an economic product.

- F. Drought is a complex physical and social process of widespread significance. Although drought sometimes can affect the entire state, it frequently is more of a regional problem. Despite the frequency and economic damage caused by drought, the term drought remains difficult to define, and there are no universally- accepted parameters because:
1. Drought, unlike floods, is not a distinct event in that it has no clearly defined beginning or end, thereby complicating attempts to define it;
 2. The definition of drought varies with its impact on individuals and circumstances, thus influencing the perception and meaning of drought, depending upon whom it affects and how they are affected; and
 3. While the effects of drought on the environment cannot be avoided in many cases, the adverse effects of drought caused by human activities in drought-prone areas can be avoided. There are several obvious problems with drought situations, but the initial problem is in recognizing drought conditions. Drying trends tend to be associated with “good” weather; too much “good” weather can wreak havoc on the environment, create serious water shortages, and delay or stop business and industry.
- G. WV receives an annual average of 45.1 inches of precipitation which replenishes ground water and reservoirs. Extended droughts can severely diminish the amount of water in streams, reservoirs, and aquifers.
- H. The population of WV is equally dependent on public ground water systems, private wells or cisterns and surface water for their water supply.

V. PLANNING ASSUMPTIONS

- I. Local jurisdictions implement conservation and mitigation procedures where possible. Zoning restrictions and planned development of identified drought vulnerable areas are enforced.
- J. Public education efforts encourage individuals to adopt water conservation measures.

VI. ORGANIZATIONAL STRUCTURE

- K. A shared responsibility for managing agriculture droughts exists at the State level with WVDA and WVEMD. WV Department of Health is to work directly with local jurisdictions that have been affected by droughts.
- L. Planning and policies are to be maintained at the State level by WVDA and WVEMD to manage agriculture droughts and the recovery process afterwards.
- M. Shared responsibility for managing hydrological droughts exists at the State level

with WVDA, WVDEP, WVEMD, and WV Department of Health.

- N. Lines of succession are in accordance with the WVEOP Basic Plan, Emergency Support Functions (ESFs) and Incident Specific Annexes. It is the responsibility of each agency to ensure sufficient trained staff are available to perform its mission.

VII. CONCEPT OF OPERATIONS

O. General

WV monitors precipitation, ground water levels, stream flows, snowpack, and water quality.

P. Phases of Management

1. Preparedness

- a. Coordinate with all supporting and other appropriate departments/agencies and organizations to ensure accuracy and currency of information.
- b. Develop systems to use predictive modeling, including the HAZUS loss estimation methodology, to determine vulnerable demographics as a basis for identifying recovery activities.
- c. Develop and organize damage assessment teams and plans to obtain and analyze damage assessment data.
- d. Ensure all personnel integrate the NIMS principles in all planning activities. All Emergency Support Function (ESF) personnel are to complete all required NIMS training, as outlined in the Department of Homeland Security (DHS) training guidance.
- e. Develop and implement plans to reduce State and local socio-economic consequences.

2. Response

- a. WVEMD may use the following policies in all drought emergencies:
 - i. Recommend to the Governor that Mandatory Water Conservation Rules be instituted if at any time a city, community or public water supplier who depends on impoundment as its main source of water, and upon that impoundment reaching the point of a 60-day remaining water supply.

- ii. When drought conditions are in the developing stages, the Commissioner of Agriculture is to regularly receive/obtain data and information from WVDA staff and USDA Farm Service Agency as it related to agriculture. As this information is received, monitored, and analyzed, the Commissioner is to keep WVEMD informed with the most up to date information.
3. Recovery Operations
 - a. Recovery operations are to be monitored and coordinated by WVEMD and in conjunction with WVDA implement a wide range of specific actions to be taken by state agencies to support local governments and to coordinate recovery activities.
 - i. Initiate recovery activities after the damage assessment are complete.
 - ii. When conditions allow, rapid and thorough assessments must be conducted to:
 - Assess the overall damage to affected areas;
 - Assess the overall damage to critical public services; and
 - Determine whether those damages are sufficient to warrant supplemental State and/or Federal disaster assistance.
 - b. Determine the need for a Governor’s request for a Presidential disaster declaration, which makes the State eligible for a variety of Federal assistance programs.
 - c. Coordinate Federal assistance programs via the Governor’s appointment of a State Coordinating Officer (SCO), a Governor's Authorized Representative (GAR) and a State Hazard Mitigation Officer (SHMO).
 - d. Upon activation of a Joint Field Office (JFO), State Emergency Operations Center (SEOC) operations may terminate, and State operations can be transferred to the JFO.
 - e. Deploy damage assessment teams; obtain and analyze damage assessment data.
 - f. Assign staff to identify and document economic impact and losses in affected areas in coordination with the Federal government (if there is a declaration).
 - g. Coordinate identification of appropriate Federal and State programs to support implementation of long-term recovery plans.

4. Mitigation Operations
 - a. Following a Presidential disaster declaration, the SHMO is to execute the State Hazard Mitigation Plan and implement the State Hazard Mitigation Grant Program (HMGP) according to the HMGP Administrative Plan.
 - b. The SHMO reviews and revises the HMGP Administrative Plan, as necessary.
 - c. The SHMO reviews and revises the State Hazard Mitigation Plan, as necessary.
 - d. The WVEMD Chief of Mitigation and Recovery and the SHMO develop the State's Management Cost Plan.
 - e. The SHMO works with the Public Assistance Program to ensure that all Stafford Act Section 406 mitigation opportunities are identified. Section 406 provides for direct Federal assistance for repairs and improvements to the eligible affected public and private entities. HMGP is Section 404 and 406 of the Stafford Act. The total sections of the Stafford Act covering Mitigation are 403 Essential Assistance Mitigation, 404 HMGP, 406 Infrastructure Mitigation (Public Assistance (PA) runs this) and 407 Personal Property Demolition and Removal (PA runs this).
 - f. The SHMO works with the Federal Emergency Management Agency (FEMA) and appropriate state agencies to develop a disaster-specific mitigation implementation strategy. The implementation strategy includes an overview of the disaster, geographical and mitigation measure priorities, and a JFO action plan.
 - g. Mitigation project completions are overseen by WVEMD. The WVEMD tracks progress, pays grant funds to the applicants, and conducts a final inspection with FEMA prior to final payment. The WVEMD submits quarterly reports to FEMA on the status of all projects.
 - h. Plan for mitigation measures using the HAZUS loss estimation methodology support and other mitigation strategies.
 - i. Support requests and directives resulting from the Governor and/or FEMA concerning mitigation and/or re-development activities.
 - j. Document matters that may be needed for inclusion in agency or State/Federal briefings, situation reports and action plans.
 - k. Coordinate assessment and revision of existing mitigation plans, as

necessary.

1. Review the State mitigation plan and local mitigation plans for affected areas to identify potential mitigation projects.

Q. Drought Indices

While drought is difficult to define, it is equally difficult to develop an index to measure it. Many quantitative measures of drought have been developed in the United States, depending on the discipline affected, the region being considered, and the particular application. Common to all types of droughts is the fact that they originate from a deficiency of precipitation resulting from an unusual weather pattern but can be further classified as short or long term. The National Drought Mitigation Center (NDMC) at the University of Nebraska-Lincoln, in collaboration with the National Oceanic and Atmospheric Administration (NOAA), and the US Department of Agriculture (USDA), produces a weekly map to highlight areas of drought. The map uses five (5) classifications: abnormally dry (D0), showing areas that may be going into or are coming out of drought, and four levels of drought: moderate (D1), severe (D2), extreme (D3) and exceptional (D4).

Category	Description	Possible Impacts	Ranges				
			Palmer Drought Severity Index (PDSI)	CPC Soil Moisture Model (Percentiles)	USGS Weekly Streamflow (Percentiles)	Standardized Precipitation Index (SPI)	Objective Drought Indicator Blends (Percentiles)
D0	Abnormally Dry	Going into drought: <ul style="list-style-type: none"> ▪ Short-term dryness slowing planting, crop growth, or pastures Coming out of drought: <ul style="list-style-type: none"> ▪ Some lingering water deficits ▪ Pastures or crops not fully recovered 	-1.0 to 1.9	21 to 30	21 to 30	-0.5 to -0.7	21 to 30
D1	Moderate Drought	<ul style="list-style-type: none"> ▪ Some damage to crops, pastures ▪ Low streams, reservoirs, or wells, water shortages developing or imminent ▪ Voluntary water-use restrictions requested 	-2.0 to -2.9	11 to 20	11 to 20	-0.8 to -1.2	11 to 20
D2	Severe Drought	<ul style="list-style-type: none"> ▪ Crop or pasture losses likely ▪ Water shortages common ▪ Water restrictions imposed 	-3.0 to -3.9	6 to 10	6 to 10	-1.3 to -1.5	6 to 10
D3	Extreme Drought	<ul style="list-style-type: none"> ▪ Major crop/pasture losses ▪ Widespread water shortages or restrictions 	-4.0 to -4.9	3 to 5	3 to 5	-1.6 to -1.9	3 to 5
D4	Exceptional Drought	<ul style="list-style-type: none"> ▪ Exceptional and widespread crop/pasture losses ▪ Water shortages in reservoirs, streams, and wells causing water emergencies 	-5.0 or less	0 to 2	0 to 2	-2.0 or less	0 to 2

Category	Historically Observed Impacts
D0	Crop growth is stunted; planting is delayed
	Fire danger is elevated; spring fire season starts early
	Lawns brown early; gardens begin to wilt
	Surface water levels decline
D1	Irrigation use increase; hay and grain yields are lower than normal
	Honey production declines
	Wildfires and ground fires increase
	Trees and landscaping are stressed; fish are stressed
	Voluntary water conservation is requested; reservoir and lake levels are below normal capacity
D2	Specialty crops are impacted in both yield and fruit size
	Producers begin feeding cattle; hay prices are high
	Warnings issued on outdoor burns; air quality is poor
	Golf courses conserve water
	Trees are brittle and susceptible to insects
	Fish kills occur; wildlife move to farms for food
	Water quality is poor; groundwater is declining; irrigations ponds are dry; outdoor water restrictions are implemented
D3	Crop loss is widespread; Christmas tree farms are stressed; dairy farmers are struggling financially
	Well drillers and hunting are modified; wildlife disease outbreak is observed
	Extremely-reduced-flow to ceased-flow of water is observed; river temperatures are warm; wells are running dry; people are digging more and deeper wells

R. Stages of Drought Response

A drought monitoring and assessment system is required to provide sufficient time for State and local decision-makers to take appropriate action. The drought stages are intended to guide implementation of the State’s response to a drought depending upon seasonality and meteorological events. Each stage is determined by weighing all of the criteria used with the aid of the National Center for Environmental Information of the National Oceanic and Atmospheric Administration (NOAA) to determine the severity of the drought which includes precipitation, ground water, stream flow, reservoir levels, and the drought monitor. These five droughts’ criteria are reassessed each month; therefore, the stages are adjusted only once per month. This facilitates progression through the stages on a weekly basis and if the drought worsens, the spacing of re-assessments every 30 days also provides for conservation measures to be effective.

1. Assessments will employ four stages of concern:
 - a. The Drought Monitor map identifies areas of drought and labels them by intensity. D1 is the least intense level and D4 the most intense. Drought is defined as a moisture deficit bad enough to have social, environmental, or economic effects.

- b. D0 areas are not in drought but are experiencing abnormally dry conditions that could turn into drought or are recovering from drought but are not yet back to normal.
- c. We indicate whether primary physical effects are for short- or long-term drought:
 - i. S – Short-term, typically less than 6 months. (agriculture, grasslands)
 - ii. L – Long-term, typically more than 6 months. (hydrology, ecology)
 - iii. SL – Area contains both short- and long-term impacts.
- d. Drought intensity categories are based on:
 - i. the original five key indicators along with several dozen other objective indicators.
 - ii. local condition reports and impact reports from more than 450 expert observers around the country.
 - iii. drought impacts which subjectively support and validate the indicators used.
- e. Normal
 - i. Refers to conditions that do not negatively impact water supplies, vegetation, or water quality in the state. No action needed.
- f. Alert
 - i. When the Drought Classification is at a D1 and stream flow, reservoir levels and ground water levels are below normal over a several month period and/or the WVEMD Director, in coordination with appropriate state officials, determines D1 activities are required, the Governor is to be requested to make a Drought Alert Declaration.
 - ii. The alert can be rescinded once rainfall, stream flows, reservoir levels and ground water levels return to normal or near normal levels for that time of year.
- g. Conservation
 - i. Activated when the Drought Classification is at a D2 and/or when the Director of WVEMD, in coordination with appropriate state officials, determines that D3 activities are required. Stream flow, reservoir levels and ground water levels continue to decline, and forecasts indicate an extended period of below normal precipitation.
 - ii. A return to Alert level happens when precipitation increases;

stream flows, reservoir levels and ground water levels stop their decline; and when the Director of WVEMD, in coordination with appropriate state officials, determines that D2 activities are required. Extended forecasts should indicate a return to normal conditions.

- h. Emergency
 - i. Activated when the Drought Classification is at a D3 and/or the Director of WVEMD, in coordination with appropriate State officials, determines that D4 activities are required. The Governor may issue a Drought Emergency Declaration when water supplies are inadequate to meet projected demands and extreme measures must be taken. Forecasts are to indicate that precipitation levels, stream flows, reservoir levels, and ground water levels will continue to decline.
 - ii. The Governor's declaration empowers state agencies to review allocation of supplies in communities not adequately responding to their water shortage and to implement emergency programs and actions as provided in the West Virginia Code.

2. Historical Data:

- a. Alert: Drought Monitor Category D1 (Moderate Drought)
 - Fall 2019
 - Spring 2016
 - Late Summer/Fall 2010
 - Fall 2009
 - Fall 2008
 - Summer/Fall 2007
- b. Conservation: Drought Monitor Category D2 (Severe Drought)
 - Fall 2019
 - Fall 2008
- c. Emergency: Drought Monitor Category D3 and above (Extreme to Exceptional Drought)
 - Late Summer/Fall 2010

Summer/Fall 2007

S. Federal Interface

1. This annex is supported by the NRF.
2. Federal support is tailored based on the type, extent and duration of the event and long-term recovery period, and on the availability of federal resources.
3. All response personnel are to be familiar with the NRF and the corresponding annex with federal counterpart concepts, actions, and responsibilities.
4. Following a Presidential disaster declaration, a Letter of Agreement is drawn between FEMA and the state. In that letter, the state agrees to revise its state hazard mitigation plan. This agreement is signed prior to the release of any federal disaster assistance funds.
5. An agriculture disaster declaration may be entered into by WV with the Secretary of USDA and may not necessarily involve FEMA.

VIII. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities
WV Department of Agriculture	WVDA	<ul style="list-style-type: none"> ▪ Request from the Governor a declaration of drought emergency for agriculture drought emergency purposes. ▪ Provide information to farmers on crops and livestock. ▪ Coordinate with the USDA in collecting information regarding critical shortages of water and livestock feed. ▪ Distribute livestock feed. ▪ Assist in encouraging cutbacks of agricultural use of water

<p>WV Emergency Management Division</p>	<p>WVEMD</p>	<ul style="list-style-type: none"> ▪ Coordinate with WVDA to: ▪ Monitor the drought situation throughout all stages with appropriate State assessment and response/recovery recommendations being made to the Governor regarding the potential impacts on the state’s agricultural, economic, environmental, and natural resources. ▪ Conduct meetings with support agencies to address specific drought issues. ▪ Provide a reporting system format and regularly issue reports (e.g., Situation Reports) on drought status through all stages of a drought, including supplemental reports whenever a significant weather event occurs. ▪ Identify resource information gaps and make recommendations for improvement. ▪ Emphasize improving the capability to provide accurate and timely assessments of water availability or agricultural deficiencies. ▪ Develop additional assessment information and the identification of emergency needs. ▪ Increase monitoring, oversight, and analysis activities during the Conservation Stage. Partial activation of the SEOC may occur depending upon the needs/requests of citizens and public officials in drought-stricken areas of the State. ▪ Monitor trends and serve as the technical advisor for State and local decision-makers.
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		<ul style="list-style-type: none"> ▪ Identify resource deficiencies that may aggravate drought effects. ▪ Coordinate with the Governor’s Office and other organizations, as needed, to develop drought legislation. ▪ Coordinate the use of the WV National Guard water tankers/tenders for use by local communities. ▪ Coordinate all drought-related and family emergency information press releases with the Governor’s Office of Communications for dissemination to the news media and public (see ESF #15, External Affairs). ▪ Identify sources of water hauling and pumping capabilities.
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<p>WV Department of Environmental Protection</p>	<p>WVDEP</p>	<ul style="list-style-type: none"> ▪ Monitor water quality on a regular basis and provide this information to WVEMD. ▪ Post signage of notice/warning to drought impacted streams where water quality standards could pose a threat to public safety. ▪ Coordinate with the WV Department of Health and Human Resources on the release of drought-related health advisories. ▪ Maintain information on outlet discharge capacity of state-owned dams/reservoirs and improves structural work as appropriate for state- owned dams/reservoirs. ▪ Provide a water availability report to the Governor, comprised of information on precipitation, stream flow, reservoirs, ground water levels, and reports of dry or impacted wells, along with forecasted weather. ▪ Coordinate with other State and Federal agencies on stream draws for water resources for agriculture purposes. ▪ Identify and monitors water impoundments that can be used as water resources.
<p>WV Department of Health</p>		<ul style="list-style-type: none"> ▪ Provide increased monitoring of bulk water haulers and tankers through Office of Environmental Health Services district offices in cooperation with county and local government agencies. Requires public water utilities to document all sales of finished water to contract haulers.

		<ul style="list-style-type: none"> ▪ Document the number of new and replacement wells drilled. ▪ Perform routine laboratory testing for total and fecal coliforms for well and water system samples submitted by the local health departments. ▪ Monitor trends and serve as the technical advisor for State and local decision-makers. ▪ Provide information about the disinfection of drinking water supplies, as necessary, in drought-impacted areas of the State, in cooperation with county health departments and Office of Environmental Health Services district offices. ▪ Provide information about food safety in drought-impacted areas of the State, in cooperation with county health departments and Office of Environmental Health Services district offices. ▪ Provide permitting and inspection services for bottled water plants and distributors. ▪ Review available stream flow data from United States Geological Survey (USGS) website and advises WVEMD when withdrawal rates by public water utilities reach a level of concern. ▪ Provide technical assistance to public water utilities, on an as-needed basis, for modification to treatment processes, which may be required to facilitate adequate treatment of water from alternate sources or unusual source water quality conditions, such as the lower stratum of reservoirs. ▪ Provide design standards information for various individual and public water supplies. ▪ Provide information for water quality criteria for recreational contact with water in lakes, on request. ▪ Harmful Algal Bloom, Local Health Departments were tasked with posting public health advisories at designated locations. ▪ Discuss water conservation strategies with water systems.
<p>WV Public Service Commission</p>	<p>PSC</p>	<ul style="list-style-type: none"> ▪ Receive weekly status reports from regulated investor-owned utilities regarding their drought status and recommended conservation education activities.

		<ul style="list-style-type: none"> ▪ Recommend voluntary cutbacks on water usage. ▪ Advise PSC-regulated, investor-owned utilities to follow their tariffs with regard to voluntary and mandatory conservation measures. ▪ Develop recommendations for water conservation based upon recognized priorities. ▪ Provide weekly reports on current status of PSC-regulated, investor- owned utilities ability to provide service to their customers. ▪ Assist in encouraging cutbacks of industrial use of water. ▪ Monitor events that may/will impact other PSC-regulated, investor-owned utilities.
<p>USDA Farm Service Agency</p>	<p>USDA-FSA</p>	<ul style="list-style-type: none"> ▪ Provide assessments of drought damage. ▪ Coordinate requests for Presidential Declarations of Drought Emergency. ▪ Provide technical support to WVEMD and WVDA in preparing the Governor’s request for a Presidential Declaration of Drought Emergency. ▪ Implement Federal drought assistance programs. ▪ Administer drought-related relief in coordination with the WVDA.

<p>US Army Corps of Engineers</p>	<p>USACE</p>	<ul style="list-style-type: none"> ▪ Develop drought plans and procedures for Corps of Engineers projects within West Virginia. ▪ USACE reservoirs have legislatively assigned drought responses that can be coordinated with the Huntington District (CELRH) as the lead for the state. LRH will coordinate with the other districts with reservoirs (Pittsburgh and Baltimore) to ease in coordination and reflect a single point of contact for ease of communications. ▪ Provide information/reports as needed to WVEMD. ▪ Coordinate USACE drought-related activities with WVEMD and affected West Virginia localities. ▪ Provide water from USACE reservoirs/dams, as available during emergencies. ▪ -Monitor USACE dams during a flood event for signs of distress. -Identify that a dam failure condition exists and report to supervisors, local officials, and local emergency management agencies. -Coordinate emergency response to the dam and take actions to reduce consequences in a dam failure event. -Arrange for a detailed inspection of the dam and appurtenances and continue to monitor the situation. -Conduct periodic inspections and assessments of dams to ensure they are being properly maintained. -Conduct periodic emergency exercises with dam staff and local officials to maintain preparedness. -Conduct dam safety training to train dam personnel on issue detection and response.
<p>National Weather Service</p>	<p>NWS</p>	<ul style="list-style-type: none"> ▪ Provide research and reports on local weather patterns and forecasts to support drought-related planning and response activities.

AUTHORITIES AND REFERENCES

I. AUTHORITIES

T. West Virginia Code §15-1

- U. West Virginia Code §15-5
- V. West Virginia Code §15-6
- W. West Virginia Code §16
- X. West Virginia Code §19
- Y. West Virginia Code §22
- Z. West Virginia Code §24

II. REFERENCES

- A. State of West Virginia Emergency Operations Plan, Basic Plan
- B. West Virginia State Hazard Mitigation Plan
- C. WV Department of Environmental Protection
- D. Water quality data is available at

<https://dep.wv.gov/WWE/watershed/wqmonitoring/Pages/waterquality.aspx>

Incident Specific Annex #7: Flood

COORDINATING AGENCIES

WV Emergency Management Division
(WVEMD)

SUPPORT AGENCIES AND

ORGANIZATIONS

- WV Department of Health
- WV Department of Human Services
- WV Department of Agriculture (WVDA)
- WV Department of Transportation (WVDOT)
- WV Division of Highways (WVDOH)
- WV Department of Environmental Protection (WVDEP)

SAOS CONTINUED...

- WV Department of Homeland Security (WVDHS)
- WV State Police (WVSP)
- WV National Guard (WVNG)
- WV Public Service Commission (PSC)
- Civil Air Patrol (CAP)
- Governor's Office of Communications (GOC)
- Voluntary Organizations/NGO's
- Federal Emergency Management Agency (FEMA)
- US Environmental Protection Agency (EPA)
- WV Fusion Center (WVFC)
- County Emergency Managers
- WV State Resiliency Office (SRO)

IS ELEMENTS

I. PURPOSE

This annex has been prepared to ensure a coordinated response by state agencies to requests from local jurisdictions to reduce potential loss of life and to ensure we maintain or quickly restore essential services following a flood. It is designed to supplement the operational strategy outlined in the Basic Plan.

II. SCOPE

This annex applies to all Emergency Support Functions (ESFs) of WV.

III. POLICIES

- A. This annex is intended to be consistent with the WV Emergency Operation Plan (WVEOP), the National Response Framework (NRF), National Disaster Recovery Framework (NDRF), and the National Incident Management System (NIMS).
- B. All agencies assigned responsibilities within this annex will develop and maintain

the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their tasks.

- C. The WVEMD is responsible for the development and maintenance of this annex. This should occur, at minimum, once every two years.

IV. SITUATION

- D. Floods have caused the largest disasters in WV history. Concerns for flood planning are:

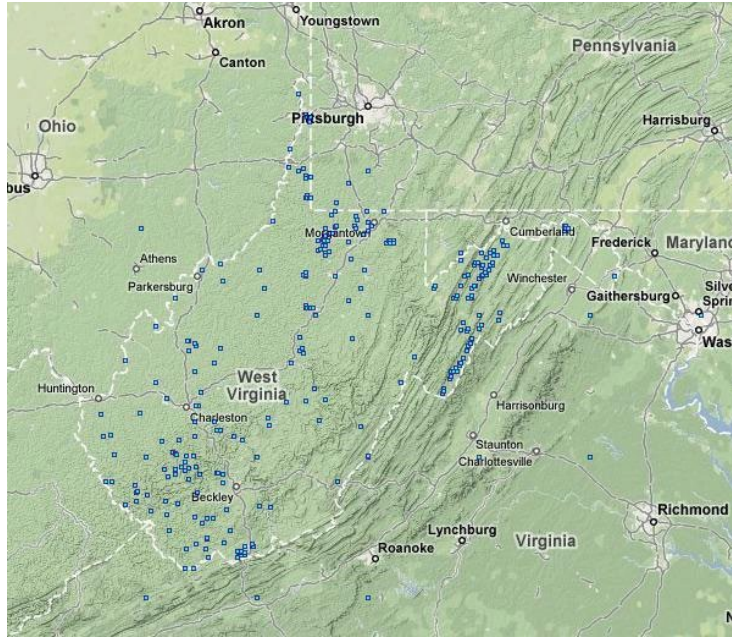
1. The suddenness of onset--as in flash floods and dam failures. Development alongside streams.
2. The velocity of the moving water.
3. Debris constriction.

- E. The three types of flooding likely to occur:

1. Riverine: Periodic over-bank flow of rivers and streams.
2. Flash: Quickly rising streams after heavy rain or rapid snowmelt or a combination of both.
3. Dam Failure: Downstream flooding due to the collapse or failure of an impoundment structure. There are 380 non-coal related dams in WV, of these:
 - a. 310 High Hazard Potential
 - b. 47 Significant Hazard Potential
 - c. 23 Low Hazard Potential

(<https://damsafety.org/west-virginia>) 10/30/23

- d. There are 135 coal related dams in WV, of these:
 1. 126 High Hazard
 2. 7 Significant Hazard
 3. 2 Low or Negligible HazardAs of 10/30/2023



- F. Steep topography increases runoff water velocity and debris flow. WV suffers from flooding associated with heavy rains and snowmelt. During periods of heavy rain or snowmelt, runoff pushes debris into constriction points in rivers and streams (i.e., bends, shallows, areas of decreasing slope, and bridges); debris traps water behind it and then later gives way. Debris jam increases flood levels both upstream and downstream.
- G. Secondary effects of flooding must be planned for including hazardous materials, health issues, vector control, long-term infrastructure failure, etc.
- H. A flood event will likely have the largest uninsured damage impact of any type of natural disaster. Flooding is not usually covered by homeowners or business owner's insurance policies; it must be purchased separately as a special flood insurance policy. Although the program is widely publicized, history has shown that most WV's will not have this type of coverage.

V. PLANNING ASSUMPTIONS

- I. The citizens of WV are at risk of potential failure of essential services and infrastructure. See ESF #15 – External Affairs.
- J. Citizens and communities may be cut off and unable to communicate with local first responders. See ESF #2 – Communications.
- K. Planning and training for preparedness, prevention, response, recovery, and the implementation of clearly defined policies and procedures can reduce the potential for significant impact on the citizens of the state. See ESF #6 – Mass Care and ESF #15 – External Affairs.

- L. Contamination of food, water sources and distribution centers can occur with little or no advanced warning.
- M. Partial or complete failure of infrastructure and distribution systems occurs on a regular and routine basis during a flood event. It is the intent of this annex to address those larger-scale failures that impact a significant portion of the population over an extended period of time.
- N. The nature and scope of a flooding event and the failure of infrastructure and distribution networks may require assistance and support from the federal and state governments during the response and recovery phases of an operation.
- O. Government facilities, including emergency facilities, may be destroyed, or become inoperable during a major flood.
- P. Local on-scene emergency operations, including mutual aid for response resources, are directed by local government officials, except in those situations where state law requires that a state agency exercise lead responsibility, or where local government personnel require special expertise to cope with the problem(s) at hand.
- Q. On-scene coordination of emergency response is accomplished within the Incident Command System (ICS) framework prescribed in NIMS, allowing for the incorporation of local, state, and federal agencies, and other responsible parties into one organizational framework called Area or Unified Command.
- R. Normal communications systems may be destroyed, degraded, or rendered inoperable in a disaster. Compatible, alternate, and/or mobile communications capabilities will be available and operational. State and non-governmental agencies will coordinate the effective use of communication assets during a flood event.
- S. Local emergency management Directors and volunteer organizations coordinate evacuation and sheltering.
- T. A representative form of government is maintained in the state.
- U. When local and state resources are depleted or committed to response operations, the state will request assistance through the Emergency Management Accreditation Compact (EMAC).
- V. All levels of government (Local, State, Federal) are prepared to carry out emergency response and recovery actions independently and at the lowest level required. This means that the local emergency director will activate their response plan. When the scope of the emergency becomes greater than their ability to mitigate it, the local Emergency Operations Centers (EOC) will notify the state, which will activate its emergency response plan. When the emergency becomes too great for the state to mitigate, it will then contact the federal government for support.
- W. Memorandums of Understanding (MOU) with neighboring states and FEMA

Region III will be upheld, and will be executable during localized, major disasters under the consent of the Governor. (MOUs and pre-coordinated EMAC agreements may not be able to be executed for regional disasters if multiple states are affected).

VI. ORGANIZATIONAL STRUCTURE

- X. At the local level, the local emergency management director will coordinate emergency response.
- Y. At the state level, flood event response coordination is the responsibility of WVEMD. See ESF #5 – Emergency Management.
- Z. Requests for support will be generated through the state’s Emergency Management Information System (EMIS) by the local emergency management director. The State Emergency Operations Center (SEOC) Director will prioritize staff requests for execution. See ESF #7 – Logistics.

VII. CONCEPT OF OPERATIONS

- AA. The first response to a flood event will be by local responders. When the event is so large that local resources are unable to handle the response, additional assistance may be requested through WVEMD. Such assistance, when authorized, will be provided by state agencies operating under their own authority as part of an effort coordinated by WVEMD on behalf of the Governor. The Governor may request assistance from the federal government if the capabilities and resources of both local jurisdictions and state government are exceeded.
- BB. The extent of the initial response will depend on warning time, which varies with the cause of the flooding, the numbers of people affected by the flooding, and the ability of the local jurisdiction to provide assistance.
- CC. General
 - 1. WV and local jurisdictions exercise the preeminent authority to make decisions regarding management of incidents of this type. The federal government will provide assistance, as required and requested by the State of West Virginia. The NRF provides FEMA with an outline for the coordination of federal support agencies in response to requests from the State of West Virginia. The State of West Virginia will use Phases of Management to respond to a flood event.
- DD. Preparedness
 - 1. Disseminate information and warnings.
 - 2. Identify areas that may be affected by an incident and provide safety

information to people located within those areas.

3. Provide an alert system for information so that the proper agencies are notified of incidents.
4. Provide emergency response and preparedness training.
5. Increase the ability and readiness to respond.
6. WVCA has the legal authority to enter streams during declared events to remove debris and other obstructions to maintain flow, and address streambank erosion issues caused by fast moving water. The primary role for this rests with cities and counties and try to assist them in such efforts.
7. The WVDEP Aboveground Storage Tank (AST) program requires registration of tanks that meets the definition of an AST and WVDEP inspects regulated Level 1 and Level 2 ASTs pursuant to West Virginia Code, Chapter 22, Article 30 and the rules promulgated thereunder.
8. Water production, processing, and distribution facilities create and exercise effective Continuity of Operations (COOP) planning.

EE. Response

1. In situations including high water, the discovery of a water crisis may be reported by private companies or the local population. In this event, the information needs to be relayed to the WV Department of Health and WVEMD Watch Center for internal and external distribution in accordance with the Watch Center instructions.
2. Local emergency management directors will evaluate each emergency and determine an appropriate level of response. All situations will be evaluated on a continuous basis. Local directors will keep WVEMD informed of situations so that additional assistance can be provided when local support efforts are insufficient, or the situation is beyond the scope of local capabilities.
3. WV will continuously evaluate all situations, and when the emergency becomes too large or serious in nature, or they lack the internal expertise, then they will contact the federal government (i.e., FEMA, HHS/CDC, FBI, EPA, etc.).
4. Initial response to a water crisis will focus on exposure prevention and reduction and return to normal operations. This can be accomplished through several means such as isolating contaminants at the source, announcing boil water advisories, or closing water plant intakes.

FF. Recovery

1. Recovery operations will continue until the danger to the health and well-being of the citizens of WV has been negated and the threat to the state infrastructure has been sufficiently mitigated.
2. Responding organizations will submit After Action Review (AAR) information and financial documentation so that they can receive rightful reimbursement, and they are prepared to meet the next emergency.
3. Improvements in response recommendations will be collected from personnel involved with the event.
4. Equipment will return to normal operation.

VIII. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities
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<p>WV Emergency Management Division</p>	<p>WVEMD</p>	<ul style="list-style-type: none"> ▪ Act as the overall coordination and control for state and local emergencies. ▪ Ensure the safety and well-being of the citizens of WV. ▪ Advise and inform the Governor of any issues or updates. ▪ Request additional assistance from federal government agencies other than FEMA as required, on behalf of the Governor. ▪ Support the plan of the local Emergency Management Director and help to meet any shortfalls. ▪ Receive and Track emergency management information system Situation Reports and Resource Requests from local Emergency Directors, and coordinate response resources with appropriate agencies. ▪ Conduct a preliminary damage assessment. ▪ If damage is beyond the capability of the state, then activate EMAC and/or request assistance from the FEMA Region III Administrator ▪ Schedule, manage, and coordinate yearly training requirements for Emergency Management Directors. ▪ Track costs associated with emergency response. ▪ Provide oversight and guidance to other state agencies as they go through the audit process. ▪ Coordinate notifications to the public. ▪ Monitoring the situation. ▪ Coordinate prevention of additional water source contamination. ▪ Coordinate any waste or soil removal. ▪ Coordinate alternative sources of drinking water.
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		<ul style="list-style-type: none"> ▪ Ensure critical facilities (i.e., hospitals, nursing homes, and prisons) have sufficient resources to operate, in coordination with other appropriate state agencies. ▪ Coordinate with Federal Aviation Administration on appropriate temporary flight restrictions in affected areas. ▪ Coordinate state and non-governmental Search and Rescue Support. (ESF #9).
<p>WV Department of Health</p>		<ul style="list-style-type: none"> ▪ Assess the situation and advise the Governor, WVEMD and local officials of the potential problems to the general public and to make recommendations on the necessary action for the protection of the public. ▪ Provide directions to the public about exposure to or use of contaminated water (i.e., boil water advisory, system flushing, uses for purposes other than drinking). ▪ Provide the necessary personnel to the SEOC to perform assessments as needed. ▪ Coordinate acquisition of technical information and data needed. ▪ Maintain a list of laboratories; their capabilities and expected response times for use during emergencies, and additional facilities, organizations and individuals which can be relied upon during emergencies. ▪ Assist, as needed, with public information. ▪ Secure assistance for local transport of victims to hospitals in nearby counties if the needs exceed the capacity of the affected region. ▪ Support medical countermeasures as needed.

		<ul style="list-style-type: none"> ▪ Support decontamination operations if needed. ▪ Specify the protective measures to be used to protect the public from consumption of contaminated food – in conjunction with WVDA. ▪ Population Monitoring
<p>WV Department of Human Services</p>		<ul style="list-style-type: none"> ▪ Assist with coordination of Community Reception ▪ Coordinate behavioral health services.
<p>WV Department of Agriculture</p>	<p>WVDA</p>	<ul style="list-style-type: none"> ▪ Specify the protective measures to be used to protect the public from consumption of contaminated food – in conjunction with WV Department of Health. ▪ Identify procedures for detecting contamination, for estimating the consequences of uncontrolled ingestion, and for imposing protection procedures such as impoundment, decontamination, processing, decay, product diversion, and preservation.
<p>WV Department of Transportation</p>	<p>WVDOT</p>	<ul style="list-style-type: none"> ▪ Provide communications and transportation assistance in the event of an evacuation. ▪ Assisting with public information, as needed, through road blockages and directional signage at traffic control points. ▪ Coordinate the federal transportation response in support of transportation plans and actions of state and local authorities. ▪ Provide, through regional emergency transportation coordinators, representation to state and local transportation authorities.

WV Department of Environmental Protection	WVDEP	<ul style="list-style-type: none"> ▪ Provide field deployable personnel experienced in sample collection procedures. ▪ WVDEP Public Information Officer (PIO) may assist the WVEMD PIO. ▪ Supplement manpower at the SEOC during activations. ▪ Air Monitoring.
WV Department of Homeland Security	WVDHS	<ul style="list-style-type: none"> ▪ Provide radio communications, transportation support for evacuation, emergency shelters, and assistance in the protection of property as required. ▪ Provide access control assistance for evacuation if necessary. ▪ Provide traffic control, security for the evacuated area, and related services as required. ▪ WV State Fire Marshal Office (WVSFMO) Prepare and train local Fire Departments for response.
Voluntary Organizations/NGO's	NGO	<ul style="list-style-type: none"> ▪ Assist in shelter operations, including staffing of shelters. ▪ Coordinate efforts for shelters to house those with access and functional needs. ▪ Coordinate efforts to shelter pets. ▪ Coordinate food preparation and distribution to persons in shelters and disaster relief workers in the field. ▪ Provide basic first aid services in shelters.
WV Public Service Commission	PSC	<ul style="list-style-type: none"> ▪ Assist and advise WVEMD, WV Department of Health, WVDEP, WVDOT on public infrastructure issues.
WV Governor's Office of Communications	GO	<ul style="list-style-type: none"> ▪ Coordinate the dissemination of public information in the Joint Information Center (JIC)

Civil Air Patrol	CAP	<ul style="list-style-type: none"> ▪ Provide fixed wing aerial support. ▪ Provide Search and Rescue support. ▪ Provide supplemental communications support. ▪ Provide aerial damage assessment photography. ▪ Provide air and ground transportation of equipment, personnel, and supplies as requested. ▪ Point of Distribution support if requested.
WV Fusion Center	WVFC	<ul style="list-style-type: none"> ▪ Supporting agency in this regard when it comes to inclement weather with OSINT and using FLO's to gather information.

AUTHORITIES AND REFERENCES

I. AUTHORITIES

- GG. West Virginia Code §15-5
- HH. West Virginia Code §16
- II. West Virginia Code §22
- JJ. West Virginia Code §15A-9

II. REFERENCES

- KK. WV Emergency Operations Plan, Basic Plan
- LL. Public Law 93-288, Section 202, as amended “Disaster Warnings”
- MM. CPG101, 2021
- NN. CPG201 Threat and Hazard Identification and Risk Assessment

OO. 44CFR, Emergency Management Assistance

PP. 42U.S.C 5121-5208, Disaster Relief

QQ. The Stafford Act 93-288

Incident Specific Annex #8: Earthquake

COORDINATING AGENCIES

WV Emergency Management (WVEMD)

SUPPORT AGENCIES AND ORGANIZATIONS

- All agencies and organizations listed in all Emergency Support Function Annexes
- US Army Corps of Engineers (USACE)

IS ELEMENTS

I. PURPOSE

This annex identifies how county, state and federal agencies will prepare, respond, and support the response to an earthquake event affecting WV and surrounding states.

II. SCOPE

- A. This annex applies to all Emergency Support Functions (ESFs) of WV.
- B. Identifies roles and responsibilities of agencies at the Local, State and Federal levels to provide a framework for the coordination of state resources to ensure the safety of life and property following a catastrophic earthquake.
- C. Establishes the policies and procedures for use when responding to the damaging consequences of an earthquake in WV, whether occurring in WV or surrounding states.
- D. Establish how the state will mobilize resources to support local emergency management efforts through preparedness, response, planning and recovery from an earthquake event impacting WV, whether occurring in WV or surrounding states.

III. POLICIES

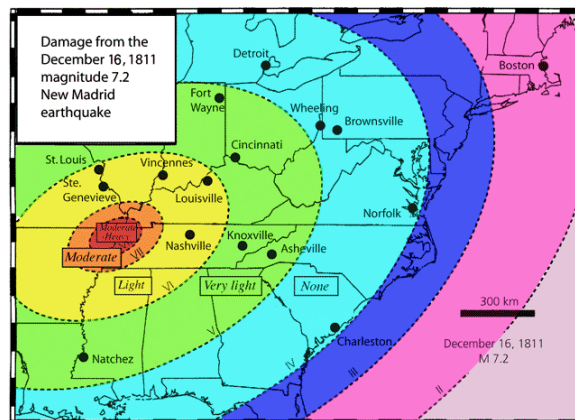
- E. Procedures in this annex will be implemented as outlined in the WV Emergency Operations Plan (WVEOP), Basic Plan.
- F. Procedures in this annex will be automatically implemented under the following conditions:
 1. When determined necessary by the Director, WVEMD.
 2. When any area in WV experiences a damaging earthquake, usually a magnitude of 4.5 or greater.
 3. When an earthquake event occurs in the New Madrid Seismic Zone that

produces significant damage in West Virginia.

4. When assistance is requested by adjoining states in response to an earthquake.
5. This annex identifies the major response and recovery activities undertaken by state and adjunct agencies in response to a catastrophic earthquake.

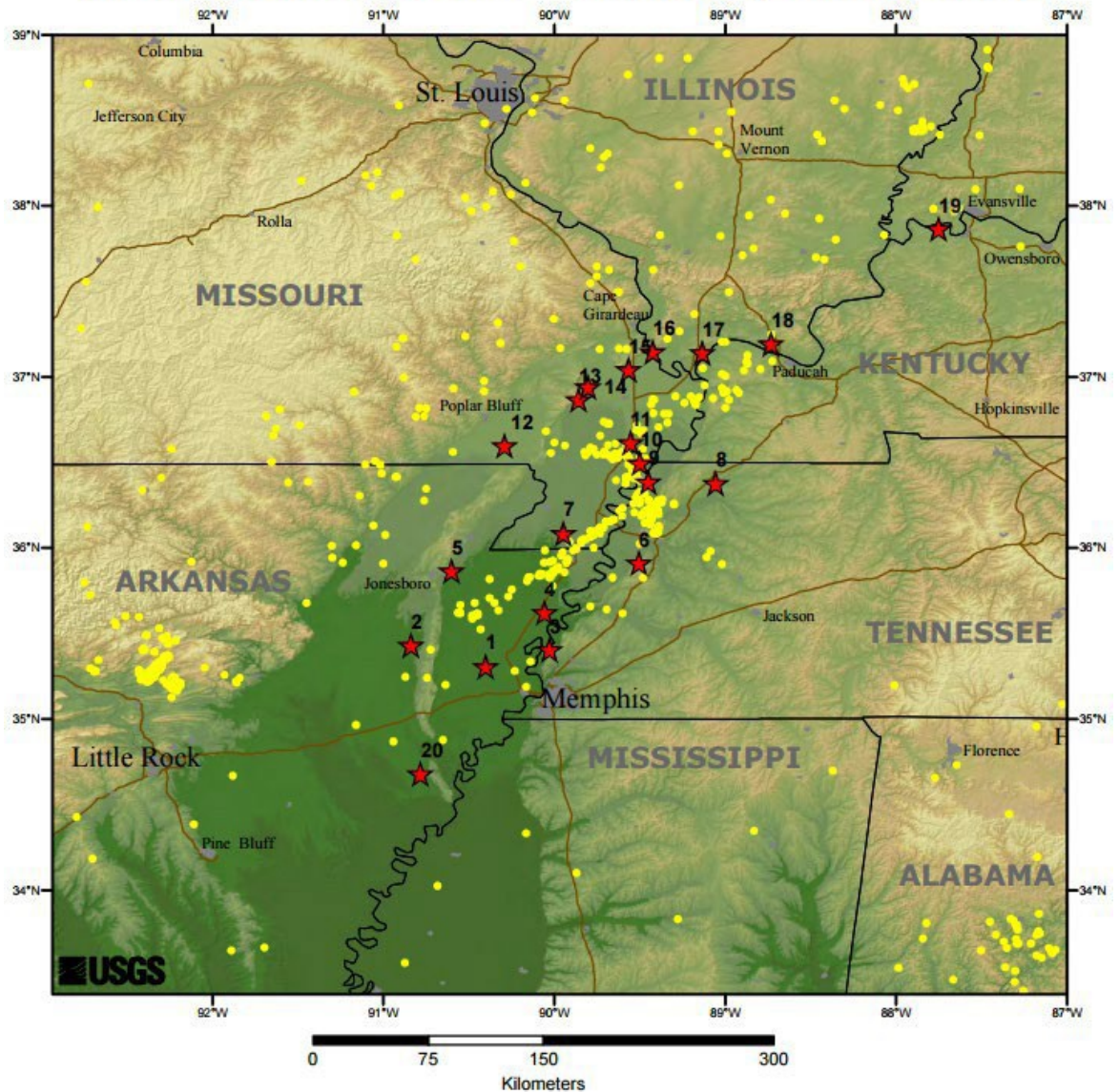
IV. SITUATION

- G. WV is considered a state that is *low risk* for earthquakes.
- H. WV's proximity to states in the New Madrid Seismic Zone will make WV a state providing support in the event of a New Madrid earthquake.
 1. The New Madrid Seismic Zone is at Significant Risk for Damaging Earthquakes. 1811-1812 Summary.



- a. Three Main Shocks
 - i. December 16, 1811 - Magnitude ~7.5
 - ii. January 23, 1812 - Magnitude ~ 7.3
 - iii. February 7, 1812 - Magnitude ~ 7.5
 - b. December 16, 1811 - Magnitude ~7.0
 - i. Six aftershocks in the first two days in the range of M5.5 to M6.3
 - ii. Hundreds of quakes felt into 1813
2. It's happened before 1811-1812
 - a. The geologic record of pre-1811 earthquakes reveals that the New Madrid seismic zone has repeatedly produced sequences of major earthquakes, including several of magnitude 7 to 8, over the past 4,500 years.

New Madrid Seismic Zone - Quaternary Fault Localities



This map of the New Madrid seismic zone shows earthquakes with magnitudes larger than 2.5 as yellow circles. The red stars represent localities where Quaternary faulting, sites that are generally less than about 75,000 years old, has been detected in the subsurface.

- I. The effect of an earthquake on the Earth's surface is called the intensity. The intensity scale consists of a series of certain key responses such as people awakening, movement of furniture, damage to chimneys, and finally - total destruction.
- J. This scale, composed of increasing levels of intensity that range from imperceptible shaking to catastrophic destruction, is designated by Roman numerals. It does not have a mathematical basis; instead, it is an arbitrary ranking based on observed effects.

- K. The Modified Mercalli Intensity value assigned to a specific site after an earthquake has a more meaningful measure of severity to the nonscientist than the magnitude because intensity refers to the effects actually experienced at that place.
- L. The lower numbers of the intensity scale generally deal with the manner in which the earthquake is felt by people. The **higher** numbers of the scale are based on observed structural damage.
- M. Structural engineers usually contribute information for assigning intensity values of VIII or above.
- N. Magnitude measures the energy released at the source of the earthquake. Magnitude is determined from measurements on seismographs.
- O. The following is an abbreviated description of the levels of Modified Mercalli intensity.

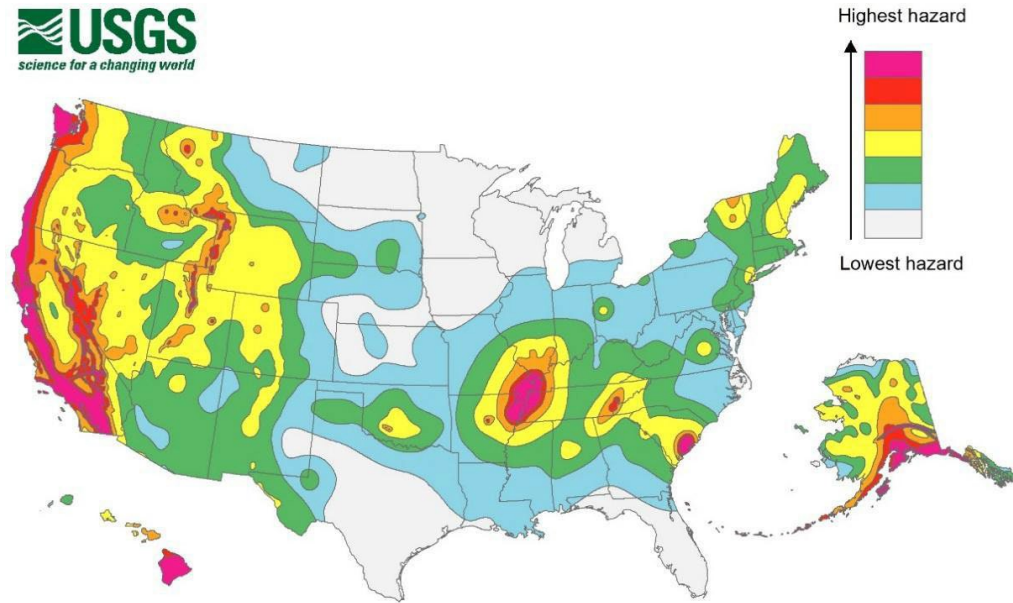
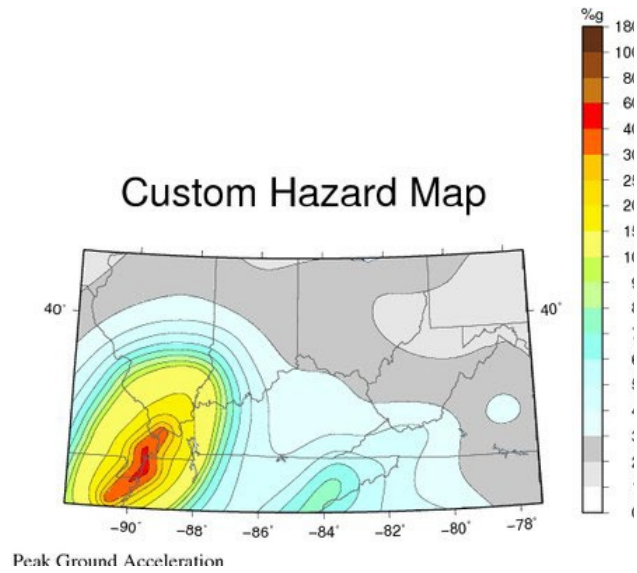
Intensity	Magnitude	Shaking	Description/Damage
I	1.0 - 3.0	Not felt	Not felt except by a very few under especially favorable conditions.
II	3.0 - 3.9	Weak	Felt only by a few persons at rest, especially on upper floors of buildings.
III		Weak	Felt quite noticeably by people indoors, especially on upper floors of buildings. Many people do not recognize it as an earthquake. Standing motor cars may rock slightly. Vibrations similar to the passing of a truck. Duration estimated.
IV	4.0 - 4.9	Light	Felt indoors by many, outdoors by few during the day. At night, some awakened. Dishes, windows, doors disturbed; walls make cracking sound. Sensation like heavy truck striking building. Standing motor cars rocked noticeably.
V		Moderate	Felt by nearly everyone; many awakened. Some dishes and windows were broken. Unstable objects overturned. Pendulum clocks may stop.

VI	5.0 - 5.9	Strong	Felt by all, many frightened. Some heavy furniture moved; a few instances of fallen plaster. Damage slight.
VII	6.0 - 6.9	Very strong	Damage negligible in buildings of good design and construction; slight to moderate in well-built ordinary structures; considerable damage in poorly built or badly designed structures; some chimneys broken.
VIII	7.0 and higher	Severe	Damage slight in specially designed structures; considerable damage in ordinary substantial buildings with partial collapse. Damage is great in poorly built structures. Fall of chimneys, factory stacks, columns, monuments, walls. Heavy furniture overturned.
IX		Violent	Damage considerable in specially designed structures; well-designed frame structures thrown out of plumb. Damage is great in substantial buildings, with partial collapse. Buildings shifted off foundations.
X		Extreme	Some well-built wooden structures were destroyed; most masonry and frame structures destroyed with foundations. Rails bent.

Abridged from [*The Severity of an Earthquake*](#), a US Geological Survey General Interest Publication. U.S.

- P. Technical hazards occur with earthquakes requiring special skills to mitigate. Fires with hazardous material spills, search, and rescue to include shoring and stabilization, transportation of casualties and needed response equipment through/over rubble in affected areas, and restoration of damaged infrastructure.
- Q. Damage caused to buildings and infrastructure varies, depending on the nature of the ground beneath the structure, building construction and age. Unreinforced masonry buildings are among the most susceptible to severe damage. Wood structures tend to withstand earthquakes better than brick or unreinforced masonry buildings.
- R. Earthquake risk is the probable building damage and number of people that are expected to be hurt or killed if a likely earthquake on a particular fault occurs.

Earthquake risk and earthquake hazard are occasionally incorrectly used interchangeably.

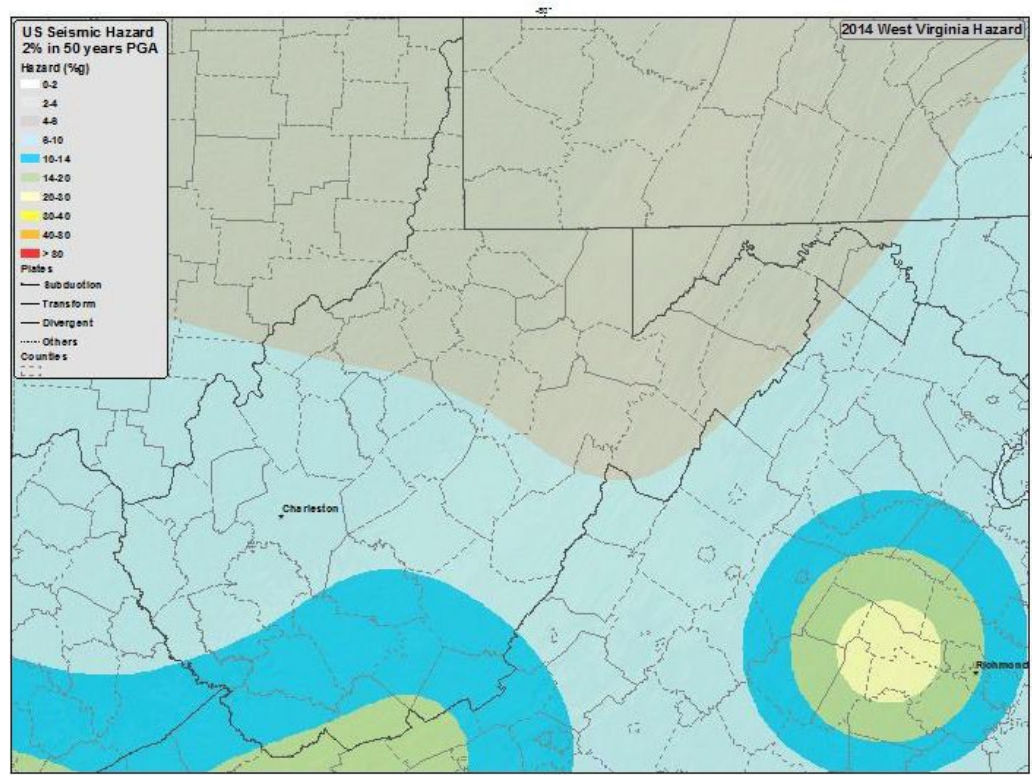


S. Quaternary Fault and Fold



Quaternary fault and fold database for the United States, accessed April 1, 2016, from USGS web site.

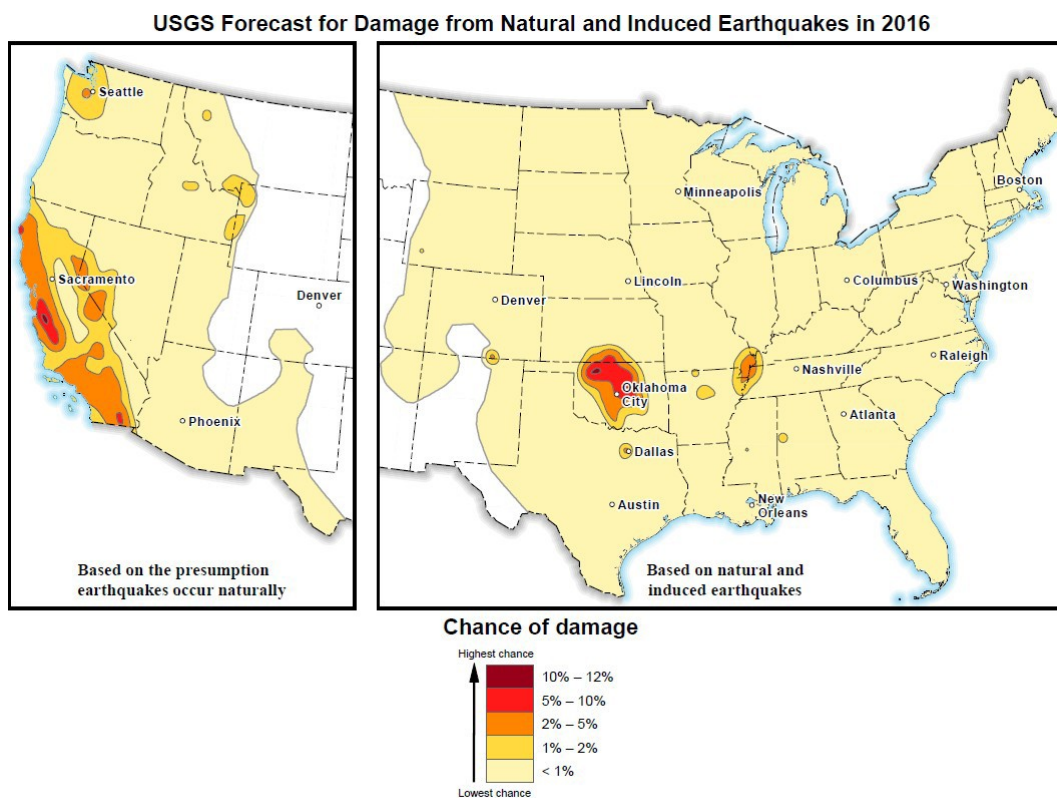
T. Largest Earthquake in WV



1. Southern WV 1969 11 20 01:00:09.3 UTC (Local 11/19) Magnitude 4.5 Intensity VI - Largest Earthquake in WV

Minor damage occurred in Giles County, Virginia, at Glen Lyn and Rich Creek, and at three towns in southern West Virginia. At Glen Lyn, a few bricks were knocked from a chimney, windows were broken, and plaster was broken from most of the walls in an old house. At Rich Creek, plaster cracked and fell, and windows were broken. A cornice reportedly was shaken from one building in Henry County, at Collinsville, Virginia. Windows also were broken in southern Mercer County, West Virginia, at Lerona, Oakvale, and Elgood. Felt over all or parts of nine States: Georgia, Kentucky, Maryland, North Carolina, Ohio, South Carolina, Tennessee, Virginia, and West Virginia.

U. Natural and Induced Earthquake Damage



USGS map displaying potential to experience damage from natural or human-induced earthquakes in 2016. Chances range from less than 1 percent to 12 percent

II. PLANNING ASSUMPTIONS

- A. This plan assumes a major earthquake will not occur in WV.
- B. This plan assumes an earthquake that is considered “very strong” (measuring 6.0 or greater magnitude) will occur in the New Madrid Seismic Zone.
- C. West Virginia will be requested to provide support to surrounding states affected by an earthquake in the New Madrid Seismic Zone.

- D. Earthquakes occur without warning and could cause significant damage, injury, loss of property and loss of life.
- E. Earthquakes can trigger a number of other events, such as hazardous material releases and spills, and conflagration fires.
- F. Public utilities and private infrastructure (such as power, water, sewer, natural gas networks, phone lines and towers) may be damaged and unusable immediately following an earthquake.
- G. Roads, bridges, highways, airports, and waterways may become impassable/unusable following a significant seismic event.
- H. West Virginia citizens and citizens in affected states may be without food, water, shelter, heat, sanitary facilities, and transportation for extended periods.
- I. West Virginia may become overwhelmed by the influx of displaced citizens who need alternate housing or shelter because of damaged communities.
- J. West Virginia public safety resources (including personnel) may become overwhelmed and a shortage of resources to assist with local response and recovery efforts may occur.

V. ORGANIZATIONAL STRUCTURE

- K. At the local level, local emergency managers will coordinate emergency responses.
- L. At the state level, earthquake response coordination is the responsibility of WVEMD.
- M. Requests for support will be generated through the state's emergency management information system by the local emergency management director. The State Emergency Operations Center (SEOC) Director will prioritize staff requests for execution.
- N. WVEMD will coordinate all requests for assistance from other states affected by an earthquake via the Emergency Management Assistance Compact (EMAC).

VI. CONCEPT OF OPERATIONS

- O. WV and local jurisdictions exercise the preeminent authority to make decisions regarding management of response to an earthquake. The federal government will provide assistance, as required and requested by WV. The National Response Framework (NRF) provides the Department of Homeland Security (DHS)/ Federal

Emergency Management Agency (FEMA) an outline for the coordination of federal support agencies in response to requests from the State of West Virginia.

VII. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities
WV Emergency Management Division	WVEMD	<ul style="list-style-type: none"> ▪ Act as the overall coordination and control for state and local emergencies. ▪ Coordinate the safety and well-being of the citizens of West Virginia. ▪ Advise and keep the Governor informed of any issues or updates. ▪ Request support from other states via EMAC. ▪ Request additional assistance from FEMA, on behalf of the Governor. ▪ Support the plan of the local Emergency Management Directors and help to meet any shortfalls. ▪ Receive and Track resource requests from local Emergency Directors, and coordinate response resources with appropriate agencies. ▪ Conduct a preliminary damage assessment. ▪ Schedule, manage, and coordinate yearly training requirements for Emergency Management Directors. ▪ Track costs associated with emergency response. ▪ Provide oversight and guidance to other state agencies as they go through the audit process. ▪ Notify the public. See ESF #15 for more information. ▪ Monitor the situation. ▪ Provide available support to other states, as requested via EMAC.
US Army Corps of Engineers	USACE	<ul style="list-style-type: none"> ▪ USACE projects all have standing seismic response procedures in place and are evaluated on a periodic basis. At a minimum after each reported event an inspection is performed to evaluate if any damage has occurred. If this is found, the information will be coordinated with the

		<p>State Emergency Management Division for public awareness.</p> <ul style="list-style-type: none"> -Monitor USACE dams during a flood event for signs of distress. -Identify that a dam failure condition exists and report to supervisors, local officials, and local emergency management agencies. -Coordinate emergency response to the dam and take actions to reduce consequences in a dam failure event. -Arrange for a detailed inspection of the dam and appurtenances and continue to monitor the situation. -Conduct periodic inspections and assessments of dams to ensure they are being properly maintained. -Conduct periodic emergency exercises with dam staff and local officials to maintain preparedness. -Conduct dam safety training to train dam personnel on issue detection and response.
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AUTHORITIES AND REFERENCES

I. AUTHORITIES

- P. State of West Virginia Emergency Services and Disaster Laws

II. REFERENCES

- Q. West Virginia Code §15-5-5, “General Powers of the Governor,” as amended
- R. West Virginia Code §15-5-6, “Emergency Powers of the Governor,” as amended
- S. National Incident Management System (NIMS)
- T. National Response Framework (NRF)
- U. West Virginia State Emergency Operations Center (SEOC), Emergency Operations Plan (EOP)
- V. West Virginia Emergency Operations Plan, Basic Plan

Incident Specific Annex #9: Agriculture Incidents

COORDINATING AGENCY

WV Department of Agriculture (WVDA)*

PRIMARY AGENCIES

WV Department of Agriculture* WV
Emergency Management Division
(WVEMD)*

WV Department of Health *

SUPPORTING AGENCIES

- WV Governor’s Office (GO)*
- WV Department of Environmental Protection (WVDEP)*
- WV Division of Natural Resources (WVDNR)*
- WV Department of Transportation (WVDOT)*
- WV State Police (WVSP)*
- WV National Guard (WVNG)*
- WV Division of Forestry (WVDF)*
- WV Public Service Commission (PSC)*
- West Virginia University Extension Service*
- WV Fusion Center* (WVFC)
- WV Department of Homeland Security (WVDHS)
- WV Racing Commission
- County Health Departments

FEDERAL AGENCIES

- US Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS)*
- USDA Farm Service Agency (FSA)
- US Department of Health and Human Services (HHS)
- US Environmental Protection Agency (EPA)
- US Department of Interior
- Federal Bureau of Investigation (FBI)*

PRIVATE SECTOR / NON-GOVERNMENTAL ORGANIZATIONS

- WV Voluntary Organizations Active in Disaster
- WV Agriculture Stakeholder Organizations
- WV Farmers and Ranchers
- Agriculture Production Facilities

*Indicates agency/organization has responsibilities outlined in Annex

IS ELEMENTS

I. PURPOSE

- A. Incident Specific Annex (IS) #9 – Agriculture Incidents establishes specific policies and procedures to be used by the State of West Virginia when responding to, and recovering from, outbreaks of high consequence incidents that may threaten livestock, poultry, wildlife, plants, and human health. IS #9 may also establish policies and procedures for other animals, plants, food, and feed-related

events.

- B. High consequence incidents are those that are of significant economic, trade, and/or food security importance for WV. These incidents may include animal diseases or plant pests that could cause significant illness or death in animals or plants, potentially cause illness in humans, and/or cause economic harm by eliminating trade with other countries and states. The occurrence of a high consequence incident in WV would greatly impact the livelihood of farmers, producers, and communities.
- C. IS #9 is intended to be consistent with the WV Emergency Operations Plan (WVEOP), the National Response Framework (NRF), the National Incident Management System (NIMS), and Emergency Support Function (ESF) #11: Agriculture and Natural Resources.

II. STRUCTURE

- D. This annex starts with an overarching description of how agriculture and food emergencies are managed by the agencies with statutory authority. Attached to this annex are specific appendices that describe response actions to specific high consequence incidents in more detail.
- E. Specific Standard Operating Guides have been developed that describe detailed response actions for various types of agriculture and food emergencies. These guides are maintained by the agencies having responsibility for specific response actions. The Twelve appendices are (stand-alone plans):

1. Appendix 1 – Foot and Mouth Disease
2. Appendix 2 – Highly Pathogenic Avian Influenza
3. Appendix 3 – Low Pathogenic Avian Influenza
4. Appendix 4 – Plant Health Emergencies
5. Appendix 5 – Food Emergencies
6. Appendix 6 – Pet Sheltering
7. Appendix 7 – Movement Standstill

8. Appendix 8 – African Swine Fever/Classical Swine Fever
9. Appendix 9 – National Veterinary Stockpile WV State Plan
10. Appendix 10 -Chronic Wasting Disease
11. Appendix 11 - Pending
12. Appendix 12 - Pending

III. SCOPE

- A. The procedures outlined in this annex apply to animal, plant, and food incidents requiring a coordinated state response, implementing an integrated federal, state, and local response to a high consequence agriculture or food incident. These incidents may be caused by natural events, accidents, or intentional acts.
- B. The actions described in this annex may be applied with or without a Gubernatorial, Presidential, Secretary of USDA, or Secretary of Health and Human Services Declaration of Emergency. The complexity and scope of the incident will determine the levels of response and activation of state and local emergency operations centers, as well as other supporting facilities and systems.
- C. This annex describes roles and responsibilities for the primary and supporting agencies in a WV response to a high consequence agriculture incident. This annex addresses incidents in which WVDA is the lead agency in response, based on the authorities identified in WV Code 19-9-1 to 19-9-40. In this annex, the food or agriculture crisis is the event. When WVDA responds to communities that suffer from floods or tornadoes, that response is under Emergency Support Function (ESF) 11 where WVDA is a supporting agency, not the lead. This incident annex describes how WV responds to incidents that start and end in the agriculture and/or food industry. Examples include: an intentional or accidental food contamination event, a highly destructive plant pest infestation, or a high consequence livestock disease necessitating a state and/or federal response. This incident annex ensures consistency and coordination with the WV State Emergency Operations Plan and associated ESFs and other issues where agriculture and natural resources are affected in disaster situations.
- D. Many agriculture and food incidents can impact multiple states at the same time. This interstate component results in the need for federal cooperation, and it is expected that federal agencies will play an active role in the WV response to these types of incidents. Often this is done with frequent communication and coordination. As events intensify, federal personnel may be asked to deploy to assist with a state response and, in some cases, to enter into a Unified Command with WVDA, the lead state response agency for these incidents.

wildfires, epidemics, severe heat, or high winds. These natural disasters are particularly problematic to producers as the economic losses related to natural disasters can be great and there are few federal programs available to assist farmers, producers, and allied industries.

- 2. West Virginia is subject to numerous other impacts from a high consequence agriculture incident. For example, there are large numbers of trucks that move through the state, hauling live animals, food products, and ingredients to neighboring states; anything that affects the movement of these commodities has an economic impact on West Virginia and surrounding states. Also, since there are several major highways that cross the state, stopping or controlling agriculture movement is difficult and will require

coordination with multiple governmental agencies and departments.

B. Characteristics

1. Demographics

- a. West Virginia has approximately 1.8 million people and is primarily a mining and manufacturing state. It is a global center for chemicals and a national center for biotech industries. West Virginia has a diverse economy, including aerospace, automotive, healthcare, education, metals and steel, media and telecommunications, hospitality, biometrics, forestry, and tourism industries.

2. Areas of Interest and High Risk

- a. West Virginia is home to several major rivers, roads, and rail routes which are used for transportation of hazardous materials.

3. Special Events

- a. Sporting events attract thousands of people to concentrated areas on a regular basis. Livestock and equestrian events also attract people and animals together throughout the year in multiple locations.

4. Economic Base and Infrastructure

- a. Broiler production is the state's top livestock commodity, generating about 31 percent of the state's agricultural receipts. Beef cattle and calf production generate about 21 percent of the total agriculture production. Egg production, dairy products, and turkey production are other major livestock products produced by West Virginia. Major crops in the state include hay, apples, corn, soybeans, and tobacco.
- b. Approximately 95 percent of the state's farms are family owned. West Virginia is the third most forested state in the nation with roughly 12 million acres of forested area.
- c. Agriculture and food are dependent on fresh water, including the maintenance of wastewater treatment facilities, and a power supply for production/packing plants and retail locations, etc.
- d. West Virginia is home to federally licensed meat plants, private food production and packing plants run by national corporations, and small, locally owned, and operated plants that all rely on critical infrastructure.

IV. PLANNING ASSUMPTIONS

- A. This Incident Support Annex is scalable and flexible in nature and may be used for an incident within the State of West Virginia or an incident threatening West Virginia agriculture outside of the state border.
- B. Using contagious animal diseases, exotic plant diseases, and pests or other means to attack or to threaten the food supply could result in severe economic losses and public health consequences. Early detection is critical and covers a variety of response actions at all levels of government, industry, producers, and the private sector.
- C. Vector/contamination control or disease mitigation may require the disposal of large quantities of agricultural products and organic matter, invoke intra- and interstate movement restrictions, and necessitate depopulating livestock or poultry.
- D. A food or agriculture incident may result in restrictions on international trade.
- E. Agriculture and food incidents do not respect jurisdictional boundaries and may require coordinated efforts between multiple local, state, regional, national, and international entities. An intentional act against agriculture would likely overwhelm the capabilities of any one entity, further enforcing the need for coordinated efforts.
- F. Public-private partnerships are critical to mitigate these effects of an agriculture or food-related incident.
- G. A threat against the agricultural community could initiate response actions at all levels of government and may result in generating panic among the public.
- H. Depending on the cause of the incident, impacted animals, commodities, or products may need to be considered and handled as hazardous waste.
- I. Infected livestock premises, machinery, restaurants, and transport vehicles may need to be cleaned and disinfected.
- J. Weather events, such as storms or high winds, may easily move plant pathogens or other pests.

V. ORGANIZATIONAL STRUCTURE

K. Authority to Initiate Actions

This annex may be activated by the WVDA Commissioner, the WVDA State Veterinarian, or their designees. The WVDA Commissioner or designee may choose to transfer authority to the Incident Management Team (IMT) Incident Commander through a Memorandum of Understanding.

L. Incident Command System

If local resources are utilized, a local incident command structure may be established and/or a local emergency operations center may be activated. Local medical response teams may be activated in the event of a food emergency. If a disaster affects multiple, widely separated facilities or jurisdictions, separate incident command operations and an Area Command may be established. Specific incident command structures and possible variations are discussed in each incident specific appendix.

M. Resource Request Process

Once established, the IMT will request state supporting agency resources through the WVEMD Staff Duty Officer. County Emergency Managers may request resources through WVEMD, but all requests will be verified through the IMT. Contact information to the Logistics Section Chief will be posted on the State Emergency Operations Center (SEOC) electronic resource request system to enable county emergency managers to request resources directly. The purpose of this change in usual operations is to ensure that decision-makers are involved in the prioritization of scarce resources and that the proper resources are ordered. WVDA will coordinate with USDA-APHIS-VS on requests for response personnel and National Veterinary Stockpile resources.

N. Information Collection, Analysis, and Dissemination

1. Information managed by the DOCs, Incident Command Posts (ICP), and WVEMD is coordinated through agency representatives located in each facility. DOC and IMT personnel collect information from, analyze information with, and disseminate information to counterparts in the field. These representatives also disseminate and analyze information within the DOC and ICP that can be used to develop courses of action, manage emergency operations, assign, and track agency resources, and maintain a Common Operating Picture (COP). This information is shared with stakeholders using the SEOC electronic resource request system, webinars, and liaison personnel located in activated facilities.
2. Detailed procedures that identify the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and specific times the information needed will be determined by WVDA at the start of the incident.

O. Communications

The WVDA and the WVEMD maintain agency risk communications plans that would be used in the event of a food or agriculture emergency. These plans contain pre-scripted press releases, talking points, message maps, fact sheets, and templates that may be used for quick response to requests for information and to release information as soon as possible. If the WVDA IMT or Joint Information Center

(JIC) is activated, these pre-developed tools would form the basis for jointly created messages.

P. Administration and Finance

The Finance/Admin Section Chief is responsible for tracking costs, emergency contracting, time and attendance, coordination with Federal Unified Command counterparts, and cooperative agreement development and tracking.

Q. Annex Development and Maintenance

1. Development

This annex was initially developed by a collaborative working group of vested parties, agencies, and individuals. Contributions were collectively gathered, revised, and included for facilitation of a comprehensive food or agriculture emergency.

2. Maintenance

The WVDA Emergency Preparedness Supervisor will maintain, distribute, and update the Agriculture Incidents Annex and its appendices. Responsible officials in state or local agencies should recommend changes and provide updated information in a timely manner (e.g., changes of personnel and available resources). Revisions will be forwarded to people on the distribution list.

Directors of supporting agencies have the responsibility of maintaining internal plans, Standard Operating Procedures (SOP), and resource data to ensure prompt and effective response to and recovery from emergencies and disasters.

3. Review and Update

This annex should be reviewed annually by the team members and stakeholders who worked on the plan development.

The annex and appendices will be updated whenever significant changes are made to the WV State Emergency Operations Plan; Emergency Support Functions; WVDA policies, procedures, and guidelines; USDA policies, procedures, and guidelines; affected industry guidelines; human and veterinary medical guidelines; academia recommendations; non-profit organization recommendations; federal or state laws; or any other viable information.

VI. CONCEPT OF OPERATIONS

R. Elements

The key elements for an effective response to an agriculture or food incident include the following:

1. Incident identification

Incident identification includes the rapid identification, detection, and confirmation of the incident. Incident identification also describes notification and action triggers.

2. Incident management

Incident management may involve activating the WVDA IMT, the WVEMD state emergency operations center (SEOC), county EOCs, and Multiagency Coordination (MAC) Groups. Additional incident management actions include creating a chain of command and establishing incident command posts and other operational components, such as incident management teams, to respond to the event.

3. Communication and coordination

Communication and coordination include creating lines of communication with lead and supporting agencies, other neighboring jurisdictions, and the private sector. Communication and coordination also include the dissemination of information to advise the public of the incident.

4. Assessment/surveillance, control, and containment

a. Assessment/surveillance, control, and containment involves monitoring for expansion of an incident, incident control or containment, and decontamination and disposal of infected or contaminated products, animals, and plant products to ensure effective recovery of the impacted industries.

b. These actions include finding out how the agent involved was introduced, the efficiency of transmission, and any further risk of transmission. A determination of public health and economic

implications and consequences may also be involved. Surveillance is crucial to confirming that the incident is contained.

5. Recovery

Following an agriculture or food-related incident, recovery is essential to ensuring that there is a renewed market for goods. An incident involving agriculture and food would likely impact trade internationally since US agriculture and food products are shipped globally. A quick recovery will

help ensure that producers can recoup any losses in a short time.

S. Incident Identification

1. Producers, veterinarians, county extension agents, and local health staff are likely to be among the first to recognize the initial signs of an animal or plant disease, or contamination of food. Sources may include increased reporting of sick animals to veterinarians or animal health officials, reporting plant abnormalities to local officials or agricultural extension agents, routine wildlife surveillance, routine public or private laboratory testing, consumer complaints, or an increased number of people reporting illness to health care providers. Critical information needed to define the incident includes identification of the causal agent, the rate and extent of the impact, determination of how it began, and assessment of at-risk populations (animals, plants, and/or people).
2. For the purposes of this annex, an incident is defined by the severity of the threat and the need for additional resources. Activation of this annex will be initiated by the Commissioner of the WVDA. Triggers for activation of this annex may include:
 - a. Lab results indicating the presence of an agent that could cause a high consequence incident.
 - b. Clinical diagnosis of specific high consequence diseases or illness in humans or animals.
 - c. Known intentional act.
 - d. Occurrences in other states or countries in North America
 - e. Media reports and rumors.
 - f. Severity of patient outcome.
 - g. Number of confirmed or suspected cases.
 - h. Results of initial interviews and case investigations.
 - i. Current intelligence.
 - j. Trace-forward or trace-back indicating contamination, pests, or disease.
3. Agriculture and food incidents require a substantial amount of interagency coordination. When an incident is first detected and this annex is activated, appropriate IMT sections will be mobilized. The IMT will staff the WVDA Departmental Operations Centers (DOCs) and/or Incident Command Posts

(ICP) that may be activated to coordinate the initial response. In a food emergency, it is likely that WV Department of Health would stand up their EOCs. The lead agency in a food or animal health emergency with primarily human health consequences will be WV Department of Health; the WV Department of Health is the lead agency for all other agriculture and food emergencies, such as meat and milk. It is important to note that federal agencies would likely be highly involved in agriculture and food responses, and depending on the scope of the incident, would enter into a Unified Command with the state's lead agency.

4. Notification

An incident requiring a coordinated state response involving infected animals or plants, devastating plant pests, or contaminated food should be brought to the immediate attention of the Commissioner of the WVDA, senior leadership, and the WVDA Emergency Preparedness Supervisor (or their designees). The Emergency Preparedness Supervisor will then initiate the appropriate notifications as outlined in the WVDA Incident Notification Standard Operations Guide. Incidents may be reported to the Governor, the WVEMD, affected counties' emergency management directors, and appropriate state and federal agencies. If terrorist activity is suspected in connection with the incident, the Federal Bureau of Investigation will also be notified.

5. Activation

Once notified of an incident, the WVDA may activate the WVDA IMT which will operate from one of four ICPs: Pilgrims/Bean Building, 206 Railroad Street, Moorefield, WV; WV State Fairgrounds, 891 Maplewood Avenue, Fairlea (Lewisburg), WV; WVDA Guthrie Complex, 217 Douglass Lane, Charleston, WV; or WVDA Morgantown Office, 270 Mylan Park Drive, Morgantown, WV. If any of the above four ICP locations are not useable, alternative venues will be determined as needed to establish a fully functional ICP. The team will coordinate with program staff and other state and federal agencies. The team will take direction from the Policy Group which is comprised of executive leadership from WVDA and may include representatives from other state and federal agencies. Some or all the following actions may occur:

- a. Targeted epidemiologic investigation.
- b. Increased surveillance for animals or people with certain clinical signs and symptoms.
- c. Increased surveillance of plants for signs of disease or other pest infestation.

- d. Targeted inspection of human food and animal feed manufacturing, distributing, retail, and other facilities.
- e. Increased inspection of plants and animals.
- f. Notification to and coordination with appropriate stakeholders from government agencies, industry, and the public.
- g. Embargo or other movement control to control and contain the incident.

T. Incident Management

1. The WVDA Commissioner may transfer response authority to the IMT Incident Commander.
2. The IMT will ensure that the WVEMD has been notified. WVEMD will be invited to send a liaison and a policy group representative for all IMT activations.
3. The WVDA Commissioner, upon determining the severity and consequences of the event, may request a declaration of extraordinary emergency from the US Secretary of Agriculture in accordance with the USDA process in effect at the time of the event.
4. The WVDA Commissioner may request a disaster declaration from FEMA through the Governor’s Authorized Representative (GAR) in accordance with the process in effect at the time of the event.
5. IMT members will be composed of WVDA employees who have been trained according to their level of IMT position assignment. IMT members will be exercised to respond to animal, plant, and food emergencies. Representatives from other local, state, and federal agencies, USDAAPHIS, and others as appropriate may serve on the IMT, if needed.
6. WVDA will establish a Policy Group, consisting of the WVDA Commissioner, Deputy Commissioner, Chief of Staff, Assistant Commissioner, and others, as appropriate, to provide policy guidance to response personnel, support resource prioritization and allocation, and enable decision making between agency administrators and the Incident Commander.
7. WVDA will work with WVEMD to determine the appropriate level for SEOC activation based on the expected severity and duration of the incident.
8. The WVDA IMT Liaison Officer will establish communications with affected stakeholder organizations, industry, elected officials, and border

states.

9. The IMT Public Information Officer may reach out to representatives from industry, either individually or through an Industry MAC Group, to assist with public information and coordination activities.
10. Response Actions
 - a. The Incident Commander affected WVDA Division Directors, WVDA Policy Group, and WVDA General Counsel will determine whether a criminal investigation into the incident is needed, and ensure appropriate authorities are notified.
 - b. Once activated, the IMT will determine operational periods and develop incident action plans and situation reports.
 - c. Incident action plans and situation reports will be shared with appropriate state and federal agencies for the duration of the incident.
 - d. The IMT will implement the response actions necessary to meet the objectives of the incident action plan.
 - e. All state supporting agencies and federal supporting agency resources will be requested through WVEMD, or the SEOC (if activated). National Veterinary Stockpile resources will be requested by WVDA.
 - f. All resource requests will be validated by the IMT, including local requests for resources.
 - g. If appropriate, ICPs will be established in proximity to the affected area or stage appropriate task forces or strike teams near the infected premises.

U. Communication and Coordination

1. The WVDA will participate with a JIC if one is activated locally or by federal agencies related to a regional or national response, or when WVDA elects to establish a JIC. All media releases will be approved by WVDA in conjunction with the WVDA IMT, Unified Command, and interagency JIC as needed. The JIC will then initiate the appropriate public communications as outlined in the WVDA Public Communications Plan.
2. WVDA may use an Industry MAC Group, made up of industry leaders and communication experts. Members of this team may be utilized to assist with public messaging in the event of an agriculture or food emergency.

3. The SEOC electronic resource request system will be utilized for requesting, tracking, delivery, and overall management of resources in WV for events and emergencies. The SEOC electronic resource request system is utilized by state, county, local, and other government organizations. WVDA will utilize Microsoft Teams and other appropriate programs that are supported by the WVDA Information Technology Division for the purpose of conference calls, virtual meetings, etc. This will ensure maximum communication with participating entities and stakeholders. For federal resources, WVDA will utilize the appropriate resource request system.
4. The WVDA IMT Liaison Officer will establish communication, facilitate incident management and policy coordination, and provide regular updates with bordering states.
5. The WVDA IMT Liaison Officer will identify any policy issues that need coordination between border states. The WV responsible official for an identified policy issue will work with border states to coordinate and resolve any issues.
6. The WVDA communications team, led by the IMT Public Information Officer (PIO), will establish communication with the private sector and will prepare and update fact sheets, key messages, and other informational materials for distribution to response partners, industry stakeholders, and the public.

V. Assessment/Surveillance, Control, and Containment

The WVDA IMT will use the Incident Command System (ICS) to direct and control the response. The Operations Section Chief will determine the strategy for response based on the objectives set by the Incident Commander. Actions that may be taken include:

1. Implement surveillance and outbreak investigations to provide continuous monitoring of events.
2. Collect samples and conduct sample analysis.
3. Determine public health risks.
4. Request product recalls and/or condemn products.
5. Conduct tracing to determine the index case and extent of the outbreak.
6. Conduct appraisal and depopulation of infected animals.
7. Conduct disposal of contaminated materials to mitigate the incident and ensure effective recovery of the infrastructure impacted.

8. Conduct cleaning and disinfection activities.
9. Gather evidence for a criminal investigation.
10. Establish quarantines to mitigate the incident.
11. Establish embargoes or movement controls of affected products.
12. Arrange for security at movement control areas or quarantined areas.
13. Provide public education.
14. Assess and mitigate environmental contamination associated with the response.

W. Recovery Operations

At the earliest opportunity, the Policy Group, potentially with an Industry MAC Group, will assess the need for, and coordinate the establishment of, a recovery team. The purpose of this action is to assess, mitigate, and identify solutions to address long-term industry concerns related to impacts by the incident and support disaster recovery. The Policy Group will also evaluate economic effects and outcomes and work to ensure continuity of business, if the risk of transmission can be mitigated. Policy Group actions may include:

1. Assist determinations for long-term surveillance needs and the timeline projection for discontinuing surveillance.
2. Determine the conditions for which recovery would be considered completed.
3. Assist determinations for removing movement controls on livestock, plant products, and food as soon as possible.
4. Restore essential food and animal production and retail services.
5. Track costs for reimbursement.
6. Respond to the media and communicate with the public to address concerns.
7. Conduct hazard evaluations to ensure safety of response teams and the public.
8. Identify gaps and initiate revision of the response plan.
9. Work with impacted parties to identify relief funding or loan opportunities.

VII. AGENCY RESPONSIBILITIES

Most government agencies have responsibility for emergency functions related to the areas of their regulatory authority, in addition to their normal duties. Each agency is responsible for developing and maintaining its own emergency management procedures as they relate to this overall plan. This section lists agency roles and responsibilities as they relate to agriculture and food incidents in general. If the responses are the same throughout each type of incident, they will not be repeated in the incident specific appendix.

X. Coordinating/Primary Agency

1. West Virginia Department of Agriculture

- a. Provides overall responsibility and authority for coordinating the response.
- b. Advises supporting agencies, including the Governor’s Office, on all matters of infectious animal, poultry, or plant diseases or pests.
- c. Allocates agency resources and coordinates and approves supporting resources.
- d. Ensures public messages are coordinated and participates in developing messages for unified messaging, including establishment of and participation in a local, regional, or national JIC.
- e. Activates WVDA IMT:
 - i. Sets overall incident-related priorities and objectives.
 - ii. Monitors incident response to ensure objectives are met.
 - iii. Identifies critical resource needs.
 - iv. Ensures full recovery operations.
- f. Implements movement controls or embargoes on contaminated or infected animals, commodities, or products.
- g. Collaborates and coordinates with appropriate federal agencies.
- h. Requests voluntary recalls.
- i. Defines affected zones and control areas.
- j. Prepares information for public distribution during agriculture emergencies.
- k. Approves the use of pesticides to mitigate pathogens.
- l. Directs or assists in response actions to include:

- i. Quarantine
 - ii. Surveillance
 - iii. Outbreak investigations
 - iv. Tracing
 - v. Vector control
 - vi. Movement controls
 - vii. Vaccination
 - viii. Depopulation
 - ix. Disposal
 - x. Cleaning and disinfection
 - m. Coordinates with USDA APHIS on federal support and response funding.
2. West Virginia Emergency Management Division
 - a. Manages state EOC staffing and functions.
 - b. Directs cooperation and assistance of state and local governmental agencies and officials.
 - c. May establish the initial Joint Operations Center in coordination with WVDA.
 - d. Designates agencies for each Emergency Support Function (ESF).
 - e. Maintains and coordinates communications with local emergency managers and ESF Coordinators.
 - f. Supports the development and distribution of emergency public information.
 - g. Maintains alert and warning systems.
 - h. Activates state EOC; when activated, WVEMD will:
 - i. Request assistance from other jurisdictions
 - ii. Request and coordinate state assistance
 - iii. Request and coordinate some federal assistance
 - iv. Coordinate acquisition of resources from state agencies, local jurisdictions, other states, and contractors
 - i. Provides oversight of cleaning and disinfection through the regional HazMat team.
 - j. Performs all other responsibilities tasked via the WV State Emergency Operations Plan, the Emergency Support Functions, and other applicable documents.

3. West Virginia Department of Health
 - a. Shares lead agency responsibility if the incident involves certain food products or zoonotic disease outbreaks (WV Department of Health would be lead for human health components).
 - b. Provides emergency medical care information and coordination.
 - c. Issues health advisories.
 - d. Identifies and coordinates local health facilities, including hospitals, clinics, dialysis centers, and nursing or rehabilitation centers, supplying and using medical and health items.
 - e. Provides technical assistance and education on the implementation of insect, rodent, and bird control programs.
 - f. Identifies at-risk populations, including the elderly and very young, and populations requiring specific life-saving services (e.g., dialysis or assistance with breathing).
 - g. Provides vaccination information for the prevention and control of disease.
 - h. Provides public information and education as it relates to agriculture incidents and zoonotic diseases.
 - i. Collects samples and analyzes results.
 - j. Provides guidance for appropriate use of Personal Protective Equipment (PPE).
 - k. Assesses potential threats to public and private water and sewage systems.
 - l. Supports WVDA messaging on the safety of the food supply.

Y. State Support Agencies

1. West Virginia Governor's Office
 - a. Coordinates state resources to address actions to prevent, prepare for, respond to, and recover from incidents in an all-hazards context to include terrorism, natural disasters, accidents, and other emergencies.
 - b. Makes, amends, and rescinds orders and regulations.
 - c. Provides leadership and plays a key role in communicating to the

public and in helping people, businesses, and organizations cope with the consequences of any type of declared emergency within the state.

- d. Encourages participation in mutual aid and implements authorities for the state to enter into mutual aid agreements with other states to facilitate resource-sharing.
 - e. The Governor is the Commander-in-Chief of state military forces.
 - f. Provides funds to support emergency operations, as appropriate.
 - g. Requests federal assistance when it becomes clear that state capabilities will be insufficient or have been exceeded or exhausted.
 - h. Makes disaster declarations.
 - i. Ensures coordinated resources through delegation.
 - j. Issues executive orders.
 - k. Initiates other protective action decisions, as necessary.
 - l. Sends representatives to the Joint Information Center.
 - m. Resolves conflicts among state agencies.
2. West Virginia Department of Environmental Protection
- a. Maintains a list of pre-selected disposal locations.
 - b. Coordinates county approval of disposal locations.
 - c. Determines environmentally appropriate disposal areas.
 - d. Establishes criteria for continued monitoring of disposal locations.
 - e. Provides guidance on the disposal of byproducts from cleaning and disinfection.
 - f. Provides technical advice and information related to the best practices for disposal methods.
 - g. Advise on air quality impacts of disposal.
 - h. Provides technical assistance in groundwater, and soil contamination responses.
 - i. Aids WVDA, as required.

3. West Virginia Division of Natural Resources
 - a. Leads surveillance of wildlife.
 - b. Conducts surveillance and monitoring of wildlife in a designated control area.
 - c. Identifies and controls potentially diseased or exposed wildlife.
 - d. Initiates vector control.
 - e. Assists with control area management.
 - f. Coordinates with the WV State Veterinarian for animal disease response in wildlife.
 - g. Provides law enforcement support.
4. West Virginia Department of Transportation
 - a. Assists in the development and implementation of movement control plans.
 - b. Provides traffic control, as required.
 - c. Supports response operations relative to access controls.
 - d. Provides guidance about rerouting traffic.
 - e. Assists with public information through Transportation Management Centers (TMCs), 511 phone system, and Digital Message Signs (DMS).
 - f. Maintains WV 511 (www.wv511.org) to provide updated road conditions to the public.
5. West Virginia State Police
 - a. Assists with traffic control and enforcement of movement standstill orders.
 - b. Assists with protection of critical infrastructure.
 - c. Assists with controlling and limiting access to the scene of the incident.
 - d. Assists with evacuation and quarantine efforts.

- e. Supplements communications.
 - f. Assists with emergency transportation of samples.
 - g. Monitors and, if necessary, detains outbound and inbound transporters of commodities at pre-identified traffic control points across the state.
 - h. Provides security for responders
6. West Virginia National Guard
- Support from the National Guard must be requested through the state EOC and is only available with a Governor’s Declaration of Emergency. WVNG assistance will complement and not be a substitute for local participation in emergency operations. WVNG forces will remain at all times under military command but will support and assist response efforts. Support may be provided in the following areas:
- a. Security
 - b. Cleaning and disinfection
 - c. Communication
 - d. Heavy equipment/operators
 - e. Transportation of samples
 - f. Logistical staging areas
 - g. Transportation
 - h. Public information
7. West Virginia Division of Forestry
- a. Responds to threats to state forests.
 - b. Provides sample collection and site identification.
 - c. Coordinates with WVDA for plant pests and disease.
 - d. Provides educational materials and training to the public.
 - e. Provides personnel to augment the WVDA IMT.
8. WV Public Service Commission

- a. Assists in the inspection, detection, and detention of commercial motor vehicles transporting animals and animal products in, and/or through, West Virginia.
 - b. Assists in efforts to prevent transportation of infected animals or animal products by commercial vehicles in West Virginia.
9. West Virginia University Extension Service
- a. Provides outreach education and information to residents and agriculture production facilities.
 - b. Provides technical assistance.
 - c. Assists with surveillance and information gathering.
 - d. Assists with providing equipment and facilities.
 - e. Serves as a liaison to other West Virginia University groups.
10. WV Fusion Center
- a. Assists in determining any terrorist or criminal nexus to localized incident or wide-scale agricultural events.
 - b. Obtains, verifies, and disseminates agriculture-related intelligence and information through federal, state, local, territorial, and tribal (FSLTT) partners, the National Network of Fusion Centers, and the statewide Fusion Liaison Officer Program.
 - c. Obtains, verifies, and disseminates Suspicious Activity Reports (SARs) related to local incidents or wide-scale agricultural events.
 - d. Conducts Real-Time Open-Source Analysis (ROSA) related to agricultural incidents to assist in determining any threats to public safety or related information to support stakeholders and leaders.
- Z. Federal Agencies
1. USDA Animal and Plant Health Inspection Service
 - a. Implements emergency-related functions under the National Response Framework and all USDA APHIS-related policies and procedures.
 - b. Considers requests for personnel to support the WV IMT and response.

- c. Enters into a Unified Command with WVDA and partner agencies, as requested.
- d. Provides technical expertise and information to support the response, as authorities allow and apply, from the following groups: Veterinary Services (VS), Plant Protection and Quarantine (PPQ), Wildlife Services (WS), and Animal Care (AC).
- e. Considers requests for resources from the National Veterinary Stockpile.

2. Federal Bureau of Investigation

Lead federal agency for investigations in potential terrorism events.

AA. Private Sector/Non-Governmental Organizations

1. Industry associations and organizations within WV may assist with a wide variety of tasks based on their capabilities. Some of these tasks include:
 - a. Communicate with members.
 - b. Assist with state messaging.
 - c. Report issues or concerns to WVDA.
 - d. Assist with locating producers.
 - e. Identify and acquire emergency resources.
 - f. Send a representative to the Industry MAC Group, if requested.
 - g. Provide technical expertise.
 - h. Provide logistical support.
 - i. Report all activities to IMT and state EOC (if activated).
2. Volunteer agencies are available to give assistance with sheltering and feeding people, sheltering, and feeding pets, and other issues, as necessary.
3. Assistance from surrounding states may be available through the Emergency Management Assistance Compact (EMAC), or through the execution of a Memorandum of Understanding (MOU) or Mutual Aid Agreement (MAA), at the discretion of the WVDA General Counsel.
4. Contract personnel may be utilized to fill gaps or to supplement tasks not otherwise identified in this plan.

AUTHORITIES AND REFERENCES

I. AUTHORITIES

BB. West Virginia

1. West Virginia Code 19 outlines the authorities related to responding to agricultural related incidents.

CC. Federal

1. The United States Code of Federal Regulations, Title 9
2. Animal and Animal Products, Chapter I
3. Animal and Plant Health Inspection Service, Department of Agriculture, Subchapter B
4. Cooperative Control and Eradication of Livestock or Poultry Diseases, Part 53
5. Foot-and-Mouth Disease, Pleuropneumonia, Rinderpest, and Certain Other Communicable Diseases of Livestock or Poultry (9 CFR Part 53) outlines the authorities related to responding to diseases among domestic livestock and poultry.

II. REFERENCES

Incident Specific Annex #10: Dam Failure

COORDINATING AGENCIES

WV Emergency Management (WVEMD)

SUPPORT AGENCIES AND ORGANIZATIONS

- All agencies and organizations listed in all Emergency Support Function Annexes
- WV Department of Environmental Protection (WVDEP)
- US Army Corps of Engineers (USACE)

IS ELEMENTS

I. PURPOSE

To assist local jurisdictions, infrastructure stakeholders and private owners in the actions needed to protect human life or property in the event of an imminent dam failure or major spillway discharge. This annex identifies how county, state and federal agencies will prepare, respond, and support the response to a dam failure event affecting WV and surrounding states.

II. SCOPE

- A. This annex applies to all Emergency Support Functions (ESFs) of WV.
- B. Identifies roles and responsibilities of agencies at the Local, State and Federal levels to provide a framework for the coordination of state resources to ensure the safety of life and property following a catastrophic dam failure.
- C. Establishes the policies and procedures for use when responding to the damaging consequences of a dam failure in WV, whether occurring in WV or surrounding states.
- D. Establish how the state will mobilize resources to support local emergency management efforts through preparedness, response, planning and recovery from a dam failure event impacting WV, whether occurring in WV or surrounding states.

III. POLICIES

- A. Procedures in this annex will be implemented as outlined in the WV Emergency Operations Plan (WVEOP), Basic Plan.
- B. Procedures in this annex will be automatically implemented under the following conditions:

1. When determined necessary by the Director, WVEMD.
2. When any area in WV experiences a damaging dam failure.
3. When a dam failure event occurs that produces significant damage in WV.
4. When assistance is requested by adjoining states in response to a dam failure.
5. This annex identifies the major response and recovery activities undertaken by state and adjunct agencies in response to a catastrophic dam failure.

IV. ORGANIZATIONAL STRUCTURE

A. In accordance with the West Virginia Dam Control and Safety Act, the WV Department of Environmental Protection (WVDEP) is responsible for the dam safety and protection program. Powers and duties of the department (and its secretary) are listed in Section 22-14-4 of the Dam Control & Safety Act, and include the following:

1. To exercise regulatory jurisdiction over dams.
2. To adopt, modify, repeal, and enforce rules, and to issue orders.
3. To take any lawful action necessary for the enforcement of the provisions of the statutes.
4. To make any investigation or inspection necessary, implement and enforce the law, including the right of entry upon public or private property of any owner.

B. Owners of each dam are responsible for its safe and proper design, construction, operation, and maintenance. Owners of dams that are 25 feet or greater in height, impound 15 acre-feet (4,917,420 gallons) or greater of water volume; or 6 feet or greater in height and impound 50 acre-feet (16,391,400 gallons) volume or greater of water, must comply with the West Virginia Dam Control and Safety Act - WV Code 22-14-3(f), and in the Dam Safety Rule (47CSR34-2.12).

Exemptions from state jurisdiction include:

1. Dams owned by the Federal government.
2. Dams that do not normally impound water, such as road fills with culverts sized in capacity equal to WVDOH standards.
3. Dams built primarily for agricultural purposes and demonstrated to not cause loss of life if the dam fails.

V. PLANNING ASSUMPTIONS

- A. This plan assumes a major dam failure could occur in WV.
- B. WV will be requested to provide support to surrounding states affected by a dam failure.
- C. Dam failures occur without warning and could cause significant damage, injury, loss of property and loss of life.
- D. Dam failures can trigger several other events, such as hazardous material releases and spills, and conflagration fires.
- E. Public utilities and private infrastructure (such as power, water, sewer, natural gas networks, phone lines and towers) may be damaged and unusable immediately following a dam failure.
- F. Roads, bridges, highways, airports, and waterways may become impassable/unusable following a significant seismic event.
- G. WV citizens and citizens in affected states may be without food, water, shelter, heat, sanitary facilities, and transportation for extended periods.
- H. WV may become overwhelmed by the influx of displaced citizens who need alternate housing or shelter because of damaged communities.
- I. WV public safety resources (including personnel) may become overwhelmed and a shortage of resources to assist with local response and recovery efforts may occur.

VI. CONCEPT OF OPERATIONS

- A. WV and local jurisdictions exercise the preeminent authority to make decisions regarding management of response to a dam failure. The federal government will provide assistance, as required and requested by WV. The National Response Framework (NRF) provides Federal Emergency Management Agency (FEMA) an outline for the coordination of federal support agencies in response to requests from WV.
- B. There are regulations listed as one of the requirements of the process of application for a certificate of approval the determination of the hazard potential of the proposed dam. The hazard potential is determined by the applicant and is based upon the potential loss that would result due to a failure.
- C. Classes
 - 1. *Class 1 (High Hazard) Dams* - Class 1 dams are those dams located where failure may cause loss of human life or major damage to dwellings, commercial or industrial buildings, main railroads, important public

utilities, or where a high-risk highway may be affected or damaged. This classification must be used if failure may result in the loss of human life.

2. *Class 2 (Significant Hazard) Dams* - Class 2 dams are those dams located where failure may cause minor damage to dwellings, commercial or industrial buildings, important public utilities, main railroads, or cause major damage to unoccupied buildings, or where a low-risk highway may be affected or damaged. The potential for loss of human life resulting from failure of a Class 2 dam must be unlikely.
3. *Class 3 (Low Hazard) Dams* - Class 3 dams are those dams located in rural or agricultural areas where failure may cause minor damage to nonresidential and normally unoccupied buildings, or rural or agricultural land. Failure of a Class 3 dam would cause only a loss of the dam itself and a loss of property use, such as use of related roads, with little additional damage to adjacent property. The potential for loss of human life resulting from failure of a Class 3 dam must be unlikely. An impoundment exceeding forty (40) feet in height, or four hundred (400) acre-feet storage volume shall not be classified as a Class 3 dam. A waste disposal dam, the failure of which may cause significant harm to the environment, shall not be classified as a Class 3 dam.
4. *Class 4 (Negligible Hazard) Dams* - Class 4 dams are dams where failure is expected to have no potential for loss of human life, no potential for property damage and no potential for significant harm to the environment. Examples of Class 4 dams include: dams across rivers, failure of which under any conditions will not flood areas above normal stream bank elevations; dams located in the reservoir of another dam which, under any conditions, can contain water released by failure of the Class 4 dam; and dams in series where the toe of the Class 4 dam(s) is in close proximity to the reservoir of a dam which can contain failure of the Class 4 dam(s) under any condition. In considering a request for a Class 4 designation, the director may require written concurrence from the owner(s) of downstream dams that may be affected by failure of the Class 4 dam. Approval for use of this classification is vested in the director and will be based on engineering evaluation of the dam(s) and downstream areas in question.

D. Numbers

1. Number of JURISDICTIONAL non-coal related dams: 380
2. Number of High Hazard Potential (Class 1) dams: 284
3. Number of Significant Hazard Potential (Class 2) dams: 47
4. Number of Low Hazard Potential (Class 3) dams: 17
 - a. Number of Negligible Hazard (Class 4) Dams: 6

5. Number of unknown Hazard Class type: 26 (Considered High Hazard)
(Information provided by the WVEMD Hazard Mitigation Planner) 2/27/2023.

Number of Jurisdictional coal related dams: 135

1. Number of High Hazard Potential (Class 1/Class C) coal dams: 126
2. Number of Significant Hazard Potential (Class 2/Class B) coal dams: 7
3. Number of Low Hazard Potential (Class 3/Class A) coal dams: 2
 - a. N/A

(Per Department of Environmental Protection Division of Mining and Reclamation as of 10/30/2023).

- E. Procedures for handling dam emergencies are spelled out in Section 22-14-10 of the Dam Control & Safety Act.
- F. Responsibilities of the owner include:
 1. Determining that an emergency exists.
 2. Notifying the WVDEP and any persons who will be in danger if the dam fails. "The owner shall follow notification procedures outlined in the emergency action plan for the dam, if the plan exists."
 3. Taking immediate remedial action.
- G. The State will:
 1. In a backup capacity, the SEOC will also notify affected cities and counties downstream.
 2. The WVDEP, once all notifications have been made, may take its own remedial action if imminent danger exists and there is not sufficient time to order the owner to correct the condition.
 3. The Office of Dam Safety director is authorized to take any of the following actions:
 - a. Taking full charge and control of the dam.
 - b. Lowering the water level or releasing all water impounded by the dam.
 - c. Performing necessary remedial or protective work at the dam site.
 - d. Taking any other steps necessary to safeguard life and property.
- H. All remedial work and repairs, whether initiated by the owner or WVDEP, shall be at the expense of the owner. The department may also recover any, and all expenses

related to the remedial work and or other repairs from the owner by civil action if the owner at the department’s request does not repay expenses.

VII. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities
WV Emergency Management Division	WVEMD	<ul style="list-style-type: none"> ▪ Act as the overall coordination and control for state and local emergencies. ▪ Coordinate the safety and well-being of the citizens of West Virginia. ▪ Advise and keep the Governor informed of any issues or updates. ▪ Request support from other states via EMAC. ▪ Request additional assistance from FEMA, on behalf of the Governor. ▪ Support the plan of the local Emergency Management Directors and help to meet any shortfalls. ▪ Receive and Track resource requests from local Emergency Directors, and coordinate response resources with appropriate agencies. ▪ Conduct a preliminary damage assessment. ▪ Schedule, manage, and coordinate yearly training requirements for Emergency Management Directors. ▪ Track costs associated with emergency response. ▪ Provide oversight and guidance to other state agencies as they go through the audit process. ▪ Notify the public. See ESF #15 for more information. ▪ Monitor the situation. ▪ Provide available support to other states, as requested via EMAC.
US Army Corps of Engineers	USACE	<ul style="list-style-type: none"> ▪ USACE ▪ -Monitor USACE dams during a flood event for signs of distress. ▪ -Identify that a dam failure condition exists and report to supervisors, local officials, and local emergency management

		<p>agencies.</p> <ul style="list-style-type: none"> -Coordinate emergency response to the dam and take actions to reduce consequences in a dam failure event. -Arrange for a detailed inspection of the dam and appurtenances and continue to monitor the situation. -Conduct periodic inspections and assessments of dams to ensure they are being properly maintained. -Conduct periodic emergency exercises with dam staff and local officials to maintain preparedness. -Conduct dam safety training to train dam personnel on issue detection and response.
<p>WV Civil Air Patrol</p>	<p>WV CAP</p>	<ul style="list-style-type: none"> ▪ If requested, CAP could provide aerial photography to assist with structural assessment of any impending dam failure as well as any post flooding disaster relief.
<p>WV Department of Environmental Protection</p>	<p>WVDEP</p>	<ul style="list-style-type: none"> ▪ Responds directly to potential dam safety emergencies if conditions allow. ▪ Provides technical assistance (whether in person, virtually, or by phone) to dam owners on mediation efforts necessary to reduce the potential for a dam failure. ▪ Adheres to the monitoring, notification, and evacuation processes outlined in the Emergency Action Plan for the dam (assuming one has been developed and maintained). ▪ Coordinates emergency response needs with the local Emergency Management Director and Officials. ▪ Assists, as necessary, with notifying persons downstream that may be impacted by a potential dam failure.

AUTHORITIES AND REFERENCES

I. AUTHORITIES

- A. State of West Virginia Emergency Services and Disaster Laws

II. REFERENCES

- A. West Virginia Code §15-5-5, “General Powers of the Governor,” as amended.
- B. West Virginia Code §15-5-6, “Emergency Powers of the Governor,” as amended.
- C. National Incident Management System (NIMS)
- D. National Response Framework (NRF)
- E. West Virginia State Emergency Operations Center (SEOC) Emergency Operations Plan (EOP)
- F. West Virginia Emergency Operations Plan, Basic Plan
- G. West Virginia Code, Chapter 22, Article 14, Dam Control and Safety Act
- H. West Virginia Code of State Rules, 47CSR34, Dam Safety Rule
- I. West Virginia Code of State Rules, 38CSR4, Coal Related Dam Safety Rules.



Incident Specific Annex #11: Debris Removal

COORDINATING AGENCIES

WV Emergency Management (WVEMD)

SUPPORT AGENCIES AND ORGANIZATIONS

- WV Department of Environmental Protection (WVDEP)
- US Army Corps of Engineers (USACE)
- WV Department of Health
- WV Department of Transportation (WVDOT)

IS ELEMENTS

I. PURPOSE

To provide guidance to individuals, agencies, organizations, facilitate and coordinate the collection, decontamination, removal, and disposal of debris following a significant incident or disaster. Debris removed and disposed of in a timely manner, so it does not interfere with traffic or become a health and safety hazard.

II. ORGANIZATIONAL STRUCTURE

Debris clearance and removal is a function of the Public Works and Engineering Support function. WVDOT, WVDEP, and WV Department of Health are the primary supporting agencies and will work in conjunction with designated supporting agencies, landfills, infrastructure stakeholders, waste management firms, and trucking companies, to facilitate debris clearance, collection, reduction, and disposal needs of the state, local jurisdictions, and infrastructure stakeholders following a disaster.

III. CONCEPT OF OPERATIONS

- A. Due to the burden of response and limited resources, the state, local jurisdictions, and infrastructure stakeholders may rely on private contractors to fulfill the mission of debris removal, collection, and disposal.
- B. WVEMD is responsible for coordination support for local jurisdictions in their debris removal activities and in providing technical expertise through the supporting agencies.
- C. Local jurisdictions have the responsibility for providing direction and control within their jurisdiction and should have plans that require the separation of hazardous materials and household hazardous waste, during the initial collection/debris clearing process. And:
 1. Areas with hazardous material debris, or those areas from which potentially hazardous debris was removed, should be marked clearly as a warning to the

public so they can be easily located by appropriate inspectors.

2. Household Hazardous materials should be disposed of at sites that have been established and approved by WVDEP for the receipt of hazardous materials.
3. Should have employed, or under contract, technical experts who can inspect and analyze the impact of debris on environmentally sensitive areas in which debris may have been released into waterways.

D. Debris Clearance and Removal Priorities

The debris removal process must be conducted in an orderly, safe, and effective manner to protect public health and safety following a major or catastrophic disaster.

1. Clearance and Removal of debris from key routes in order to provide access for emergency vehicles and resources into the impacted area.
2. Clearance and Removal of debris for access to critical infrastructure pre-identified by state and local jurisdictions.
3. Repair, demolition, or barricading of heavily damaged and structurally unstable buildings, systems, or facilities that pose a danger to the public.
4. Collection, decontamination, removal, and disposal of debris causing public health and safety issues.

E. Debris Classification

To facilitate the disposal process, debris will be segregated by type. The state will adapt the categories established for recovery operations by the USACE. Modifications to these categories can be made as needed. Hazardous and toxic materials/contaminated soils, and debris generated by the event will be handled in accordance with federal, state, and local regulations.

F. Clearance vs Removal Clarification

1. ‘Debris Clearance’ is limited to opening road access and the like. This is a more
2. temporary activity and is included in Public Assistance Category B (Emergency Protective Measures).
3. ‘Debris Removal’ is the final disposal of debris, including burning and grinding.
4. For woody debris and other methods for HAZMAT, construction/demolition debris, etc. These activities are covered under Public Assistance Category A and usually involves higher costs.
5. Example: Trees are across 20 miles of a road

- a. Debris Clearance – trees are cut and pushed to the side of the road right of way.
- b. Debris Removal – trees are cut, loaded out, and taken to a tub grinder operation for reduction to shavings and possibly burned in an air curtain burner.

IV. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities
WV Department of Health		<ul style="list-style-type: none"> ▪ Provide guidance on health-related issues. ▪ Provide guidance on debris management and disposal. ▪ Request lifting of landfill tonnage limits from DEP for debris disposal.
WV Department of Transportation	WVDOT	<ul style="list-style-type: none"> ▪ Provide personnel for the damage assessment teams and guidance on land-based debris removal in emergency situations. ▪ Clear and open major highways ▪ Debris clearance of on-system secondary highways and roads ▪ Debris clearance from state property ▪ Coordinate with the private infrastructure stakeholders on debris removal. ▪ Immediate attention to situations in which a threat to life is created by the debris. ▪ Provide manpower and equipment for the transport of debris to landfills.
WV Emergency Management Division	WVEMD	<ul style="list-style-type: none"> ▪ Monitor county debris removal activities and coordinate state assistance when county resources are insufficient. ▪ Provide personnel for the damage assessment teams and guidance on hazardous materials and environmental health and safety.

<p>WV Department of Homeland Security</p>	<p>WVDHS</p>	<ul style="list-style-type: none"> ▪ Responsible for condemnation procedures for severely damaged or destroyed multiple family dwellings or commercial structures. (WV State Fire Marshal Office - WVSFMO) (Other officials have authority for single family dwellings.) ▪ Provide traffic management in and around roads that have been impacted or are inaccessible due to debris. (WV State Police - WVSP) ▪ Control traffic and support law enforcement activities. (WVSP) ▪ Enforce highway traffic regulations. (WVSP)
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<p>WV National Guard</p>	<p>WVNG</p>	<ul style="list-style-type: none"> ▪ Provide personnel for the damage assessment teams and guidance on debris removal, demolition, stabilization. ▪ Provide manpower and equipment for debris removal. ▪ Provide personnel for the damage assessment teams guidance on structure stability
<p>WV Conservation Agency</p>	<p>WVCA</p>	<ul style="list-style-type: none"> ▪ Provide personnel for the damage assessment teams and guidance on stream-based debris removal in emergency situations. ▪ Remove debris from streams and waterways (not including navigable rivers and from the locks and dams’ system covered under the USACE that imminently threatens life or damage to real property
<p>WV Department of Agriculture</p>	<p>WVDA</p>	<ul style="list-style-type: none"> ▪ Provide personnel for the damage assessment teams and guidance on animal and agriculture issues. ▪ Provide assistance to local government for debris removal of animal carcasses and agricultural products.

WV Department of Environmental Protection	WVDEP	<ul style="list-style-type: none"> ▪ Provide personnel for the damage assessment teams guidance on environmental issues and technical advice to other agencies and local authorities. ▪ Coordinate with and regulate landfills. ▪ Contract with private companies for hazardous waste issues. ▪ May coordinate with USEPA and request support for management and disposal of hazardous waste. ▪ Obtain waivers for “tipping fees”, if appropriate. ▪ Provide emergency response and removal services for HAZMAT issues. ▪ Provide technical assistance with environmentally sensitive areas. ▪ Environmentally sensitive areas include wetlands, biological resources, habitats, national parks, archaeological and or
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		historic sites, natural heritage areas, tribal lands, drinking water intakes, marinas and or boat ramps and wildlife areas.
WV Department of Commerce	WVDCOM	<ul style="list-style-type: none"> ▪ Provide personnel for the damage assessment teams guidance on environmental issues and impacts. ▪ Issue appropriate permits
WV Public Service Commission	PSC	<ul style="list-style-type: none"> ▪ Assist and advise WVEMD on public infrastructure issues
WV Division of Corrections and Rehabilitation	WVDCCR	<ul style="list-style-type: none"> ▪ Provide inmate support for emergency route clearance if situation warrants ▪ 2-36 passenger buses

For identification of environmentally sensitive areas, contact the US Fish and Wildlife Service, West Virginia Field Office, Ecological Services, 6263 Appalachian Highway, Davis, WV 26260, 304 866 3858.

AUTHORITIES AND REFERENCES

I. AUTHORITIES

- A. West Virginia Code, Chapter 15, Article 5, as amended.
- B. West Virginia Code, Chapter 17, Article 2A, Section 8, as amended.
- C. West Virginia Code, Chapter 20, Article 1
- D. West Virginia Code, Chapter 22, Article 5 and 5A, as amended.
- E. West Virginia Code, Chapter 29, Article 3, as amended.
- F. Public Law 3-288, Section 403, Title 44
- G. Code of Federal Regulations Title 44, Part 206.224

II. REFERENCES

- A. State of West Virginia Emergency Operations Plan – Basic Plan

**Support Annex #1:
Continuity of Government, Continuity of Operations**

COORDINATING AGENCIES

WV Governor’s Office (GO)

WV Department of Homeland Security (WVDHS)

**SUPPORT
AGENCIES AND
ORGANIZATIONS**

- The Constitutional Officers
- The Legislative Branch
- The Judicial Branch
- All Executive Branch Departments

SA ELEMENTS

I. PURPOSE

This Continuity of Government (COG), Continuity of Operations (COOP) Support Annex to the State of WV Emergency Operations Plan (WVEOP) describes the framework used to ensure the continuation of State-level government (COG) and preservation of essential governmental functions (COOP). Included are essential emergency management program functions as well as measures regarding the preservation of essential records, systems, and equipment during an emergency or disruption.

II. SCOPE

- A. This annex provides guidance on the continuation of State government, activation, and restoration responsibilities for the executive branch agencies of State government and is directly supported by agency continuity of operations plans.
- B. The restricted COG/COOP Plan includes guidance and procedures for the restoration of essential constitutional government and emergency management functions.
- C. The Constitutional Officers, the Legislative Branch, and the Judicial Branch are encouraged to develop, and maintain internal plans for COG/COOP and to conduct training and exercises based on those plans and procedures within their offices.
- D. This annex does not address the development or maintenance of agency specific emergency plans or agency specific continuity of operations plans.

III. POLICIES

- A. This annex is intended to be consistent with the WVEOP, the National Response Framework (NRF), the National Disaster Recovery Framework (NDRF), and the National Incident Management System (NIMS).
- B. All agencies assigned responsibilities within this Annex will develop and maintain the necessary plans, standard operating procedures, and mutual aid agreements to successfully accomplish their tasks.
- C. Executive Order #13-10 reaffirms the requirement that executive branch agencies must develop continuity of operation plans and on an annual basis ensure those plans are current and viable.
- D. WVDHS and WVEMD are responsible for the development and maintenance of this annex.
- E. All records are preserved and kept in accordance with local, State, and Federal

records retention schedules.

- F. Alternate facilities for use during the activation of the COG/COOP plan have been identified.
- G. All agencies are required to conduct an annual test or exercise of their continuity of operations plan that includes alert, notification, and activation procedures for key personnel.
- H. All agencies will include emergency preparedness planning and training as a core component of their mission and strategic planning performance management process.

IV. SITUATION

- A. An incident or emergency has occurred that impacts essential State government functions and may necessitate the activation of the WVEOP and COG/COOP Plan.
- B. A major disaster could include death or injury of key officials, partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operation of government. Law and order must be preserved, and government services maintained. Applicable portions of the Constitution of WV and the WV Code provide authority for the continuity and preservation of State government.
- C. The Governor is responsible for the public safety and welfare of the people of WV.
- D. The continuity of government leadership and operation is essential to the ability of the State to recover from a disaster.
- E. Continuity of government operations is essential to command and control.

V. PLANNING ASSUMPTIONS

- A. An incident can occur at any time, with or without warning, and may disrupt the ability of the State government to provide critical services to citizens of WV.
- B. Each agency with responsibilities within this COG/COOP Annex has a viable COOP plan.
- C. An emergency may result in the incapacitation of government leadership thereby requiring the need for succession.
- D. In order to ensure continuity of government and the uninterrupted provision of essential governmental functions, contingency plans must be developed that will provide for the continued protection and safety of the population and bring about the prompt and orderly restoration and recovery of public and private property and services.

- E. An emergency may necessitate the relocation or sheltering in place of key government officials and their staff.
- F. Extraordinary measures will be required to ensure a rapid return to normal conditions.
- G. The Constitutional Officers, the Legislative Branch, and the Judicial Branch have developed and are able to activate their own COG/COOP Plans.

VI. ORGANIZATIONAL STRUCTURE

- A. WVDHS is the coordinating agency for WV in times of emergencies. In the event of an emergency that may require the activation of the COG/COOP plan, it will be the responsibility of WVEMD to verify the emergency, notify, and coordinate with all other State agencies necessary to handle the emergency.
- B. The State organization for response to activation of the COG/COOP plan is the same as that for other incidents and events.
- C. State resources will be utilized in accordance with the WVEOP, unless otherwise directed by the Governor or WVEMD Director.

VII. CONCEPT OF OPERATIONS

Due to its sensitive nature, the comprehensive Concept of Operation for the Continuity of Government Support Annex is maintained in a separate restricted document by WVEMD. The succession order, as listed in the constitution of the State of WV.

- Governor
- President of Senate
- Speaker of the House

VIII. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities
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<p>Governor’s Office</p>	<p>GO</p>	<ul style="list-style-type: none"> ▪ Use their authority to ensure that the State government continues to operate in order to support response and recovery efforts. ▪ Encourage the Legislative and Judicial Branches of State government, along with the Constitutional Officers, to undertake similar measures to ensure continuity of their government responsibilities. ▪ Ensure alternate locations for government operations, identified by the various agencies, meet the requirements of the current situation. ▪ Ensure all agencies plan for continuity of operations during an emergency. ▪ Ensure security is provided to protect government resources and personnel.
<p>WV Emergency Management Division</p>	<p>WVEMD</p>	<ul style="list-style-type: none"> ▪ Coordinate the response to and recovery from a Continuity of Government event. ▪ Coordinate with external agencies to include Federal, Local, and other States. ▪ Coordinate with other constitutional offices to ensure de-confliction of continuity plans and maintain necessary contact and line of succession information. ▪ Receive and disseminate reports through the warning point of disruptive events at State owned or leased facilities which impair the ability of agencies located within the affected facilities to continue operations.

AUTHORITIES AND REFERENCES

IX. AUTHORITIES

- A. West Virginia Code §15-5
- B. West Virginia Code §15-6.
- C. West Virginia Code §6-1A

D. Executive Order No. #13-10 (November 10, 2010).

E. EMI COG/COOP - <http://training.fema.gov/programs/coop/>

X. REFERENCES

A. West Virginia Emergency Operations Plan, Basic Plan as amended

**Support Annex #2:
Military Support**

COORDINATING AGENCY

WV National Guard (WVNG)

**SUPPORT
AGENCIES AND
ORGANIZATIONS**

- WV Governor’s Office (GO)
- WV Department of Homeland Security (WVDHS)
- WV Emergency Management Division (WVEMD)

SA ELEMENTS

I. PURPOSE

This annex supplements the WV Emergency Operations Plan (WVEOP) by providing guidance to those individuals and organizations involved in the management of military support to civilian authorities responding to and recovering from an emergency or disaster.

II. SCOPE

- A. This annex applies to any type of disaster (natural, technological, or man-made) and any magnitude of incident (minor, major and catastrophic) that exceeds the local and State agencies' response capabilities and requires the activation of the WV National Guard.
- B. The WVNG will plan and execute emergency response missions in accordance with a separately maintained All-Hazards Response Plan. The All-Hazards Plan is produced and maintained by the WVNG J5 - Strategic Planning and Interagency Coordination Directorate.

III. POLICIES

- A. This annex is intended to be consistent with the WVEOP, the National Response Framework (NRF), the National Disaster Recovery Framework (NDRF), and the National Incident Management System (NIMS).
- B. All agencies assigned responsibilities within this Annex will develop and maintain the necessary plans, standard operating procedures, and mutual aid agreements to successfully accomplish their tasks.
- C. The WVEMD and the WVNG are responsible for the development and maintenance of this annex. This should occur at minimum once every two years.
- D. All records are preserved and kept in accordance with local, State, and Federal records retention schedules.

IV. SITUATION

An incident has occurred that exceeds local response and recovery capabilities and requires the activation of the WVNG in an emergency response capacity.

V. PLANNING ASSUMPTIONS

- A. The Adjutant General (TAG) for WV and the assets of both the Army and Air

National Guard units of the WVNG are under the command and control of the Governor of WV until such time as they are Federalized. While under State control they may perform law enforcement duties. WVNG units performing duty under Title 32, United States Code, are under State control but are funded by the Federal government.

- B. The Federal government may call units of, or the entire WV National Guard (Army and/or Air) to Federal duty. As a rule, the Federal government does not call individual National Guard members to active duty.
- C. Upon being called to active Federal duty under Title 10, United States Code, the units are no longer under the command and control of the Governor of WV. When activated, the units and the individuals within them come under the command and control of the United States Army or Air Force. The units called to Federal service are not permitted to perform law enforcement functions because of the provisions of the Posse Comitatus Act, 18 U.S.C. § 1385.
- D. In accordance with the Posse Comitatus Act, National Guard personnel in State Active Duty (SAD) or Title 32, U.S.C. are exempt. Section 502 of Title 32, United States Code. DoDI 3025.21 February 27, 2013, Defense Support of Civilian Law Enforcement Agencies, Enclosure 3, pg. 22.

VI. ORGANIZATIONAL STRUCTURE

A. State Government

- 1. The WVNG assets are controlled from one location, either the WVNG Joint Operations Center (JOC) or the State Emergency Operations Center (SEOC). One or more Forward Operating Headquarters may be established in the field with command and control over local assets.
- 2. Requests for military assistance are made to the SEOC via the state's emergency management information system and tasked to the WVNG if they are appropriate military tasks. If accepted by the WVNG, requests are assigned to the appropriate WVNG unit on a mission-by-mission basis.
- 3. The tasked units are to perform as directed by the WVNG headquarters on behalf of the SEOC and are to coordinate with a local liaison. When the mission is completed, the tasked units are to be released by the local emergency manager and returned to State military control for potential additional missions. Individual units within the WVNG will be released from SAD, once all missions have been completed or there are no further missions for a particular unit.

B. Local Government

- 1. WVNG assets are allocated to local authorities for mission tasking.

2. A designated person or organization (i.e., the Local Emergency Management official, sheriff's office, or local police department) is identified to serve as liaison with the military for the purpose of assigning and coordinating missions.
 3. The highest-ranking military officer assigned to the locality is to coordinate missions with the authorized liaison for the civil authorities. The highest-ranking military officer in the locality is to have final authority in determining if the mission is appropriate for his/her units.
 4. Tasking of requests is to be on a mission-by-mission basis. When concluded, the unit assigned the mission reports back to their local command for reassignment.
- C. Federal Military Integration:
1. The Federal government may assign active-duty military to assist with the disaster. The Federal government may also call reserve units or individual reservists to active duty to assist with the disaster.
 2. Integration of Federal Military assets will be in accordance with the WVNG All Hazards Plan utilizing a Joint Task Force structure and Dual Status Commander.

VII. CONCEPT OF OPERATIONS

- A. General
1. When called to SAD, WVNG personnel remain organized in their traditional unit structure under the command and control of their military lines of authority.
 2. The WVNG will determine the resources necessary to support the requests assigned to it; organize a task force(s) that is capable of accomplishing the support mission within the limits of authorized strength for SAD call-up provided by the Governor; and orders the necessary units to the area of operations. Command and control remain within military channels.
- B. Phases of Management
1. Activation
 - a. When a local government wishes to request WVNG assistance and notifies the Governor through the SEOC that adequate response is beyond the capability of the local government.
 - b. To activate the WVNG, the Governor may issue an executive order, putting the WVNG on SAD. All requests for assistance are to be coordinated through the SEOC and be accepted by the

WVNG as a mission they can complete or can be refused and to be filled by another agency.

- c. A designated national guard liaison officer will be assigned per county or incident site with the approval of the Adjutant General within 12 hours. The reporting liaison officer will either be on SAD or Title 32 status.
- d. Generally, an "advance party" can be on-site within 12-72 hours after the requested forces have been called to SAD.
- e. Local WVNG units are not permitted to respond to requests for assistance from local officials except to save human life, prevent extreme human suffering, or to prevent great damage to or destruction of property. The unit commander, not local civilian authorities, make the determination. If the commander does not believe the circumstances meet the requirements, the local authority is referred to the SEOC.
- f. The SEOC determines if the WVNG should respond or if another agency could better accomplish the task. If the WVNG is committed to a mission, the responding WVNG unit is authorized to coordinate directly with the local officials to accomplish the objectives.

2. Demobilization

- a. When the mission is completed, the tasked units are to be released from the local level by the local emergency manager and returned to State military control for potential additional missions. Individual units within the WVNG will be released from SAD, once all missions have been completed or there are no further missions for a particular unit.
- b. Upon release from SAD, units will perform retrograde, maintenance, and demobilization operations in accordance with the WVNG All Hazards Plan and unit standard procedures.

C. Functional Duties of the National Guard

1. The WVNG can perform three functions when called to State active duty. All National Guard activations for SAD are unique. The WVNG is not required to perform all three functions.
 - a. The WVNG performs law enforcement and security missions under the direction and supervision of either State or local law enforcement officers. In these cases, the WVNG has limited law enforcement authority. Generally, only selected units that have received special training can perform these functions.

- i. Traffic control
 - ii. Checkpoint operations
 - iii. Roving patrol
 - iv. Anti-looting control measures
 - v. Anti-riot/crowd control measures
 - vi. Evidence collection/protection
 - vii. Inmate transport
 - viii. Correctional facility security
 - ix. Intelligence gathering
- b. Humanitarian
- i. Search and rescue missions
 - ii. Engineering activities
 - iii. Road repair
 - iv. Debris clearance and removal
 - v. Support to utility service
 - vi. Sheltering and feeding of public or relief workers
 - vii. Transportation support
 - viii. Limited Medical and Emergency Medical Services
 - ix. Limited fire suppression
 - x. Damage assessment
 - xi. Chemical decontamination
 - xii. Communications support
- c. Self-Sustainment
- i. Personnel management
 - ii. Billeting and feeding
 - iii. Transportation
 - iv. Health and medical
 - v. Morale, Welfare and Recreation
 - vi. Pay management
 - vii. Line of duty investigations
 - viii. Internal security
- d. Liaison Roles
- i. A liaison team from the WVNG is available to the SEOC on request of the WVEMD Director. WVNG liaison officers assigned to duty in the SEOC serve as a point of contact representing TAG of the WVNG. They serve as advisors on military capabilities and limitations to the SEOC staff. The liaison officers do not control troops nor have the authority to direct unit missions. Command and control rests with TAG and orders originating from the WVNG's headquarters.
 - ii. WVNG Liaison Officers are provided to the affected areas on request from the WVEMD Director. Liaisons officers assigned to duty in the local EOCs are to act as a line of

communications with SEOC and the WVNG to serve as advisors on military capabilities and limitations to local civilian authorities. The liaison officers do not control or task troops.

VIII. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities
Governor's Office	GO	<ul style="list-style-type: none"> ▪ Issue executive order authorizing the activation of the WVNG in an emergency response capacity. ▪ Provide direction, coordination, and oversight as required. ▪ Establish and issue SAD authorized strength limits.
WV Department of Homeland Security	WVDHS	<ul style="list-style-type: none"> ▪ Provide direction, coordination, and oversight as required.
WV Emergency Management Division	WVEMD	<ul style="list-style-type: none"> ▪ Coordinate all Emergency Management response functions. ▪ Receive, validate, and approve local requests for military assistance.
WV National Guard	WVNG	<ul style="list-style-type: none"> ▪ Provide trained and equipped units to protect life and property, and to preserve peace, order, and public safety when ordered by the governor.

AUTHORITIES AND REFERENCES

IX. AUTHORITIES

- A. The Homeland Security Act of 2002, Public Law 107-296, 6 U.S.C. 101 et seq., November 25, 2003
- B. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, 42 U.S.C. 5121-5206
- C. The Posse Comitatus Act, 18 U.S. 1385
- D. The National Emergencies Act of 1976, 50 U.S.C. 1601 et seq.
- E. West Virginia Code §15- 5, as amended

X. REFERENCES

- A. State of West Virginia Emergency Operations Plan, Basic Plan
- B. West Virginia National Guard All-Hazards Response Plan
- C. National Response Framework
- D. Joint Publication 3-0, Joint Operations, 11 August 2011
- E. Joint Publication 3-28, Defense Support of Civil Authorities, 31 July 2013
- F. Joint Publication 3-33, Joint Task Force Headquarters, 30 July 2012

**Support Annex #3:
Private Sector Coordination**

COORDINATING AGENCY

WV Emergency Management Division
(WVEMD)

**SUPPORT
AGENCIES AND
ORGANIZATIONS**

- All State Agencies

SA ELEMENTS

I. PURPOSE

- A. The Private Sector Coordination Support Annex to the WV Emergency Operations Plan (WVEOP) describes the framework used for incident management activities involving the private sector during emergencies requiring a coordinated State response. This annex ensures an effective coordination and integration with the private sector, both for-profit and not-for-profit, including the Nation's critical infrastructure, key resources, other business and industry components, and not-for-profit organizations (sometimes called Non-Governmental Organization (NGO)), including those serving access and functional needs populations, engaged in response and recovery.
- B. Provide for the security of the State of West Virginia while simultaneously protecting the legitimate interests of the private sector by acknowledging and protecting the sensitive nature of business activities involving the private sector and endorsing the Critical Infrastructure Security and Resilience (CISR) efforts of the private sector.

II. SCOPE

- A. This annex does not alter existing private-sector responsibilities for emergency management under the law. Existing contractual or other legal relationships between local jurisdictions, State, regional and National level agencies, and the private sector are not supplanted by this annex.
- B. The restricted Concept of Operation for the Private Sector Coordination Support Annex includes guidance and procedures for the coordination of effort to protect and restore essential services with a wide array of public and private incident managers and CISR security partners within immediate incident areas as well as at local jurisdiction, State, regional and National levels.
- C. The roles and interfaces of voluntary and other not-for-profit organizations and linkages of potential donors of goods and services to State government agencies and NGOs is detailed in the Support Annex (SA) 7 Volunteer and Donations Management and the Emergency Support Function (ESF) 6 Mass Care,

Emergency Assistance, Housing, and Human Services.

III. POLICIES

- A. WV encourages cooperative relations between private-sector organizations and State, and local jurisdictions regarding prevention, preparedness, mitigation, response, and recovery activities. Active public-private sector coordination and cooperation is critical through the emergency management cycle, beginning with planning. It is in the best interest of the State, local jurisdictions, and the private sector to develop appropriate emergency response plans and information-sharing processes and protocols. These should be tailored to their unique requirements of their respective sectors or industries, and mapped clearly in regional, State, and local emergency response plans and information-sharing networks.
- B. This annex is intended to be consistent with the WVEOP, the National Response Framework (NRF), the National Disaster Recovery Framework (NDRF), and the National Incident Management System (NIMS).
- C. WV supports measures that ensure site accessibility for essential services providers responding to disasters or emergencies. Essential services providers, as defined in the Stafford Act as amended by Public Law 109-347, include: “(a) a municipal entity; (b) a nonprofit entity; or (c) a private, for-profit entity” that contributes to efforts to respond to an emergency or major disaster. These entities provide:
 - 1. Telecommunications service;
 - 2. Electrical power;
 - 3. Natural gas;
 - 4. Water and sewer services; or
 - 5. Any other essential service
- D. WV encourages processes that support informed cooperative decision making.
- E. WV encourages extensive two-way and multidirectional sharing between the public and private sectors of operational information and situational awareness relative to potential or actual incidents.
- F. WV works cooperatively to develop and apply processes, procedures, and communications protocols that support sharing of information at the appropriate levels.
- G. WV encourages private-sector organizations to develop and maintain capabilities needed to respond to and manage a complete spectrum of incidents and emergencies, except in cases where the capabilities are inherently governmental in nature.

- H. In certain circumstances, Federal and State law requires appropriate authorities to include private-sector representatives in incident management planning, operations, and exercises; when not required, it encourages such participation whenever practical.
- I. WV treats information provided by the private sector, from receipt through destruction, in a manner consistent with applicable statutes and regulations.
- J. WV will avoid actions that disrupt existing relationships between voluntary aid providers at the local jurisdiction level when possible.
- K. WV may direct private-sector response resources in some cases in which contractual relationships exist. WV also retains its full authority to oversee and control as appropriate infrastructure involved in an incident.
- L. All agencies assigned responsibilities within this Annex will develop and maintain the necessary plans, standard operating procedures, and mutual aid agreements to accomplish their tasks.
- M. WVEMD is responsible for the development and maintenance of this annex. This should occur at minimum once every two years.
- N. All records are preserved and kept in accordance with local, State, and Federal records requirements.
- O. All essential services providers should conduct an annual test or exercise of their response plans that includes alert, notification, and activation procedures for key personnel with the integration of all key stakeholders.

IV. SITUATION

- A. An incident or emergency has occurred that impacts essential service provider functions and may necessitate the activation of the WVEOP and the Private Sector Coordination Support Annex.
- B. A major disaster could include complete destruction of essential CISR, and the destruction of public-private operated essential services requiring a coordinated effort by State agencies and the public-private sector to restore essential services to the people of WV.

V. PLANNING ASSUMPTIONS

- A. An incident can occur at any time, with or without warning, and may disrupt the ability of the State government to provide essential services to citizens of WV.
- B. An emergency may necessitate the cooperation between key government officials and their staffs with key Chief Executive Officer (CEO), corporate president, or other senior leadership of the public-private sector to develop a plan to restore

essential services to the people of WV.

- C. Extraordinary measures will be required to ensure a rapid return to normal conditions.

VI. ORGANIZATIONAL STRUCTURE

- A. WVEMD is the coordinating agency for WV in times of emergencies. In the event of an emergency that may require the activation of the WVEOP and the Private Sector Coordination Annex, it will be the responsibility of WVEMD to verify the emergency, notify, and coordinate with all other State agencies necessary to handle the emergency.
- B. The State organization for response to activation of the Private Sector is determined by the State Emergency Operations Center (SEOC).
- C. State resources will be utilized in accordance with the WVEOP, unless otherwise directed by the Governor or WVEMD Director.

VII. CONCEPT OF OPERATIONS

- A. Individual Institutions
 1. Each private institution is responsible to its stakeholders for developing, testing, and implementing its own security and business continuity plan to assure its capability to deliver goods and products to its customers. Included in this planning are an understanding of, and contingency plan for, supply chain disruptions and other dependencies. Also included are plans for staffing and employee preparedness.
 2. In many communities, critical infrastructure owners and operators, in addition to developing their own security programs and Continuity of Government / Concept of Operations (COG / COOP) plans, are responsible for coordinating their programs and plans with State and local governments' emergency response plans.
 3. Private sector entities will also need to coordinate their plans with the plans of other private sector entities in the community so that allocation of critical resources proceeds without conflicts.
 4. Institutions are encouraged to work with WVEMD in the creation of resource mission sets prior to a disaster. These mission sets will work in two ways, both specifying resource needs the business anticipates asking for and specifying resource needs the business can provide to the State.
 5. Institutions are encouraged to recommend individuals to WVEMD to serve as a Private Sector Liaison in the SEOC.

VIII. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities
WV Emergency Management Division	WVEMD	<ul style="list-style-type: none"> ▪ Coordinate the development of plans, processes, and relationships, and facilitates coordinated response planning with the private sector at the operational and tactical levels. ▪ Share information, including threats and warnings, before, during, and after an incident. ▪ Coordinate, inform, and orient the private sector on the contents of the NRF, and encourages and facilitates the development and coordination of equivalent private sector planning. ▪ Coordinate and conduct State and local incident management functions with the private sector and State, local jurisdictions. ▪ Develop, implement, and operate information-sharing and communication strategies, processes, and systems with homeland security stakeholders. ▪ Provide the overarching coordination lead for incident communications to the public, including the access and functional needs population, during an incident requiring a coordinated Federal response. ▪ Coordinate with WV Fusion Center (WVFC), maintain a contact list, including e-mail information, of CISR incident communications coordinators.
All other State Agencies		<ul style="list-style-type: none"> ▪ Provide Support as requested.

AUTHORITIES AND REFERENCES

IX. AUTHORITIES

A. West Virginia Code §15-5

- B. West Virginia Code §15-6
- C. West Virginia Code §6-1A
- D. Presidential Policy Directive/PPD-21
- E. Section 1016(e) of the USA Patriot Act of 2001 (42 U.S.C. 5195c(e))
- F. 44 U.S.C. 3502(1)
- G. 44 U.S.C. 3502(5)
- H. Federal Information Security Management Act of 2002 (44 U.S.C. 3542(b))
- I. Homeland Security Act of 2002

X. REFERENCES

- A. The National Infrastructure Protection Plan (NIPP) -- NIPP 2013
- B. State of West Virginia Emergency Operations Plan, Basic Plan
- C. National Response Framework, as amended

Support Annex #4: Financial Management

COORDINATING AGENCY

WV Emergency Management Division
(WVEMD)

SUPPORT AGENCIES AND ORGANIZATIONS

- WV State Treasurer’s Office (WVSTO)
- WV Division of Administrative Services (DAS)
- WV Tax Commissioner
- West Virginia Budget Office
- Senate Finance Committee
- House Finance Committee
- President of the Senate
- Speaker of the House
- WV State Treasurer

SA ELEMENTS

I. PURPOSE

- A. The Financial Management Support Annex to the WV Emergency Operations Plan (WVEOP) provides guidance to assist in financial support to emergency management activities.
- B. This annex addresses fund identification, financial accounting, fund coordination, and securing and tracking the use of funds during and after emergencies and disasters.
- C. This annex is coordinated with but does not duplicate activities that are defined and carried out under the WVEOP Emergency Support Function ESF #7 Logistics Management and Resource Support.

II. SCOPE

- A. The Financial Management Annex applies to financial and administrative support activities for all emergencies, disasters, and other events. This includes comprehensive financial management of personnel and emergency management budgeting.
- B. This annex is applicable to all State agencies and other assigned organizations and entities participating and responding under the WVEOP with assistance or relief as coordinated by WVEMD.
- C. This annex also provides procedures and guidance to ensure that funding and resources are provided promptly and that operations are conducted in accordance with established State and federal laws, policies, regulations, and standards.

III. POLICIES

- A. This annex is intended to be consistent with the WVEOP, the National Response Framework (NRF), the National Disaster Recovery Framework (NDRF), and the National Incident Management System (NIMS).
- B. All agencies assigned responsibilities within this annex will develop and maintain the necessary plans, standard operating procedures, and mutual aid agreements to

successfully accomplish their tasks.

- C. WVEMD and the WVSTO are responsible for the development and maintenance of this annex. This should occur at minimum once every two years.
- D. All records are preserved and kept in accordance with local, State, and Federal records retention schedules.

IV. SITUATION

- A. Disasters have an immediate impact on local and State resources resulting in shortages that may require the unplanned expenditure of funds by State and local governments. In addition, coordination may be required between local, State and Federal organizations to administer funding designed to assist in the response and recovery from disasters.
- B. State resources, including funding, may be made available to a local jurisdiction when a Governor's Emergency Declaration is issued that includes that jurisdiction.
- C. Supplemental Federal assistance for eligible response and recovery expenses incurred by governmental entities and/or the private sector may become available to WV from the Federal Emergency Management Agency (FEMA) after either a major disaster or emergency have been issued and a FEMA-State agreement has been signed.
- D. Local jurisdictions are responsible for the first response to emergencies impacting their jurisdictions including the application of fiscal procedures and remedies designed to be used for various applications during local emergencies.
- E. A State Other Needs Assistance (ONA) program may be made available for limited private sector losses when an event has been declared locally, by the Governor and the US Small Business Administration and declaration criteria has been met.
- F. State agencies may receive emergency funding from their federal peer organizations or from State funding sources. These agencies will provide WVEMD with reports of their ongoing costs and emergency finance activities.

V. PLANNING ASSUMPTIONS

- A. Local jurisdictions will seek emergency supplemental response and recovery funding when their own resources have been exhausted.
- B. WV will seek emergency supplemental response and recovery funding from the Federal government when event-related costs meet or exceed Federal thresholds and declaration factors.

VI. ORGANIZATIONAL STRUCTURE

- A. WVEMD is the coordinating agency for WV in times of emergencies. In the event

of an emergency, WVEMD will verify the emergency, notify, and coordinate with all other State agencies necessary to handle the emergency.

- B. The State organization for response to activation of the Financial Management Support Annex is the same as that for other incidents and events as detailed in the WVEOP Basic Plan.
- C. State resources will be utilized in accordance with the WVEOP, unless otherwise directed by the Governor or WVEMD Director.

VII. CONCEPT OF OPERATIONS

A. General

1. The Governor's Office and primary and support agencies to this annex will act as a team to address emergency finance issues to ensure the flow of funds during and after disasters. WVEMD will act as the lead in the coordination of emergency finance after a Stafford Act declaration.
2. WVEMD will form a finance team composed of personnel from appropriate State agencies as needed to coordinate fiscal activities related to the emergency.
3. FEMA will establish a mechanism for the electronic transfer of Federal funds to the State following a Presidential emergency or major disaster declaration under the Stafford Act.
4. As the designated grantee for Federal disaster funds, WVEMD will coordinate the execution of the FEMA/State Agreement with FEMA following a presidential declaration. This is a grant agreement between FEMA and WV and identifies State staff who have the legal authority to obligate disaster funds to eligible recipients; and specifies laws, executive orders and regulations applicable for grant administration by the State. The governor is the signatory of the FEMA State agreement and designates a Governor's Authorized Representative (GAR) to act on his/her behalf with the Federal government.
5. Other Federal grants may be awarded during emergencies that are coordinated by other State agencies with their federal counterparts under separate laws and regulations. State agencies will pre-identify funds and programs available from Federal peers that may be applied during disasters. WVEMD will coordinate and exchange information with these organizations in order to develop a comprehensive overview of available

Federal, State and local funds.

B. Intergovernmental Relationships

1. Federal

- a. FEMA will coordinate with WVEMD regarding finance issues when Federal resources are activated in response to emergency response and recovery operations in WV.
- b. Upon a well-developed request with significant informational support included, FEMA will provide WVEMD with supplemental financial assistance from FEMA when needed to address incident-related needs.

2. State

- a. The WVEMD Finance-Grants-HR-Purchasing Section maintains a working relationship with other responding organizations throughout emergency response and recovery operations to ensure that policies and procedures are followed.

3. Efforts will be made during a disaster to ensure that all Federal, State, and local finance organizations maintain consistent and timely communication and coordination with one another to ensure that adequate funding is available to disaster victims.

VIII. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities
WV Emergency Management Division	WVEMD	<ul style="list-style-type: none"> ● Monitor disaster appropriations, allotments, and/or cash balances daily. ● Support development of all documents to obtain State and Federal funding for each disaster or emergency.
WV State Treasurer's Office	WVSTO	<ul style="list-style-type: none"> ● Provide technical or material assistance relative to financial issues within the scope of services available by the agency. ● Provide direction, coordination, and oversight as required.
WV State Auditor's Office	WVSAO	<ul style="list-style-type: none"> ● Establish necessary accounting funds to allow for the transfer of funds to the State

WV State Tax Department – Budget Office		<ul style="list-style-type: none"> Establish necessary accounting funds to allow for the transfer of funds to the State.
Local Emergency Management Agencies		<ul style="list-style-type: none"> Spend grant funds in accordance with specific grant requirements and only for allowable expenses, to alleviate the effects of a disaster. Take necessary steps to ensure that citizens are aware of all available grants.

AUTHORITIES AND REFERENCES

IX. AUTHORITIES

- A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, 42 U.S.C. 5121-5206
- B. The Economy Act, 31 U.S.C. subsection 1535 & 1536
- C. Comprehensive Environmental Response, Compensation, and Liability Act, as amended (42 U.S.C. § 9601 et seq.)
- D. Small Business Act (15 U.S.C. § 631 et seq.)
- E. West Virginia Code, Chapter 12, as amended
- F. West Virginia Code, Chapter 15, Article 5, as amended

X. REFERENCES

- A. State of West Virginia Emergency Operations Plan, Basic Plan
- B. National Response Framework, as amended

**Support Annex #5:
Worker Safety and Health Support**

COORDINATING AGENCY

WV Division of Labor (WVDOL)
Safety Section

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- All Executive Branch Agencies
- All Non-Governmental Agencies
- WV Public Service Commission (PSC)

SA ELEMENTS

I. PURPOSE

This Worker Safety and Health Annex provides for State technical support to local jurisdictions response and recovery organizations in their initiatives to assure threats to responder safety and health are anticipated, recognized, evaluated, and controlled during incidents requiring a coordinated response.

II. SCOPE

- A. This Worker Safety and Health Annex addresses resources, capabilities, and other support critical to provide protection to provide protection of worker safety and health for all emergency responders and response organizations during an emergency incident requiring a coordinated response. While this Annex addresses coordination and provision of technical assistance support for incident safety management activities, it does not address public health and safety. Emergency Support Function (ESF) 8, Public Health & Medical Services, addresses public health and safety.

- B. Coordination mechanisms and processes used to provide technical assistance support for carrying out incident safety management activities include (i) identification and characterization of incident hazards; (ii) incident risk management; assessments and analyses of health risks and exposures to responders; (iii) assessments and analyses of health risks and exposures to responders, medical monitoring; and (iv) incident risk management. medical monitoring.

III. POLICIES

- A. The activation of ESF #5, Emergency Management, activates the WVDOL Safety Office Section to begin coordinating as the coordinator technical support for worker safety and health during incidents requiring a coordinated response technical support. WVDOL then implements the incident safety management activities described in this Annex.
- B. This Annex does not replace the responsibilities of the private sector, and local jurisdictions, and State government employers; rather, it ensures that technical support assistance is available to meet those responsibilities during incidents requiring a coordinated response.
- C. WVDOL Safety Section assistance and coordination, as described in this Annex, also may be requested during the course of an incident if specific needs are identified by other ESFs or individual agencies.
- D. Private-sector and Federal employers are responsible for the safety and health of their own employees.
- E. State and local governments are responsible for worker health and safety pursuant to State and local statutes. This responsibility includes allocating sufficient resources for safety and health programs, training staff, purchasing, and providing protective clothing and equipment as needed, and correcting unsafe or unsanitary conditions.
- F. This Annex does not replace the primary responsibilities of the government and employers; rather, it ensures that in fulfilling these responsibilities, response organizations plan and prepare in a consistent manner and that interoperability is a primary consideration for worker safety and health during incidents requiring a coordinated response.
- G. Several Federal and State agencies, including WVDOL, the US Department of Labor Occupational Safety and Health Administration (USDOL WVDOL/OSHA), and the and the US Environmental Protection Agency (EPA), have oversight authority for responders and response operations. While these agencies retain their authority, they are expected to work cooperatively and proactively with Federal, State, local, and private-sector responders prior to and during response operations to ensure the adequate protection of all workers.

- H. Worker safety and health representatives work with the Joint Information Center (JIC) regarding the release of general occupational safety and health information.

IV. SITUATION

- A. An incident or emergency has occurred that impacts emergency responders and response organizations during an emergency and may necessitate the activation of the WVEOP Worker Safety and Health Support Annex.
- B. A major disaster could include death or injury to emergency responders.

V. PLANNING ASSUMPTIONS

An incident can occur at any time, with or without warning, and may disrupt the ability of the State government to provide critical services to citizens of WV.

VI. ORGANIZATIONAL STRUCTURE

- A. The WVDOL coordinates the activities of the State agencies that provide the core architecture for worker safety and health technical support during an emergency or incident or when otherwise directed.
- B. The WVDOL and cooperating agencies provide staff to support the State Emergency Operation Center (SEOC). WVDOL and cooperating agencies also may serve as technical specialists in other State field elements as required.
- C. The WVDOL will request technical assistance from WV Occupational Safety and Health Administration (WVOSHA) when State resources are exhausted. It is anticipated that initial coordination will begin when the State requests deployment of the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA) Region 3 Liaison.

VII. CONCEPT OF OPERATIONS

The WVDOL coordinates State safety and health assets to provide proactive consideration of all potential hazards; ensures availability and management of all safety resources needed by responders; shares responder safety-related information; and coordinates among Federal agencies, State, local, and private-sector organizations involved in incident response.

VIII. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities
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<p>WV Division of Labor / Safety Section</p>	<p>WVDOL</p>	<ul style="list-style-type: none"> ▪ Assist the SEOC by providing and coordinating technical support for responder safety and health. ▪ Resolve technical, procedural, and risk assessment conflicts, if necessary, through formal recourse to the SEOC Director or Incident Director, before they adversely affect the consistency and accuracy of the advice and information provided to responders, and response organizations. ▪ Carry out the policies identified in this annex. ▪ Implement a system to capture and manage incident exposure data in a centralized location to enable data-sharing among agencies with a responder health and safety focus.
<p>WV Department of Environmental Protection</p>	<p>WVDEP</p>	<ul style="list-style-type: none"> ▪ Functions pertaining to WVDEP are identified in ESF #10 Hazardous Material and other applicable WVEOP annexes.
<p>WV Department of Homeland Security</p>	<p>WVDHS</p>	<ul style="list-style-type: none"> ▪ Provide direction, coordination, and oversight as required.
<p>WV Public Service Commission</p>	<p>PSC</p>	<ul style="list-style-type: none"> ▪ Functions pertaining to PSC are identified in ESF #12 Energy and other applicable WVEOP annexes.
<p>WV Department of Health</p>		<ul style="list-style-type: none"> ▪ Functions pertaining to WV Department of Health are identified in ESF #8 Public Health & Medical Services and other applicable WVEOP annexes.

AUTHORITIES AND REFERENCES

IX. AUTHORITIES

- A. West Virginia Code §21-3, as amended
- B. West Virginia Code §21-3A, as amended

X. REFERENCES

A. West Virginia Emergency Operations Plan, Basic Plan as amended

**Support Annex #6:
Evacuation and Re-Entry**

COORDINATING AGENCY

WV Emergency Management Division
(WVEMD)

SUPPORT

**AGENCIES AND
ORGANIZATIONS**

- WV Department of Homeland Security (WVDHS)
- WV State Fire Marshal (WVSFM)
- WV State Police (WVSP)
- WV National Guard (WVNG)
- Civil Air Patrol (CAP)
- WV Department of Transportation (WVDOT)
- WV Division of Natural Resources (WVDNR)
- WV Department of Education (WVDE)
- WV Department of Health
- WV Protective Services (Capitol Police)
- WV Turnpike Commission

SA ELEMENTS

I. PURPOSE

This Evacuation and Re-Entry Annex to the State of WV Emergency Operations Plan (WVEOP) provides guidance to State agencies, local jurisdictions, and voluntary organizations involved in area evacuation and re-entry. It addresses functional responsibilities and tasks applicable in all evacuations without attempting to detail procedures for every evacuation scenario.

II. SCOPE

A. This annex adopts the whole of community approach to preparing for and managing evacuations. It establishes a methodology that is applicable to any threat, hazard, or event that results in the need to evacuate. This annex does not replace or supersede local government evacuation plans.

B. Additionally, this annex:

1. Identifies the agencies and organizations involved in a State-supported mass evacuation operation.
2. Defines the roles and responsibilities of State entities in planning, preparing for, and conducting mass evacuations in support of local authorities.
3. Establishes the criteria under which State support to mass evacuations is provided.
4. Provides a concept of operations for State mass evacuation support.
5. Identifies guidelines to improve coordination among State and local authorities when State evacuation support is required.

III. POLICIES

A. This annex is intended to be consistent with the WVEOP, the National Response Framework (NRF), the National Disaster Recovery Framework (NDRF), and the National Incident Management System (NIMS).

B. All agencies assigned responsibilities within this annex will develop and maintain the necessary plans, standard operating procedures, and mutual aid agreements to successfully accomplish their tasks.

C. WVEMD is responsible for the development and maintenance of this annex. This should occur at minimum once every two years.

D. All records are preserved and kept in accordance with local, State, and Federal records retention schedules.

IV. SITUATION

An incident or disaster (natural, technological, or intentional) of any magnitude (minor, major or catastrophic) has occurred which will require the evacuation of a local jurisdiction or a larger area; to include the mass migration of evacuees from adjoining States.

V. PLANNING ASSUMPTIONS

- A. Evacuation of cities and towns within WV is managed on the local level.
- B. Local jurisdictions are seeking mutual aid from neighboring jurisdictions or from WV.
- C. Medical emergencies occur along the evacuation routes that require medical assistance from emergency medical services and/or rescue services.
- D. Some evacuees may bring pets and require the activation of pet sheltering.
- E. Access and functional needs populations need to be provided for and may require special assistance before, during and after an evacuation.

VI. ORGANIZATIONAL STRUCTURE

- A. The WVEMD is the coordinating agency for WV in times of emergencies. In the event of an emergency that may require the activation of the Evacuation and Re-Entry Support Annex, it will be the responsibility of WVEMD to verify the emergency, notify, and coordinate with all other State agencies necessary to handle the emergency.
- B. The State organization for response to activation of the Evacuation and Re-Entry plan is the same as that for other incidents and events as detailed in the WVEOP Base Plan.
- C. State resources will be utilized in accordance with the WVEOP, unless otherwise directed by the Governor or the Director of WVEMD.
- D. Re-entry considerations are discussed in this annex.

VII. CONCEPT OF OPERATIONS

- A. General
 - 1. The primary responsibility for evacuation lies with the senior executive officer of the local government of the State that has an established emergency services organization and program, as enumerated in West Virginia Code, Chapter 15, Article 5, Sections 1 and 8.
 - 2. Additionally, the Governor may also order the evacuation of an area. (WV Code, §15-5-6).

B. Responsibilities

1. Direction and Control

- a. Local and State authorities should utilize the NIMS, Incident Command System (ICS) structure through all phases and geographic areas of the operation. A Unified Command (UC) structure should be used to coordinate the activities of several jurisdictions.
- b. Local emergency operations centers are the primary coordination point for direction and control of the evacuation process.
- c. The State Emergency Operations Center (SEOC) may be activated and coordinate activities Statewide if the evacuation impacts a significant portion of the State's population or geography. The SEOC activation levels and operational structures are contained in the SEOC Standard Operating Procedures (SOP).

2. Decision to Evacuate

- a. Precautionary evacuations are directed on authority of the senior elected official (or designee(s) cited in the local emergency operations plan) of the local political subdivision/government.
- b. Based on the severity of threat to human life, immediate evacuation may be initiated by any duly recognized emergency response team (police, fire, emergency medical services, etc.). However, the conduct of operations for the overall complete evacuation process (warning, movement, mass care and re-entry) remains with the appropriate political subdivision. (Reference Paragraph 1 above.)
- c. All decisions to evacuate are immediately made known (through conference calls and other various communication links) to:
 - i. The senior elected official of the jurisdiction.
 - ii. The Local Emergency Management Director.
 - iii. Local fire, law enforcement and emergency medical services.
 - iv. The SEOC.
 - v. Local WVSP Detachment.
 - vi. Local volunteer relief agencies, such as Voluntary Organizations/NGO's, will be coordinated for efforts through the SEOC. (See Emergency Support Function (ESF) 6).
 - vii. Receiving or "Host" officials and Emergency Management Directors in the areas to receive the evacuees.

3. Evacuation Types and Phases

- a. Types
 - i. Precautionary - Sufficient warning time is available and/or the threat is only possible.
 - ii. Immediate - There is little, or no warning and the threat is immediate.
 - iii. Voluntary – Individuals on their own may take the necessary steps to leave a potential disaster area.
 - iv. Mandatory – Appropriate authority (WV Code §15-5-6) has ordered the evacuation for the safety of the public. People within the affected area must leave.
- b. Evacuation Phases:
 - i. Warning
 - When possible, the public is given advanced “warning” that the evacuation may be ordered at a specific future time. This is possible with developing situations such as a rising river.
 - When no advanced warning is possible, the public is merely notified that the evacuation is ordered. This is typical of a situation involving railroad accidents in which hazardous materials are suddenly released.
 - ii. Transportation, traffic control and area security. (See ESF #1 Transportation, ESF #8 Public Health, and ESF #13 Public Safety for detailed information)
 - Provide transportation to those in need.
 - Coordinate emergency medical services and/or rescue services to evacuate hospital patients and nursing home residents, if needed.
 - Direct the flow of public and privately-owned vehicles out of the evacuation area and into safe areas.
 - Conduct sweeps of areas to assure the public has evacuated.
 - Provide security for evacuated areas to prevent looting.
 - iii. Mass Care - Shelter, feeding and medical attention (See ESF #6 Mass Care, ESF #8 Public Health, and ESF #11 Agriculture for detailed information.)
 - Establish general population, access and functional needs and pet-friendly Host Shelters.
 - Provide congregate feeding of the evacuees.
 - Provide for the sanitation and comfort (restrooms and showers) of the evacuees.
 - Provide emergency medical services to evacuees.
 - Provide mental health screening and crisis intervention.

- iv. Re-entry - Damage assessment and decision
 - Conduct assessment of the infrastructure to determine if it is safe for re-entry.
 - Assess the status of utility service to determine if it is sufficient for re-entry to be authorized.
 - Establish a method of controlled re-entry so that residents and business owners are allowed in first.
4. Shelter Issues
 - a. ESF #6 Mass Care addresses the issues of sheltering and feeding of evacuees in detail.
 - b. In WV, Mass Care Shelter facilities are surveyed for suitability and designated in advance for possible use where significant threat exists. Standing procedures for activation of shelters on short notice are established by each community.
 - c. When residents of an area are evacuated to another community that is providing shelter, the process is called “Host Sheltering.” The community providing the shelter is the “Host.”
 - d. Prior to evacuating an area, the emergency management office of the area to be evacuated should provide the following information to the Host Community:
 - i. An estimate of the total number of persons being evacuated.
 - ii. The number estimated to self-evacuate using private transportation and number being provided public transportation.
 - iii. The number of access and functional needs persons within the evacuation area and types of special services they require (i.e., oxygen, kidney dialysis, etc.).
 - iv. The number of caregivers who may accompany the access and functional needs persons.
 - v. The number of people who are being evacuated from nursing homes and who require equivalent level of care.
 - vi. The number of nursing home staff, both professional and support, who may be accompanying the residents.
 - vii. The number of non-ambulatory persons being evacuated from hospitals and their medical needs.
 - viii. The number of hospital professional and support staff who are accompanying the patients and support the staffing surge needed at the host hospital(s).
5. Public Information (See ESF #15 External Affairs for additional Information)
 - a. Instructions to the public are disseminated by the most rapid and

effective means including radio and television, loudspeaker-equipped vehicles, door-to-door notification and approved outdoor warning sirens.

- b. Instructions to the public include:
 - i. Area to be evacuated and perimeter or boundary lines.
 - ii. Time available to complete the evacuation.
 - iii. Shelter facility locations.
 - iv. Transportation and travel directions.
 - v. Estimated duration of the evacuation.
 - vi. Checkpoint re-entry requirements
 - vii. Other necessary instructions, such as:
 - What to bring with them.
 - Information on pets, children, the elderly and access and functional needs.
 - Information on turning off utilities or utilities that are not functioning.
 - Reminders regarding prescriptions, medicines, extra eyeglasses.

6. Transportation Issues

- a. The movement of evacuees is one of the most traditional transportation functions. Moving evacuees also includes both moving them out of the area and returning them to the evacuated area post incident.
- b. When the disaster impacts multiple jurisdictions, the WV DOT, (see ESF #1 Transportation), needs to coordinate with the WVDE the use of school buses to be used in transporting evacuated population.
- c. It is recommended that each local Emergency Management Office maintain a roster of those who need transportation in their service area pre-incident and supply the roster to WV Division of Highways (WVDOH) in the event of an evacuation.
- d. Nursing homes, congregate living facilities and hospitals should have pre-incident memorandums of understanding established with transportation providers pre-incident.
- e. Those people requiring transportation and who are not pre-registered are to notify local 911 or the local Emergency Management Director to coordinate transportation needs with WVDOH.

7. Comfort Stations

- a. If the evacuation is anticipated to involve large numbers of people

from several communities and will require evacuees to travel an extended distance or will extend in duration due to traffic density and weather, then Comfort Stations should be provided.

- b. Comfort Stations are brief rest stops for travelers and provide minimal services. Comfort Stations are not shelters. They provide:
 - i. Restrooms or port-o-lets.
 - ii. Water and snacks.
 - iii. Areas for pets.
 - iv. Providing information to direct evacuees on travel directions and sheltering information.
 - v. A law enforcement officer, if possible, to provide security.

If circumstances permit, groups, local churches, or community service organizations assist in the operation of Comfort Stations by providing staff, equipment, and other resources. (See ESF #6 Mass Care)

- 8. Security Issues (See ESF #13 Public Safety for additional details)
 - a. Security of the evacuated area is provided by patrols where feasible, and/or perimeter security to control ingress of the affected area. Helicopters, boats, or all-terrain vehicles are used for hard to access areas.
 - b. Businesses may want to hire professional security officers to stay behind following the evacuation. This may be handled on a case-by-case basis with approval of the local law enforcement agency with jurisdiction. However, if hazardous materials, biological agents, or other health/safety risks are involved, the security officers should not be permitted to remain.
- 9. Contamination Issues (See ESF #10 Hazardous Materials for details)
 - a. Following an accidental hazardous material release, or an intentional act in which biological agents, chemicals or radiological or nuclear substances were released, some evacuees may be contaminated.
 - b. By the time the evacuation is called for, authorities probably know, or at least suspect, contamination is possible. In establishing an evacuation plan, the following should be considered as a minimum:
 - i. Instructions to the public on how to minimize exposure and cross-contamination. This is to be done utilizing the news media but may involve emergency crews informing people through public address systems and variable messaging signs.
 - ii. Responders should be warned of the risk and advised to use universal precautions, personal protective equipment, or

other measures. Responders include:

- Law enforcement.
 - Fire and hazmat crews.
 - Emergency medical services and health department/hospital emergency departments.
 - Public Works, Utility, Traffic Engineering, and other crews assisting with the evacuation.
 - Volunteer agencies supporting the evacuation.
- iii. If time permits, equipment and trained staff are available, Decontamination (Decon) stations should be established at exit points from the evacuation area to permit vehicles, equipment, and people to be rendered safe as they leave the contaminated area.
- iv. Hospitals should be prepared to conduct detailed decontamination of arriving patients from the evacuated area.
- v. Agencies involved at the termination point of the evacuation (such as those staffing “Host” shelters) should be advised of the potential risk and be provided with appropriate guidance and, if possible, protective equipment.

10. Re-entry

- a. There are two primary issues created by the re-entry into an evacuated area. First, the area must be determined to be safe for re-entry. To accomplish this, a Re-Entry Assessment Team is formed to conduct a safety check. As a minimum, the team should consist of representatives of the following organizations or disciplines:
- i. Law enforcement
 - Security of the area
 - Provide escort for the Re-Entry Assessment Team
 - ii. Fire / Hazmat
 - Fire suppression
 - Hazardous material recognition and management
 - iii. Public Utilities
 - Water, wastewater, electrical, gas
 - Determine that adequate restoration exists for occupancy
 - iv. Public Works
 - Road clearance and accessibility.
 - Traffic signage and intersection control (this may require a separate representative from Traffic Engineering in larger communities).
 - v. Building / Life Safety Inspectors

- Identify and mark unsafe structures.
 - Approve structures for occupancy.
- vi. Environmental Health
- Testing of public water systems.
 - Identify existing health threats.
- b. The second issue that must be addressed in re-entry is the security of the area. Residents and business owners must be permitted to enter first while others may be denied access. Those living in, or owning businesses in the impacted area, have the right to secure their belongings prior to the area being opened to the public at large.
- c. Not all residents and business owners return in the same timeframe. Some may re-enter several hours or days after the area is opened to them. This creates a situation in which their property is exposed to vandals and looters. Law enforcement must be aware that some of those who reside in, or have businesses in the impact area, may take advantage of the situation in which others have not yet returned to protect their property.
- d. Thus, various levels of law enforcement are required. Check points which validate residency or ownership are the first level of enforcement. The second level is to provide roving patrols to assure that unattended property is not vandalized or stolen.
- i. Check Point Operations - Planners must ensure that an appropriate number of checkpoints can be established and maintained to control re-entry. Those wanting to re-enter must provide proof of residency or business ownership.
- Proof of residency
 - ◆ Driver's license.
 - ◆ Copy of mortgage.
 - ◆ Copy of homeowners insurance.
 - ◆ Property tax Statement.
 - ◆ Utility bill.
 - ◆ Copy of a rental or lease agreement for the residence.
 - Proof of business ownership
 - ◆ Occupational license.
 - ◆ Inspection report, such as Health, OSHA, Fire/Life Safety.
 - ◆ Mortgage or lease agreement for the business property.
 - ◆ Property tax Statement.
 - ◆ Copy of property tax Statement.

- Officers selected for checkpoint duty should be selected in part because of their discretion. It is obvious that some people who are entitled to re-enter will have a difficult time producing the appropriate identification.

11. Decision to Re-Enter

- a. The ultimate decision to allow re-entry will rest with the County Commission or the City Mayor as the executive head of the appropriate local jurisdiction. The County Commission or the City Mayor decision will be based on the findings of the Re-Entry Assessment Team and the assurance from the law enforcement agency with jurisdiction that a security plan is established and adequate staffing exists to implement it.

VIII. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities to Annex
WV Emergency Management Division	WVEMD	<ul style="list-style-type: none"> ▪ Coordinate all evacuation and re-entry activities. ▪ May request assistance through Emergency Management Assistance Compact (EMAC) ▪ May request federal assistance through FEMA Region III. ▪ Coordinate resources provided by local jurisdictions, non- profit organizations, and the private sector. ▪ Reallocate resources for coordinating resource management activities. ▪ Support local authorities, and if necessary, coordinate Search and Rescue activities in the evacuation area or along the evacuation route.
WV Department of Homeland Security	WVDHS	<ul style="list-style-type: none"> ▪ Assist with support on all efforts.

WV State Police	WVSP	<ul style="list-style-type: none"> Accomplish air operations as requested and respond to requests for assistance made through WVEMD. Provide Traffic Control. Assist local law enforcement personnel with direction and control evacuation operations when local resources are insufficient. Originate requests for additional State or Federal law enforcement forwarding them through WVEMD.
WV State Fire Marshal Office	WVSFMO	<ul style="list-style-type: none"> Support local authorities, and if necessary, coordinate decontamination activities if a hazardous materials area is involved.
WV National Guard	WVNG	<ul style="list-style-type: none"> If called to State Active Duty (SAD), provide requested resources in a timely manner to accomplish ground missions. Accomplish air operations as requested and respond to requests for assistance made through WVEMD. (CAP)

WV Department of Transportation	WVDOT	<ul style="list-style-type: none"> Coordinate road clearance to expedite the evacuation. Provide barricades, variable messaging signs and static signs to assist with the evacuation. Provide or implement contract services as needed to expedite the evacuation process. Provide personnel to expedite traffic flow when needed. Coordinate Transit buses to be used in transporting evacuated population.
WV Department of Education	WVDE	<ul style="list-style-type: none"> Coordinate school buses to be used in transporting evacuated population.
WV Department of Health		<ul style="list-style-type: none"> Coordinate with mass care needs. (ESF6)
WV Department of Human Services		<ul style="list-style-type: none"> Coordinate behavioral health and crisis counseling services.

AUTHORITIES AND REFERENCES

IX. AUTHORITIES

- A. West Virginia Code, §15-5-1
- B. West Virginia Code, §15-5-6
- C. West Virginia Code, §15-5-8

X. REFERENCES

- A. State of West Virginia Emergency Operations Plan – Basic Plan
- B. National Response Framework, as amended
- C. National Incident Management System

**Support Annex #7:
Volunteer and Donations Management**

COORDINATING AGENCY
Voluntary Organizations/NGO’s

PRIMARY SUPPORT AGENCY
WV Emergency Management Division
(WVEMD)

**SUPPORT
AGENCIES AND
ORGANIZATIONS**

- WV Department of Transportation (WVDOT)
- WV Division of Highways (WVDOH)
- United Way of West Virginia
- Volunteer West Virginia

SA ELEMENTS

I. PURPOSE

- A. This annex describes the management of donated goods and services provided by public and private relief organizations during response to, and recovery from, disaster situations without charge to the government.
- B. A guiding principle is that all disasters are local. While State and Federal assistance may become available, the response to, and the recovery from, a disaster is managed by local authorities.

II. SCOPE

This annex applies to all departments and agencies of WV.

III. POLICIES

- A. All agencies assigned responsibilities within this annex will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their tasks.
- B. WVEMD is responsible for the development and maintenance of this annex. This should occur at minimum once every two years.

IV. SITUATION

- A. Historically, persons not directly affected by an emergency/disaster are eager to render aid to disaster victims through donations of money, goods, and services.
- B. The lack of an organized system of management for identification, receipt, organization and distribution of donated goods, management, and services results in confusion and loss of control of donated resources.
- C. The timely release of information to the public regarding needs and points of contact is essential to the management of donated goods and services.

- D. Donated goods and services are essential to recovery in most cases.
- E. Suitable facilities, equipment and personnel are needed for the management of donations.
- F. The coordination of the collection, packaging, and shipment of donations to a disaster area is best accomplished by shipping to the location's reception points.
- G. Monetary donations, staple goods, and those items specifically requested best serve the needs of victims.
- H. This annex uses a "whole of community" approach to voluntary support, meaning it should be used for any type of situation: natural disaster, technological/accidental incident, or intentional act such as a terrorist incident. It is for any magnitude of incident: minor, major, or catastrophic.

V. PLANNING ASSUMPTIONS

- A. A disaster has occurred requiring numerous volunteers and volunteer organizations to respond to, and assist with, the needs of disaster victims.
- B. Resources are allocated so the impacted area receives services within the capabilities of the local volunteer agencies.
- C. Assignments are coordinated to avoid duplication of services and resource allocation.
- D. A regional reception and distribution site for donated goods may be established by the State of West Virginia.
- E. Unsolicited donations of goods can be expected.
- F. Donations of non-useful and unwanted goods can be expected. The unwanted items may include loose, unsorted clothing, extremely perishable items, and worn-out items.
- G. An aggressive public information effort expedites the distribution of goods, as well as limiting an influx of unwanted goods.
- H. Transportation is available to ship donated goods from the State to county levels.
- I. It is inevitable that there is a surplus of some donated goods which will require disposal.

VI. ORGANIZATIONAL STRUCTURE

During the donations management process, WVEMD coordinates and identifies State and volunteer agencies to assist in the operational process.

A. *State Government*

Prior to, or in the absence of, a Presidential disaster or emergency declaration, the WVEMD Director or another individual named by the Governor to coordinate emergency operations, works with volunteer relief organizations to ensure the best use of their resources to meet the human needs arising from the emergency. The Governor or WVEMD Director may appoint a State Disaster Recovery Coordinator (DRC) to work with these organizations. The DRC serves as the primary point of contact (POC) for disaster recovery. The DRC coordinates development, training, and exercise of jurisdiction disaster recovery plans.

B. *Federal Government*

The Administrator of the Federal Emergency Management Agency (FEMA) is authorized by Public Law 93-288, Section 312, to enter into agreements with volunteer relief or disaster assistance organizations under which the activities of these organizations may be coordinated by the Federal Coordinating Officer (FCO). Whenever such organizations are engaged in providing assistance during or after an emergency or major disaster, current agreements are to include provisions ensuring that the use of Federal facilities, supplies and services will comply with regulations prohibiting duplication of benefits. Such regulations include provisions for ensuring that the distribution of supplies, the processing of applications, and other relief and assistance activities to be accomplished in an equitable and impartial manner, without discrimination on the grounds of race, color, religion, nationality, sex, age, or economic status.

VII. CONCEPT OF OPERATIONS

A. *General*

1. WVEMD Individual Assistance and Voluntary Organization Coordinator is responsible for the coordination of all aspects of donations management, including the administrative, management, planning, preparedness, mitigation, response, and recovery activities. This includes the developing, coordinating and maintaining of the Donations Management Standard Operating Guidelines (SOGs) and the designation of a Donations Management Team. All designated supporting agencies are to assist WVEMD in the planning and execution of the SOGs. All donations management personnel/volunteers are to be trained on the principles of the National Incident Management System (NIMS). These principles are integrated into Donations Management planning and response operations.
2. Planning strategies and procedures utilized in handling donated items in WV will be in accordance with the National Donations Management Strategy, used by FEMA and other States to process donated goods.
3. Designated donations

- a. A designated donation is an offer of a donation made to, and accepted by, an organization or a specific donation received due to a request by an organization.
 - b. Inquiries concerning donations for a specified organization are referred to that organization. The organization accepting / receiving the donation should follow its own policies and procedures for handling the logistics involved.
 - c. Once an offered donation has been accepted, it is a designated donation and belongs to that agency.
 - d. Distribution of a designated donation should be accomplished by the receiving organization's procedures and other plans, such as mass feeding or sheltering.
4. Unsolicited/non-designated goods
- a. Unsolicited/non-designated goods are those donations which have arrived but have not been requested by an agency.
 - b. Every effort is made to designate every shipment to a specific agency.
 - c. As a last resort, shipments which are unsolicited and undesignated are directed to the reception center.
 - d. Unsolicited donations that cannot be directly sent intact to a using organization from the reception center are unloaded, sorted, classified, and stored until needs arise.
5. Monetary Donations
- a. WVEMD will work with all member organizations to ensure equitable distributions.
 - b. Monetary donations are managed by Voluntary Organizations/NGO's. Voluntary Organizations/NGO's are responsible for disbursement of funds to the appropriate and/or designated agencies.
6. Transportation
- a. The transportation of goods from the donor to the receiving organization is the responsibility of the donor. Exception to this is on a case-by-case basis and only with the most desperately needed items.
 - b. Transportation of donated goods from the reception center to the

distribution points is accomplished using the WVDOH or other assets. Transportation services are coordinated by the Transportation Coordinator. See Emergency Support Function (ESF) 1 Transportation.

7. Voluntary Services
 - a. People calling may wish to volunteer their personal time and services.
 - b. Agencies and the State Emergency Operations Center (SEOC), or others taking inquiries from volunteers, encourage individuals interested in volunteering services to affiliate with a recognized, private, voluntary organization or other organized group of their choice. Calls can be referred to Volunteer WV.
 - c. Public sector volunteers are to be registered through the Donations Management lead agency and are called upon by agencies seeking particular skills.
 - d. Voluntary Organizations/NGO's coordinates the housing and feeding of public volunteers.
8. Volunteer liaisons within the SEOC determine responsibilities for their respective areas.

B. Phases of Management

1. Preparedness and Mitigation
 - a. Establish a Donations Management Team. All supporting agencies and organizations coordinate the management of donations to ensure that WV meets the needs of its citizens. One of the Voluntary Organizations/NGO's will be lead agency for the designation, reception, and distribution of donated goods and services. WVEMD can appoint another member of the Donations Management Team as the lead agency. This designation is made in consultation with WVEMD, and WV Volunteer Organizations. Donations management is not normally handled by State agencies; however, coordination falls under the SEOC.
 - b. Roles and responsibilities are identified for the Donations Management Team members and other participating agencies. The team may consist of five components: Team Leader, Donations Group, Needs Group, Coordination Group, and Support Group.
 - c. Develop and maintain Donations Management Plan.
 - d. Provide training on Donations Management Plan and NIMS.

- e. Designate a seat at the SEOC for donations management.
 - f. There will be a Citizen Information Line with DHS/FEMA National Donations Coordinator and its national hotline. Adequate personnel, phones, and space must be available.
 - g. Coordinate among WVEMD, the Governor’s Office of Communications and the Public Information Officers (PIOs) from all involved agencies and organizations involved in the Joint Information System (JIS)/Joint Information Center (JIC) is necessary to assure timely and appropriate dissemination of public information. Media Statements must be coordinated and non-conflicting with each other.
 - h. Establish policy guidance regarding donations issues. All agencies and organizations involved in donations issues should participate in developing the policies.
 - i. Establish a system to handle unsolicited goods and services.
 - j. Establish a computer database to track donations.
 - k. Identify Distribution Center(s) to collect, stage, sort and distribute donated goods. Secure Memorandum of Understanding (MOUs), Mutual Aid Agreements (MAAs) or other agreements to use this space during disasters.
 - l. Exercise the Donations Management Annex during all Statewide exercises.
 - m. The State Individual Assistance and Volunteer Organization Coordinator may meet regularly with local jurisdictions and agencies to coordinate volunteers – particularly spontaneous volunteers.
 - n. The State maintains a volunteer management plan to include training of volunteers and ways to manage and deal with spontaneous volunteers.
2. Response
- a. Alert Donations Management Team and assign representative to SEOC.
 - b. Establish a Distribution Center, if needed. Determine resources requirements needed for the Distribution Center.
 - c. Liaison with counties to ensure the availability of needed resources.

- d. Solicit staff assistance from the Volunteer Coordinator's list of available personnel resources.
- e. Request needed goods and re-supply needed goods through the SEOC and forward to the Distribution Center when it has been established.
- f. Sort and package donations in a manner suitable for distribution.
- g. The local government with jurisdiction coordinates initial actions. This jurisdiction may request mutual aid from neighboring communities and are to coordinate mutual aid assignments and/or utilization of arriving mutual aid resources.
- h. The local jurisdiction coordinates the response and recovery actions of local volunteer organizations. The local emergency management agency appoints a person or persons to serve as the liaison with local volunteer organizations for coordinating their activities. Coordination includes:
 - i. Allocate resources so the impacted area receives services within the capabilities of the local volunteer agencies.
 - ii. Minimize duplication and maximize services by coordinating assignments and resource allocation.
 - iii. Assess shortfalls in services to determine mutual aid requirements.

3. Public Information

Coordinate public information regarding distribution and reception sites, needed goods, volunteers, and other pertinent matters with State Public Information Officer (PIO) assigned to the SEOC or the JIC.

4. Demobilization

- a. Disposal. Donated items may be unsuitable and unneeded. These items must be disposed of properly.
 - i. Recycle where possible.
 - ii. Redistribute to non-profit organizations such as Goodwill, Disabled American Veterans Thrift Shop, and other such organizations.
- b. Develop an After-Action Report (AAR) of the operation of the Donations Management process for the event, to be used to improve plans and operations for the next activation.

C. Escalating to State Response

1. If multiple jurisdictions are impacted, or if the incident exceeds the capability of the local mutual aid, the WVEMD Director, or another individual designated by the Governor, coordinates volunteer organizations at the State level to channel the most appropriate resources to the local jurisdictions with the need.
2. The Director of WVEMD, or other appropriate designee, may appoint a State Volunteer Coordinator. The responsibilities of this position may include:
 - a. Liaison with Statewide and/or national volunteer organizations.
 - b. Assess needs between multiple requesting communities and allocate resources among them.
 - c. Assess services to minimize duplication of effort and resources while maximizing utilization of resources.
 - d. Identify shortfalls and seek solutions to them.
 - e. Liaison to their Federal representatives in the case of a Presidential-declared disaster.

D. Escalating to Federal Response

1. In the event of a Presidential-declared disaster, the FCO may directly, or through a designated individual, coordinate with volunteer relief organizations on a national level.
2. The person with Federal authority to coordinate with volunteer relief organizations serves as the liaison to the West Virginia-designated State Volunteer Coordinator.
3. Federal volunteer efforts identify available resources and coordinate their response through the WVEMD structure to the local jurisdictions. The local jurisdictions have the authority and responsibility to coordinate utilization of the volunteer relief organizations for disaster response and recovery operations.

E. Recovery Activities

During the response phase of the disaster, local, State and Federal officials may establish a Long-Term Recovery Board to manage the longer-term recovery needs of the communities affected. This Board functions as long as needed in the local jurisdiction and coordinates individual/family, business, and public entity recovery. The same volunteer organizations that were involved in the disaster response may continue as partners in disaster recovery.

VIII. AGENCY RESPONSIBILITIES MATRIX

Supporting Agency	Acronym	Responsibilities
Voluntary Organizations /NGO's	NGO	<ul style="list-style-type: none"> ▪ Encourage members and other voluntary agencies to convene on site. ▪ Coordinate volunteer organizations to avoid duplication of services and resource allocation.
WV Emergency Management Division	WVEMD	<ul style="list-style-type: none"> ▪ WVEMD is responsible for coordinating the management of donated materials. ▪ WVEMD may request Donations Management assistance through the Emergency Management Assistance Compact (EMAC). WVEMD may coordinate resources provided by local jurisdictions, non-profit organizations, and the private sector as referenced in support agencies within this annex.
Volunteer WV		<ul style="list-style-type: none"> • Manage the Ready WV Program, the state's multi-media emergency preparedness outreach campaign and materials. • Serves as the state governmental focal point for disaster preparedness and volunteer support. • Conduct disaster information messaging focused on volunteer and donations needs/opportunities, safety and preparedness, and other disaster related news via Ready.WV.gov and Volunteer.WV.gov websites, social media platforms, and e-news. • Mobilize AmeriCorps resources to assist with disaster response and recovery within state and federal guidelines and restrictions. • Refer and connect unaffiliated volunteers to disaster response agencies to fill identified volunteer service gaps/needs. • Facilitate and support the set-up and operation of local Volunteer Reception Centers (VRC), provide just-in-time training, and help fill staffing needs. A VRC set-up must be requested by WVEMD or a local/state response agency.

IX. AUTHORITIES AUTHORITIES AND REFERENCES

- A. West Virginia Code §15-5-6

X. REFERENCES

- A. West Virginia Emergency Operations Plan, Basic Plan
- B. The Disaster Relief Act of 1974 (Public Law 93-288)
- C. Act of Congress (Act of January 5, 1905, 33 Stat. 599) as amended (36 U.S. Code, Section 1); Disaster Relief Act of 1974, (Public Law 92-288; Executive Order 11795)

**Support Annex #8:
Notifications and Warnings**

PRIMARY AGENCY

WV Emergency Management Division
(WVEMD)

STATE SUPPORTING AGENCIES

- WV State Police (WVSP)
- WV Department of Transportation (WVDOT)
- WV Fusion Center (WVFC)
- WV Department of Commerce, Information and Communication Division

SA ELEMENTS

I. PURPOSE

- A. This Support Annex 8 describes the state’s notification and warning systems, including policies for dissemination of information to local, state, federal governments, and the general public.
- B. This Support Annex 8 is intended to be consistent with the WV Emergency Operations Plan (WVEOP), the National Response Plan (NRP), and the National Incident Management System (NIMS).

II. SITUATION

- A. The need to notify and warn responders, elected officials, and the public is common to all hazards. A situation that requires warning the public can occur at any time. Warning time for each hazard may vary from sufficient warning time to no warning time at all.
- B. Responsibilities exist at each level of government to carry out notifying and disseminating warning messages. For example, those areas subject to frequent flooding should develop and use effective notifying and warning procedures to protect lives and property from the effects of floods. This responsibility extends to the notification of all levels of government and adjacent jurisdictions.
- C. State, county, and local governments have developed several redundant notifying and warning systems (equipment and procedures). Major communications systems include the National Warning System (NAWAS), National Oceanic and Atmospheric Administration (NOAA) Weather Radio, Emergency Alert System (EAS), Wireless Emergency Alert (WEA) and the WV Statewide Interoperable Radio Network (SIRN), as well as various state and local radio and telephone-based systems, including pagers and the use of email through the internet.

III. PLANNING ASSUMPTIONS

- A. Initial awareness and reporting of information may come from federal, state, county, local, and/or other sources. Any state, county, or local source will then follow Support Annex 8 and forward such information to WVEMD as soon as they are aware of the situation. In most cases, citizens will report situations through 911 or other means, and such information will be transferred to WVEMD.

- B. Information may be received which may prove to be hoaxes, empty threats, or rumors. To prevent the dissemination of incorrect information, all information needs to be verified by WVEMD before being acted upon, unless, as defined in this Support Annex 8 (see Section II. Concept of Operations, #4), notification and warning actions need to be taken by other local or state organizations to protect life, health, and property.
- C. The notifying and warning system should survive, or at least withstand, the initial effects of the hazard. The primary sources utilized for disseminating warning information in WV are National Weather Service (NWS) Radio, NAWAS, EAS, WEA and the SORN, radio, and television stations. Other state agency communication systems, (i.e., WVSP and WVDOT/ Division of Highways DOH) are available as secondary systems for the dissemination of warnings.
- D. The officers of the state primary (or alternate) warning point and other appropriate points are to disseminate informing alerts received over established warning systems, following appropriate procedures.
- E. Local and county warning points are to relay warnings to the state level.
- F. Warning systems are established and maintained in operational condition.

IV. ORGANIZATIONAL STRUCTURE

- A. Organization
 - 1. At the state level during emergency activations, notifying and warning activities are accomplished at the State Emergency Operations Center (SEOC) by members of WVEMD or other agencies assigned.
 - 2. All state organizations, as well as local government organizations, as appropriate, have the responsibility to coordinate with WVEMD on any notification and warning action conducted under the scope of this Support Annex 8. If such notification is initiated to protect life, health, and property prior to coordinating with WVEMD, such coordination must be initiated as quickly as is feasible to ensure a unified state response to the situation.
- B. Responsibilities
 - 1. State Government
 - a. WV State Police - WVSP
 - i. Maintain, on a 24-hour basis, the Primary State Warning Point (NAWAS).
 - ii. Monitor the National Weather Service and the NAWAS; conduct tests of the NAWAS on a daily basis; and have

- written documentation of those tests.
 - iii. Notify WVEMD during off-duty hours of severe weather advisories and emergency information.
 - iv. Disseminate warning information via WEAPON and SIRN.
 - b. WV Emergency Management Division - WVEMD
 - i. Establish, test, evaluate, and provide overall coordination of the State Warning System.
 - ii. Maintain SIRN and participate in routine tests of the radio system.
 - iii. Receive and verify warning information from all sources.
 - iv. Assist in the dissemination of warning information to County Warning Points.
 - v. Pass severe weather information to other state agencies, as deemed necessary.
 - vi. Assist in preparation of County Warning Plans.
 - vii. Place state agencies on stand-by, when needed.
 - viii. State agencies with communications capabilities are to make their systems available for warning dissemination, as required.
 - c. WV Department of Transportation Division of Highways – WVDOT/DOH
 - i. Receive warning information from WVEMD.
 - ii. Assist WVEMD with County Warning Plans in regard to traffic control issues.
 - iii. Establish and maintain routine traffic routes and alternate strategies needed in emergency situations.
 - iv. Document road closures and any other highway events in the Emergency Management Information System (EMIS).
 - d. WVFC, Monitor online threats and open-source information.
 - e. WV Department of Commerce, Information and Communication Division, assist in and vet all communication that is released to media outlets.
- 2. Federal Government
 - a. National Weather Service
 - i. Observe, analyze, and forecast weather conditions.
 - ii. Disseminate weather advisories through state warning systems as well as through NWS systems.
 - b. Federal Emergency Management Agency
 - i. Always maintain NAWAS in an operable condition.

V. CONCEPT OF OPERATIONS

A. General

1. The NWS is the primary source of forecasts and warnings of weather and flood conditions for the state. The NWS operates a system for the observation, analysis, forecasting of weather conditions, and the dissemination of these forecasts and warnings.
2. The NWS operates continuously, broadcasting weather radio stations (Weather Service Radio), which broadcast weather and river forecasts. These stations are also capable of broadcasting a signal that provides an alert to anyone having the proper type of receiver. In addition, the NWS can activate the EAS on a statewide, regional, or county basis in order to warn the general public of impending weather-related disasters, as well as other types of emergencies (i.e., chemical incidents), if requested.
3. PL 93-288, Section 202, as amended, authorizes the use of the NAWAS for the purpose of providing needed warning to governmental authorities and the civilian population in areas in danger of imminent disaster.
4. Warnings can be issued by authorized officials of local, state, and federal agencies. Unauthorized sources of warnings are verified by the NWS and/or the WVEMD.
5. The primary sources utilized for disseminating warning information in West Virginia are NOAA Weather Service Radio, NAWAS, EAS, WEA, SIRN, radio, and television stations.
6. WV recognizes the US Department of Homeland Security's (DHS) National Terrorism Advisory System (NTAS) with regards to warning/notifications of terrorist activities. The NTAS, designed to communicate information more effectively about terrorist threats by providing timely, detailed information to the American public. When there is specific, credible information about a terrorist threat against the United States, DHS will share an **NTAS Alert** with the American public when circumstances warrant doing so. The Alert may include specific information, if available, about the nature of the threat, including the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat, as well as steps that individuals and communities can take to protect themselves and help prevent, mitigate, or respond to the threat. The Alert may take one of two forms: **Elevated**, if we have credible threat information, but only general information about timing and target such that it is reasonable to recommend implementation of protective measures to thwart or mitigate against an attack, or **Imminent**, if we believe the threat is credible, specific, and impending in the very near term.

7. Upon receipt of severe weather, river warnings, or other disaster information, the following actions are to be taken:
 - a. The State Warning Point, located at the WVSP headquarters in South Charleston, activates the NAWAS Warning Terminals and disseminates messages, as appropriate.
 - b. The WVSP further disseminates the information to law enforcement agencies and County Warning Points that possess the West Virginia Automated Police Network (WEAPON) system.
 - c. The WVSP disseminates the warning information to all WVSP detachments, and 911 centers.
 - d. The NWS passes emergency information to radio and TV stations via the EAS and WEA. This information is then broadcast to the general public in accordance with existing Emergency Alert Plans. The NWS also broadcasts the information over the Weather Service Radio.
 - e. State agencies disseminate the information via their communications systems.
 - f. The WVEMD assures the counties involved in the warning that do not have WEAPON receives the information. WVEMD also alerts pertinent state agencies. WVEMD coordinates notification of radio/television stations of warning information to be broadcast to the general public “for statewide emergencies”.
 - g. County Warning Points notify their respective county Emergency Management Directors and other key officials of severe weather advisories and other disaster-related information. The general public of the affected county is alerted as outlined in the County’s Warning Plan.
 - h. Warning systems must be capable of being activated at any point within the system. This allows information to be passed to any level for appropriate action and ensures receipt of the information should one system fail.
- B. Phases of Management
 1. Preparedness
 - a. Establish a 24-hour warning point to receive and disseminate alerts/warnings.
 - b. Prepare and maintain Standard Operations Guidelines (SOGs) for notification and warning, including documentation.

- c. Participate in scheduled tests and exercises.
 - d. Develop preventative maintenance and repair procedures to ensure operational readiness.
 - e. Maintain current activation and notification lists of key officials and staff, as well as other relevant and responsible organizations and individuals at all levels of government.
 - f. Through SIRN, WVEMD may establish two-way communications with other agencies/organizations to disseminate information.
2. Response
 - a. Alert all designated officials and agencies when an event occurs or appears imminent.
 - b. Provide accurate and current information to county governments and to designated state and federal agencies using appropriate and redundant systems.
 3. Recovery
 - a. Check notifying systems and warning devices for operational ability and repair as needed.
 - b. Complete necessary records of callouts and warning device activations.
 - c. Review and critique notifying and warning procedures. Make necessary corrections and revisions.

VI. DIRECTION AND CONTROL

A. General

1. At the state level, notifying and warning policy is the responsibility of WVEMD.
2. WVEMD coordinates the implementation of state-level notifying and warning procedures. Coordination at county and local levels is in accordance with the local jurisdiction's emergency operations plan (EOP).
3. Upon receipt of notifying and warning information, officers/operators at the state, county, and local levels implement their notification procedures according to their SOGs.

VII. CONTINUITY OF GOVERNMENT

- A. It is the responsibility of each agency to ensure sufficient trained staff are available to perform its notification and warning mission(s).

VIII. ADMINISTRATION AND SUPPORT

A. Maintenance

1. The Director, WVEMD, prepares draft notification listings by incident type for review by the Cabinet Secretary, WV Department Homeland Security (WVDHS) and approval by the Governor.
2. The person carrying out a callout from the warning point is required to document the text of all notifications, actions taken, and times.
3. It is the responsibility of WVEMD for the annual review, exercise, and revision of this Support Annex 8. Each emergency service agency tasked with a role in notifying or warning is responsible for ensuring their procedures are reviewed and kept current.
4. It is assumed this Support Annex 8 contains deficiencies that do not become apparent until the plan is activated or exercised. Anyone noting deficiencies should forward them to WVEMD, as they are identified.

B. Preservation of Records

1. The preservation of records is in accordance with current local, state, and federal records retention schedules.

IX. ANNEX DEVELOPMENT

A. Development

1. WVEMD and WVSP are responsible for the development of this Support Annex 8.

Support Annex #9: Recovery

COORDINATING AGENCY

WV Emergency Management Division
(WVEMD)

SUPPORT AGENCIES AND ORGANIZATIONS

- WV Department of Homeland Security (WVDHS)
- WV National Guard (WVNG)
- WV Department of

- Transportation (WVDOT)
- WV Division of Natural Resources (WVDNR)
- US Army Corps of Engineers (USACE)
- Voluntary Organizations/ NGO's
- WV Department of Health
- WV State Resiliency Office (SRO)

SA ELEMENTS

I. PURPOSE

This attachment to the Support Annex 9 describes the structure and coordination activities to implement State/Federal disaster programs, support, and technical services that directly assist individuals, families, businesses (including farms), county and local governments to recover from the effects of a major disaster or emergency declared by the President.

II. ORGANIZATIONAL STRUCTURE

A. General

1. Coordination and Planning as Key Elements in Recovery

- a. As the principal Federal coordinating agency, the Federal Emergency Management Agency (FEMA) is tasked by the Stafford Act to address the unique needs of a particular disaster area by using an interactive process of reviewing, implementing, and delivering the multiple Federal assistance programs. FEMA is responsible for funding, managing, and delivering certain Stafford Act programs. Systematic coordination among Federal agencies and the State is necessary before, during, and after a disaster to ensure effective, efficient delivery of the array of recovery programs that can aid disaster victims in alleviating damage, hardship, loss, and suffering. The Federal/State coordination process must operate effectively, beginning “bottom up” in the field at the Joint Field Office (JFO), with the Federal Coordinating Officer (FCO) and the State Coordinating Officer (SCO) interacting with their staff and State and local governments. The President assigns the FCO, and the Governor names a SCO to focus interagency coordination.
- b. Before a disaster, interagency planning/coordination provide a foundation for strengthening relationships among Federal/State agencies, voluntary organizations, and private sector entities; identifying inconsistencies and overlaps in recovery programs; streamlining program delivery; furthering intergovernmental partnerships; and improving customer service.
- c. Coordination is critical to promote efficient, timely, and consistent State/Federal action. A structured approach to recovery planning also incorporates mitigation activities and lays the groundwork for the State to oversee long-term redevelopment and reconstruction that promote sustainable development.
- d. The involvement of private sector and voluntary organizations at the National, State, and local levels is critical to the success of a disaster recovery mission. Voluntary organizations, including the American Red Cross, the Mennonite Disaster Service, the Salvation Army, and other organizations, are encouraged to provide leadership and to coordinate with Federal, State, and local governments in recovery planning and program implementation.
- e. Voluntary agency liaisons at FEMA regional offices and WVEMD serve as the principal linkages between FEMA, State, and voluntary organizations, and as conveners and coordinators of voluntary agency local consortiums. These liaisons assist in facilitating community-based long-term recovery organizations, aid in developing State-based voluntary coalitions called Voluntary Organizations/NGO’s, and coordinate between the FCO/SCO and voluntary organizations during disaster operations.

2. Determination of Recovery Program Priorities
 - a. The overall responsibility for recovery rests with State and local governments. WVEMD recognizes the primacy of State and local governments in defining recovery requirements and identifying needs. The Federal Government’s role is to complement and supplement State, local, and private resources to facilitate recovery.
 - b. State and local governments define recovery priorities in the public sector. However, the FCO/SCO is charged with making an assessment of the needs caused by the disaster or emergency. This management information assessment builds upon the Preliminary Damage Assessment (PDA) in that it provides program managers at all levels of government the information needed to implement, manage, and staff disaster assistance programs and to prioritize the types of assistance most urgently needed. The management assessment should be conducted jointly (as appropriate) between Federal and State agencies and continue as needed until the programs are not only in operation but are being appropriately implemented.
3. Recovery Concepts and Requirements
 - a. As response phases into recovery, and when the Federal/State partners begin to coordinate recovery program priorities, certain Federal laws and requirements must be used as guidance in initiating and implementing recovery programs.
 - b. Floodplain Management, Flood Insurance, Environmental Protection, Historic Preservation
 - i. Under Presidential Executive Order 11988, Floodplain Management, all Federal agencies are required to take action to reduce the risk of flood loss; minimize or eliminate the impact of flooding on human safety, health, and welfare; restore and preserve the natural and beneficial functions of floodplains while carrying out their programs and activities. The Federal agency implementation of E.O. 11988 is critical during recovery because reconstruction or repair activities offer opportunities for economically feasible flood loss-reduction.
 - ii. Implementation of floodplain management through county and local community participation in the National Flood Insurance Program (NFIP) is also a key component of recovery operations. Local floodplain management ordinances may require repair and reconstruction activities to meet prudent construction code requirements that mitigate future losses. Flood insurance policies now provide

additional coverage to assist in paying the costs of bringing existing construction into compliance with current codes.

- iii. The US Office of Management and Budget and the Council on Environmental Quality jointly issued a policy guidance memorandum on February 18, 1997, entitled Floodplain Management and Procedures for Evaluation and Review of Levee and Associated Restoration Projects, which emphasized the need to consider nonstructural alternatives to flood protection during recovery and the need for coordination at all levels of government. The goal is “to achieve a rapid and effective response to damaged flood and floodplain management systems that will minimize risk to life and property, while ensuring a cost-effective approach to flood damage mitigation and floodplain management and the protection of important environmental and natural resource values that are inherent to the floodplain and adjacent lands.” This policy reflects the fact that recovery should take place in a climate of attention to floodplain management considerations (the Flood Disaster Protection Act of 1973, as amended), and E.O. 11988, environmental considerations (the National Environmental Policy Act of 1994). In citing temporary or permanent structures, the Federal/State agencies agree to comply, within the bounds of recovery program law and regulations, with the spirit and letter of floodplain management and environmental legislation as a way of protecting people, property, and structures against future threats. Federal/State agencies also are encouraged to preserve properties with a historical significance as part of the assistance decision-making process.

4. Other Requirements

- a. In addition to the objectives of floodplain management, environmental protection, historic preservation, mitigation, and risk management, agencies must remain cognizant of additional crosscutting statutory and other reasonable protections in facilitating or providing resources for disaster recovery. These considerations include civil rights, fair housing, affordable housing, sustainable development, affordable insurance, disaster-resistant communities, drought-resistant crop planting, and crop insurance.

5. Planning Considerations

- a. Planning for recovery begins before a disaster. Recovery coordination necessary to implement disaster assistance programs takes place when lifesaving and emergency operations may still be ongoing. The requirements for recovery operations staffing should

be determined as early as possible.

- b. State and local governments are responsible for: identifying needs, establishing recovery priorities, requesting appropriate assistance, for contributing cost-shares as established by law; implementing and enforcing regulations for dealing with land use; permitting and land-use waivers; and for identifying sites for temporary facilities. Since State and local resources to carry out these responsibilities may be overwhelmed, Federal technical and financial assistance may be required and requested.
- c. In a major disaster, the establishment of the formal recovery processes (Internet and phone registration for Disaster Temporary Housing, Small Business Administration (SBA) disaster loans, and grants; opening of Disaster Recovery Centers (DRC) and implementation of the other agencies' recovery programs) should be well planned, coordinated, and should start as early as possible.
- d. Information sharing protocols, including formal coordination meetings, are critical for interagency coordination, good customer relations, and program implementation.
- e. FEMA has responsibility for coordinating (rather than directing or managing) the implementation and funding processes of other Federal agencies. FEMA does not fund programs that are within the authorities of another Federal agency, or other agencies' participation in disaster operations.
- f. Mitigation programs are most effective and economical if implemented early during recovery or before a disaster occurs (such as buying flood insurance or adopting appropriate codes through participation in the NFIP or planning efforts with NFIP Flood Mitigation Assistance funds).

B. Task Responsibilities

1. WV Emergency Management Division

a. Individual Assistance Tasks

- i. Assist the FCO/SCO to assess individual, family, and business needs in the disaster area, and working with State and local officials and other Federal agencies to initiate programs that address those needs;
- ii. Advertise FEMA's toll-free Tele-registration service and establish one or more DRC. Openings should be coordinated with the program delivery needs of all Federal/State agencies, including SBA;

- iii. Coordinate program implementation with agencies and organizations;
 - iv. Initiate delivery of the individual assistance programs authorized by the Stafford Act;
 - v. Plan, fund, and coordinate with the National Processing Service Centers (NPSCs) the receipt and processing of applications for the Disaster Temporary Housing program; refer cases to the State for processing in the Individual and Home Program (IHP) program; and coordinate with the SBA on the delivery of its disaster loan programs;
 - vi. Coordinate with the NPSCs to ensure policies and procedures are in place to prevent and rectify duplication of benefits or receipt of excessive assistance;
 - vii. Perform management functions for grants for individuals/families that are issued by FEMA and the State; and
 - viii. Activities are also to include mass care, feeding, disaster temporary housing, and IHP, agency program coordination, donations management and voluntary organization coordination.
- b. Public Assistance Tasks
- i. Coordinate the implementation and management of recovery programs between and among State/Federal officials;
 - ii. Serve as technical infrastructure program advisor to the FCO/SCO;
 - iii. Assist the Governor’s Authorized Representative (GAR) in briefing State and local officials on the types of infrastructure assistance available;
 - iv. Review assistance applications for adherence to eligibility criteria and other policy requirements;
 - v. Prepare inspection teams;
 - vi. Brief, coordinate, and supervise Federal/State inspection teams in the preparation of Damage Survey Reports;
 - vii. Oversee reviewers who determine the eligibility of projects documented by the inspection teams and the level of assistance to be provided;
 - viii. Review the work of the inspection and review teams for accuracy, recommend the funding for eligible work and mitigation measures, and forward the approved funding to the State for final distribution to applicants;
 - ix. Coordinate the completion of mission assignments; and
 - x. Identify mitigation opportunities.
- c. Mitigation Tasks

- i. Coordinate between and among State/Federal officials the implementation and management of mitigation activities;
- ii. Provide technical assistance in execution of the Early Implementation Strategy;
- iii. Provide technical support to the Individual Assistance and Public Assistance functions;
- iv. Plan comprehensively for hazard mitigation;
- v. Address environmental consequences of the disaster;
- vi. Identify hazards and analyze risks, which may be done by interagency hazard mitigation teams;
- vii. Accomplish cost/benefit analysis and training;
- viii. Develop and deliver training and education programs;
- ix. Disseminate public awareness and information materials at DRCs;
- x. 10) Identify disaster-specific mitigation issues, strategies, opportunities, and measures;
- xi. Assemble and coordinate relevant Federal/State agencies to assess mitigation program needs. This early implementation strategy sets goals for all mitigation partnership players and provides a platform for ongoing coordination and revision of the strategy, as necessary; and
- xii. Coordinate mitigation resources through the recovery efforts in the JFO through the centralized function of the Deputy Federal Coordinating Officer – Mitigation (DFCO-M), using staff of response operations. After JFO closure, the coordination function is transferred to the Mitigation Division of the FEMA Regional Office or another lead Federal agency office. Mitigation operations have the flexibility to adapt to different sized disasters. Mitigation personnel will participate in inter- and intra-agency coordination to assist in identifying mitigation opportunities and areas of possible funding.

III. CONCEPT OF OPERATIONS

A. General

1. State and Federal agencies operate as a team in disaster recovery, bringing resources of their agencies to address identified needs. The President's disaster program is coordinated by FEMA. The State's disaster programs are coordinated by WVEMD.
2. Recovery programs begin once response actions are well underway (or have not been needed) and recovery actions would not interfere with ongoing response activities; that the communities and families affected are ready for the decision making the programs require; that effective, coordinated, State/Federal recovery planning continues to take place; and that

communications and support facilities for effective recovery have been restored. The FCO/SCO makes use of coordination meetings with State and local officials, along with Federal agency recovery officials, to identify priorities and programs requested, identify, and resolve funding issues, and review the milestones for program delivery. Deadlines should be established only after consultation with all major programs.

3. Recovery program funding is provided directly to the affected State, locality, business, or individual/family. Where assistance is provided to a State for community/infrastructure recovery programs, the State administers the grant and passes the funding to the affected communities.
4. A joint State/local PDA is conducted in the areas affected before a request for a state declaration, and ultimately a Presidential declaration, is considered or submitted.
5. A request for a Presidential declaration must be made by the Governor.
6. State agencies are responsible for furnishing the Governor, through WVEMD, data needed to support his request for a Presidential declaration.
7. An emergency declaration may be requested prior to a disaster's actual occurrence in order to avoid or mitigate its effects.
8. A request for a major disaster declaration may be submitted only after a disaster has occurred and the Governor has implemented the WVEOP.
9. To ensure expedient processing, the Governor's request for a major disaster declaration must include the following information:
 - a. Date and description of the event and political subdivision affected by the disaster.
 - b. Data substantiating the disaster severity and magnitude, e.g., number injured, missing, and evacuated; number of homes and businesses destroyed or damaged; and damage to facilities providing essential public services.
 - c. Total estimated damage to each of the following sectors: public, agricultural and private, and non-agricultural.
 - d. Actions taken or pending by State and local governments in response to the disaster.
 - e. Statement that the situation is beyond the State's capabilities to effectively respond; specific shortages of State resources in terms of funds, material, and technical/managerial personnel.
 - f. Certification of State and local government's obligations and

expenditures for the disaster, specifying those for which no Federal reimbursement will be sought.

- g. An itemized account of all requests for assistance made directly to Federal agencies under their own statutory authority.
 - h. Statement of the extent and nature of Federal assistance needed by each affected political subdivision; estimation of total Federal funds required for public assistance and individual assistance.
 - i. List of political subdivisions for which assistance is being requested.
 - j. Any other considerations in support of the request.
10. A request for assistance under the Individual and Home Program, if not included in the request for a major disaster declaration, may be submitted prior to or subsequent to the President’s Declaration. The request must include:
- a. A certification that other assistance under the Act and from other means is insufficient to meet necessary expenses or serious needs of disaster victims.
 - b. An estimate of the number of disaster victims who have expenses or serious needs and the basis for such an estimate.
 - c. An estimate of the total Federal grant.
 - d. A commitment to implement a State Administrative Plan.
 - e. A commitment to identify specifically in the accounts of the State all Federal and State funds committed to the grant program.
 - f. A commitment to maintain close coordination with the FCO and to provide him/her with such reports as he/she may require ensuring proper program administration, including avoidance of duplication of benefits.
 - g. A commitment to implement the grant program throughout the major disaster area designated by the FEMA administrator.
 - h. A certification that the State will pay its 25 percent share of all grants to individuals or families. If the State is unable immediately to pay its 25 percent share, the State may request an advance of Federal funds.

B. Recovery Organization in the Joint Field Office

Following the establishment of the JFO, the recovery process takes its form in the

Human Services, Public Assistance and Mitigation Programs.

C. Phases of Management

1. Preparedness

- a. Review Federal reimbursement process to ensure that staff understands the cost recovery process during a Presidential or Non-Presidential Disaster declaration.
- b. Train staff on public assistance and individual assistance process.
- c. Meet with local governments to ensure they understand the cost recovery process.
- d. Facilitate interagency meetings to increase understanding and familiarity with recovery programs and priorities. Contacts can be fostered in pre-disaster meetings and in meetings during disaster operations with recovery counterparts. Meetings in both settings serve to:
 - i. Share management information and assessments;
 - ii. Identify short-term and long-term needs;
 - iii. Discuss resource allocation issues, including funding;
 - iv. Identify and resolve program duplication issues;
 - v. Discuss and resolve timing issues (e.g. establishment of centers, workshops, issuance of public information);
 - vi. Report progress of established priorities;
 - vii. Identify and resolve overlaps or shortfalls in Federal and/or State programs as they arise in the field;
 - viii. Discuss and suggest solutions for issues arising from community contacts; and
 - ix. Ensure coordinated State and Federal activities that promote community sustainability.

2. Response

- a. Identify logistics staff person from WVEMD to organize, respond and track all SEOC resource requests, when the SEOC is activated. This position is responsible for procurement of all resources and maintaining of all records for cost recovery following the disaster.
- b. Initiate PDA to determine damages sustained from the disaster.

3. Recovery

- a. Identify repairs to public facilities and infrastructure. Priority is given to those facilities most critical to normal emergency response operations, such as roads, bridges, public water, and sewer treatment facilities.
 - b. Identify unsafe structures and actions needed to be taken to prevent their use. This is coordinated between local and State agencies in the interest of public safety.
 - c. Utilize local government resources which are supported by State and Federal resources, as they become available and are needed.
 - d. Coordinate public information between local Public Information Officer and the Governor’s Office of Communications regarding DRC where the public can receive assistance.
 - e. Review building codes, land-use regulations, and reassess the tax base, in light of extensive damage or destroyed properties within the affected disaster areas.
 - f. Consider lodging/shelter facilities within commuting distance of the affected disaster area for essential workers and their families.
4. Mitigation
- a. Consider non-structural alternatives to building, repairing structures, and restoring former capability as mitigation/risk management opportunities (e.g., property acquisition, relocation of flood-threatened structures, insurance, insurance revenue plans).
 - b. Meet with State/Federal agencies that have statutory mitigation authorities to discuss and plan mitigation projects; delineate those that are temporary measures, vs. permanent restorative work.
 - c. Receive technical assistance from FEMA about mitigation planning and projects.

Support Annex #10: Protection of Art, Cultural, and Historic Resources

COORDINATING AGENCY

WV Department of Arts, Culture and
History (WVDACH)

WV Department of Environmental
Protection (WVDEP)

SUPPORT AGENCIES AND ORGANIZATIONS

- WV Emergency Management
Division (WVEMD)

SA ELEMENTS

The support annex of cultural/historical services involves direction and coordination, operations, and follow-through during an emergency or disaster.

I. INTRODUCTION

The WVDACH will identify, preserve, protect, promote, and present ideas, arts, and artifacts for the purpose of recording West Virginia’s heritage.

D. Protection of Arts, Culture, and History (ACH) Resources

During the recovery phase of a disaster, care must be taken to protect ACH resources. Personnel with expertise on ACH resources do not normally staff Support Annex 10. Support Annex 10 will either be augmented, or a meeting will be called to address protection of an ACH resource. Participants may include WVDACH, WVDEP and other organizations as appropriate.

E. Identify, preserve, protect, promote, and present the ideas, arts, and artifacts of WV’s heritage.

II. PURPOSE

Support Annex 10 provides operational guidance to departments/organizations that are assigned to work within this Support Annex. SA #10 serves primarily to coordinate with local and state agencies involved in the preservation and protection of public arts, cultural, and historical properties. Through a collaborative effort, historical and cultural institutions will be encouraged to inventory and prioritize collections, identify potential risks to their resources and develop Standard Operating Guidelines (SOG’s) identifying processes for pre-disaster evacuation and long-term recovery.

III. SCOPE

Support Annex 10 acts to manage, monitor, and assist in preparedness, response, and recovery actions in order to minimize damage to art, cultural and historical property resources, including essential government and historical records.

IV. CONCEPT OF OPERATIONS

A. General

During an emergency or disaster, Support Annex 10 may be activated to support operations and assist with the development of a Common Operating Picture (COP). The scope, scale and magnitude of the threat/incident will dictate which support agencies will be requested for the support of Support Annex 10 Cultural/Historical in the State Emergency Operation Center (SEOC).

B. Preparedness

1. Develop an inventory of natural, cultural, and historical resources and prioritize collections.
2. Participate in and/or conduct workshops for cultural/historical properties to encourage the development of disaster preparedness, response, and recovery plans.
3. Participate in mutual aid agreements with governmental agencies, professional organizations, and private sector entities.
4. Ensure all Support Annex 10 personnel integrate National Incident Management System (NIMS) principles.

C. Response

1. Report the locations of damage and impacts on natural, cultural, and historical properties to include the degree of damage and any pertinent information to the SEOC.
2. Provide technical assistance to public art, cultural, and historical properties in damage assessment; request needed technical assistance and damage assessment support from the SEOC.

D. Recovery

1. Coordinate with the state regarding technical assistance on the preservation of and scientific processes associated with records and archival management. Obtain information related to the security of and logistical requirements necessary for damaged art, cultural, and historical records.
2. Coordinate public information and provide updates to Emergency Support Function (ESF) #15 for dissemination to local media outlets and members of the public.

E. Mitigation

1. Support disaster recovery operations with all available resources.
2. Work with the state to reopen public natural, cultural, and historical properties to the public as soon as safely possible.
3. Resume day-to-day operations.
 - a. Support and plan for mitigation measures.

F. Organization

1. The SEOC will be activated to coordinate a multijurisdictional level response.
2. Representatives from the applicable Support Annex A 10 Agencies may be assigned to the SEOC or alternate location, as best suited to meet incident needs and coordinate operations.

G. Support Annex 10 Role Aligned to Core Capabilities

The following table lists the response capability that Support Annex 10 most directly supports, along with the related Support Annex 10 actions supporting the capability.

Core Capability	Support Annex 10 Cultural/Historical
Planning	<ul style="list-style-type: none"> ▪ Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives. ▪ This includes, but is not limited to: <ul style="list-style-type: none"> ○ Developing and maintaining SOGs ○ Developing and maintaining MOAs ○ Participating in and/or conduct training and exercises to evaluate local capabilities.
Art, Cultural and History Resources	<ul style="list-style-type: none"> ▪ Protect art and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate and restore them. ▪ This includes, but is not limited to: <ul style="list-style-type: none"> ○ Consistency with post-disaster community priorities ○ Compliance with applicable environmental and historic preservation laws ○ Compliance with executive orders

V. AGENCY RESPONSIBILITIES MATRIX

Coordinating Agency	Actions
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<p>WV Department of Arts, Culture and History</p>	<ul style="list-style-type: none"> ▪ Coordinate ESF meetings to ensure constant state of readiness. ▪ Develop plans and procedures to support emergency or disaster operations. ▪ Coordinate the reopening of public art, cultural and historical properties to the public as soon as safely possible. ▪ Conduct impact assessment within impacted areas. ▪ Provide EOC Staffing for the following EOC positions as needed: <ul style="list-style-type: none"> ○ Historical Properties ○ Conduct risk assessments to determine vulnerabilities. ○ Develop a Continuity of Operations Plan for the facility and identify long-range recovery needs. ○ Ensure measures are taken to protect and preserve the cultural site and collections. ○ Inventory and Prioritize Historical and Cultural collections. ○ Conduct risk assessments to determine vulnerabilities. ○ Develop a Continuity of Operations Plan for the facility and identify long-range recovery needs.
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<p>Supporting Agency</p>	<p>Actions</p>
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<p>All Supporting Agencies</p> <p>WV Emergency Management Division</p> <p>WV Department of Environmental Protection</p>	<ul style="list-style-type: none"> ▪ Coordinate pertinent disaster recovery information with the County Joint Information Center. ▪ Identify any damages/losses and prepare an action plan for recovery activities. ▪ Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, and other supporting documentation as necessary to facilitate execution of the responsibilities to this SA. ▪ Participate in drills, exercises, and other preparedness events to evaluate the Agency’s readiness to support this SA. ▪ Coordinate with other ESF Agencies through regularly scheduled meetings to ensure planning functions are carried out in support of this SA. ▪ Ensure the presence of resources (human and physical) is in sufficient numbers to support the Agency’s responsibilities to this ESF. ▪ Identify Agency staff representatives supporting this SA and other operational practices during emergency and disaster operations. ▪ Prepare to support the SEOC as necessary. ▪ Ensure Agency staff maintain NIMS compliance and report compliance measurements annually when requested. ▪ Prepare to collect and maintain records of expenditures and ▪ document resources utilized during response and recovery operations. Inventory and Prioritize Historical and Cultural collections.
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AUTHORITIES AND REFERENCES

VI. AUTHORITIES

- A. West Virginia Code, §15-5-1
- B. West Virginia Code, §15-5-6
- C. West Virginia Code, §15-5-8

VII. REFERENCES

- A. State of West Virginia Emergency Operations Plan – Basic Plan
- B. National Response Framework, as amended.
- C. National Incident Management System

WVEOP Acronym List

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3D	Depopulation, Disposal, and Decontamination
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A

AAR	After-Action Review
AED	Automated External Defibrillator
AFRCC	Air Force Rescue Coordination Center
ANGI	Air National Guard Instruction
APHIS	Animal and Plant Health Inspection Service
ARC	American Red Cross
AVIC	Area Veterinary in Charge

B

B/L	Bill of Lading
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C

CAP	Civil Air Patrol
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
CCC	Commodity Credit Corporation
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act

CERFP	Chemical, Biological, Radiological, Nuclear, and Explosive Enhanced Response Force Package
CIKR	Critical Infrastructure Key Resources

COG	Continuity of Government
COOP	Continuity of Operations
COP	Common Operating Picture
COR	Contracting Officer's Representative
CPG	Comprehensive Preparedness Guide
CPOD	Community Points of Distribution
CST	Civil Support Team
CTP	Center for Threat Preparedness

————— **D** —————

DD	District Director
DMT	Deployment Management Team
DOD	Department of Defense
DOE	US Department of Energy
DOT	US Department of Transportation
DRC	Disaster Recovery Center

————— **E** —————

EAS	Emergency Alert System
EMAC	Emergency Management Assistance Compact

EMIS	Emergency Management Information System
EMRS	Emergency Management Response System
EMS	Emergency Medical Services
EOC	Emergency Operations Center

EOP	Emergency Operations Plan
EPA	US Environmental Protection Agency
EPZ	Emergency Planning Zone
ESF	Emergency Support Function

————— **F** —————

FAD PRéP	Foreign Animal Disease Preparedness and Response Plan
FADD	Foreign Animal Disease Diagnostician
FADDL	Foreign Animal Disease Diagnostics Laboratory
FBI OSC	Federal Bureau of Investigation On-Scene Commander
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FERC	Federal Energy Regulatory Commission
FiOps	Field Operations
FOSC	Federal On-scene Coordinator

————— **G** —————

GAR	Governor's Authorized Representative
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GIS	Geographic Information System
GO	WV Governor's Office
GSU	Ground Support Unit

————— **H** —————

HHS	US Department of Health and Human Services
HSA	Governor's Homeland Security Advisor
HSEEP	Homeland Security Exercise Evaluation Program
HSPD	Homeland Security Presidential Directive

————— **I** —————

ICP	Incident Command Post
ICS	Incident Command System
IDA	Initial Damage Assessment
IMS	Inventory Management System
IMT	Incident Management Team
IPAWS	Integrated Public Alert and Warning System
IS	Incident Specific
ISPs	Internet Service Providers
IT	Information Technology
ITP	Information Technology Partnership

————— **J** —————

JFO	Joint Field Office
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JIC	Joint Information Center
JOC	Joint Operations Center

————— **L** —————

LC	Logistics Center
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LEPC	Local Emergency Planning Committee
LOEs	Lines of Effort
LSC	Logistics Section Chief

————— **M** —————

MAW	Military Airlift Wing
MCM	Medical Counter Measures
MHE	Material Handling Equipment
MIARRS	Mine and Industrial Accident Rapid Response System
MLT	Mobile Logistics Team

————— **N** —————

NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NDRF	National Disaster Recovery Framework
NGB	National Guard Bureau
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NRC	National Response Center

NRF	National Response Framework
NTAS	National Terrorism Advisory System
NVS	National Veterinary Stockpile
NVSL	National Veterinary Services Laboratory

————— **O** —————

OCME	Office of the Chief Medical Examiner
ORDM	Ordering Manager
OSHA	Occupational Safety and Health Administration

————— **P** —————

PA	Public Assistance
PDA	Preliminary Damage Assessment
POC	Point of Contact
PPE	Personal Protective Equipment
PSC	WV Public Service Commission
PSS	Private Sector Stakeholders

————— **R** —————

RACES	Radio Amateur Civil Emergency Service
RCDM	Receiving and Distribution Manager
RDD	Radiological Dispersal Device
REP	Radiological Emergency Preparedness
RRCC	Regional Response Coordination Center

————— S —————

SA	Support Annex
SAD	State Active Duty
SAHO	State Animal Health Official
SBA	Small Business Administration

SCO	State Coordinating Officer
SEOC	State Emergency Operations Center
SIRN	Statewide Interoperable Radio Network
SOP	Standard Operating Procedures
SOSC	State On-Scene Coordinator
SOW	Statement of Work
SPHD	State Plant Health Director
SPR	Stakeholder Preparedness Review
SPRO	State Plant Regulatory Official
SPUL	Supply Unit Leader
SSRA	Supervisory Senior Resident Agent

————— T —————

TAG	The Adjutant General
THIRA	Threat and Hazard Identification and Risk Assessment

————— U/V —————

US&R	Urban Search & Rescue
USCG	US Coast Guard
USDA	US Department of Agriculture
USNRC	US Nuclear Regulatory Commission
VO	Voluntary Organizations

————— W —————

WEAPON	West Virginia Automated Police Network
WMD	Weapons of Mass Destruction
WVAG	WV Attorney General
WVBOP	WV Board of Pharmacy
WVBSS	WV Bureau of Senior Services
WVCA	WV Conservation Agency
WVDA	WV Department of Agriculture
WVDCOM	WV Department of Commerce
WVDCR	WV Division of Corrections and Rehabilitation
WVDE	WV Department of Education
WVDEP	WV Department of Environmental Protection
WVDHS	WV Department of Homeland Security
WVDNR	WV Division of Natural Resources
WVDOA	WV Department of Administration
WVDOF	WV Division of Forestry
WVDOH	WV Division of Highways
WVDOT	WV Department of Transportation

WVDPS	WV Division of Protective Services
WVDVA	WV Department of Veterans Assistance
WVEMD	WV Emergency Management Division
WVEOP	WV Emergency Operations Plan
WVFC	WV Fusion Center
WVJTTF	WV Joint Terrorism Task Force
WVNG	WV National Guard
WVOE	WV Office of Energy
WVOMHST	WV Office of Miners' Health, Safety, and Training
WVOT	WV Office of Technology
WVPA	WV Parkways Authority
WVSAO	WV State Auditor's Office
WVSFMO	WV State Fire Marshal Office
WVSMAA	WV Statewide Mutual Aid Agreement
WVSOS	WV Secretary of State
WVSP	WV State Police
WVSRO	WV State Resiliency Office
WVSTO	WV State Treasurer's Office

Title (EMD)
SUBTITLE (EMD)

I. HEADING 1

A. Lorem Ipsum Dolor Sit Amet

1. Heading 3

a. Heading 4

i. Heading 5

- Bullet 3

- ◆ Bullet 4 Bullet Bullet 4 Bullet Bullet 4 Bullet Bullet 4 Bullet 4

This is normal, justified text. This is normal, justified text. This is normal, justified text. This is normal, justified text. This is normal, justified text. This is normal, justified text.

This is normal, center aligned text.

This is normal, left aligned text. This is normal, left aligned text. This is normal, left aligned text. This is normal, left aligned text. This is normal, left aligned text. This is normal, left aligned text.

- This is Bullet (normal) text.

This is Footer text.

This is Header text.

II. HEADING 1 TEXT (CAN BE USED FOR TABLES)

Normal (centered)	Normal (centered)	Normal (centered)
Normal Text (aligned left) ▪ Table Bullet	Normal Text (aligned left) ▪ Table Bullet	Normal Text (aligned left) ▪ Table Bullet

This is an Example Text

EXAMPLE SUBTITLE

- I. THIS IS HEADING 1 (EMD) TEXT. 12PT TEXT IS BOLD AND ALL CAPS. BULLET IS ALIGNED LEFT, 0.5" FROM LEFT EDGE OF SHEET. TEXT IS JUSTIFIED BETWEEN 0.5" FROM BULLET AND 0.5" FROM RIGHT EDGE OF SHEET, WITH A 0.5" HANGING INDENT. THERE IS 12PT SPACING AFTER THE PARAGRAPH.**

This is Body Under H1 text. 12pt text without stylization (bold, italicized, underlined) unless emphasis is desired. It is justified between 0.5" from the preceding roman numeral and 0.5" from the right edge of sheet. There is 12pt spacing after the paragraph.

- A. This is Heading 2 (EMD) Text. 12pt text without stylization, unless emphasis is desired. Bullet is aligned left, 1" from left edge of sheet. Text is justified between 0.5" from bullet and 0.5" from right edge of sheet, with a 0.5" hanging indent. There is 12pt spacing after the paragraph.

This is Body Under H2 text. It is justified between 0.5" from the preceding roman numeral and 0.5" from the right edge of sheet. There is 12pt spacing after the paragraph.

1. This is Heading 3 (EMD) Text. 12pt text without stylization, unless emphasis is desired. Bullet is aligned left, 1.5" from left edge of sheet. Text is justified between 0.5" from bullet and 0.5" from right edge of sheet, with a 0.5" hanging indent. There is 12pt spacing after the paragraph.

This is Body Under H3 text. It is justified between 0.5" from the preceding roman numeral and 0.5" from the right edge of sheet. There is 12pt spacing after the paragraph.

- a. This is Heading 4 (EMD) Text. 12pt text without stylization, unless emphasis is desired. Bullet is aligned left, 2" from left edge of sheet. Text is justified between 0.5" from bullet and 0.5" from right edge of sheet, with a 0.5" hanging indent. There is 12pt spacing after the paragraph.

This is Body Under H4 text. It is justified between 0.5" from the preceding roman numeral and 0.5" from the right edge of sheet. There is 12pt spacing after the paragraph.

- i. This is Heading 5 (EMD) Text. Bullet is aligned left, 2.5" from left edge of sheet. Text is justified between 0.5" from bullet and 0.5" from right edge of sheet, with a 0.5" hanging indent. There is 6pt spacing before and after the paragraph. Don't add space between paragraphs of same style.

- Bullet Under H5 text. Same as Heading 5 (EMD), but add 0.25" indent from left edge of sheet, along with a 0.25" hanging indent.
- Bullet 3 (Under H5). 3" from left edge. Same as Bullet Under H5, except 0.25" further indent from left edge.
 - ◆ Bullet 4 (Under H5). Same as Bullet 3, except 0.25" further indent.