



# Emergency Operations Plan

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Monongalia County, West Virginia

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**MONONGALIA COUNTY**  
**HOMELAND SECURITY & EMERGENCY**  
**MANAGEMENT**  
**EMERGENCY OPERATIONS PLAN**

**2019**

**Monongalia County and All Participating Jurisdictions**

# MONONGALIA COUNTY EMERGENCY OPERATIONS PLAN

## RECORD OF CHANGES

Document Title	Monongalia County EOP
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Date of Change	Annexes Updated
2020	• Initial EOP approved
2021	• Full Review Completed
2022	• Full Review Completed
2023	• Full Review Completed
2024	• Full Review Completed
2025	• Full Review Completed
2026	• Full Review Completed

# MONONGALIA COUNTY EMERGENCY OPERATIONS PLAN

## DISTRIBUTION LIST

The following agencies and jurisdictions are scheduled to be the recipients of the completed plan. When revisions are made, the Monongalia County Homeland Security & Emergency Management (MCHSEM) Director should use this list in distributing revised pages.

## Agency/Jurisdiction

- Monongalia County Commission
- City of Morgantown
- City of Westover
- City of Granville
- Town of Star City
- Monongalia Emergency Medical Services
- Monongalia County Volunteer Fire Departments
- Mon Health System
- Mountain Line Transit Authority
- Monongalia County Volunteer Fire Departments
- West Virginia University
- WVU Medicine: J.W. Ruby Memorial Hospital
- WVU Medicine: Golisano Children's Hospital

# MONONGALIA COUNTY EMERGENCY OPERATIONS PLAN

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# MONONGALIA COUNTY EMERGENCY OPERATIONS PLAN

## BASIC PLAN

### I. INTRODUCTION

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

#### A. Purpose

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



local, state, and federal governments, as well as private industry and educational and healthcare facilities.

**B. Scope & Applicability**

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

**C. Situation**

1. The Monongalia County Emergency Operations Plan has been built on the templates of the National Response Framework (USDHS, 2016), The National Incident Management System USDHS, 2017), and the West Virginia Emergency Operations Plan (WVDHSEM, 2018).
2. Geographic and Demographic Characteristics
  - a. Monongalia County covers approximately 636 square miles, with an estimated population of 105,822 (U.S. Census, 2020). The county is home to five incorporated municipalities:
    - City of Morgantown (county seat) (pop. 30,347),
    - City of Westover (pop. 3,972),
    - Town of Star City (pop. 1,779),
    - Town of Granville (pop. 1,355),
    - Town of Blacksville (pop. 118),
    - four census-designated places, and
    - 91 unincorporated communities.
  - b. Monongalia County is home to West Virginia University Morgantown Campus with a student enrollment of 22,613 (fall 2025). Currently, 12,936 students are West Virginia residents, with the remainder coming from 118 different nations and all 50 states.
  - c. Monongalia County is also home to many large events, including WVU football games as well as other WVU sporting events, and graduation, as well as West Virginia Black Bears minor league baseball team, special events at Mylan Park and other events such as fairs and festivals



throughout the county.

- d. Monongalia County is home to an agricultural community consisting of (all information from USDA Census of Agriculture 2017):
  - i. Farms: 542
  - ii. Farmland: approximately 99 square miles
  - iii. Market Value of agricultural product sold: over \$5,000,000/annually
- e. Transportation
  - i. Interstates: 68, 79
  - ii. US Highways: 19, 119
  - iii. State Routes: 7, 43, 100, 218, 705
  - iv. Railways: CSX
  - v. Airports: Morgantown Municipal Airport
- f. Other considerations
  - i. Monongalia County is home to two of the largest healthcare systems in the state: Mon Health and West Virginia University Medicine.
  - ii. WVU Medicine is the only level 1 trauma center in the region providing care to patients from all parts of West Virginia, Ohio, Pennsylvania, and Maryland.

### 3. Planning Assumptions

- a. Monongalia County, its political subdivisions, and private industry partners have capabilities that, if effectively managed in the event of an emergency or disaster, will maximize preservation of life and property. These capabilities include workforce, equipment, supplies, facilities, and specialized skills.
- b. All local governments in Monongalia County are prepared to commit all available resources to respond to any emergency and have mutual aid agreements amongst themselves (and adjoining jurisdictions) should the need exceed the capability of one particular organization or jurisdiction.
- c. Incident management activities will be initiated and conducted using the principles contained in the National Incident Management System (USDHS, 2017).



- d. When required, a “state of emergency” can be declared by the county commission to allow the activated emergency operations center to request assistance from the state and federal government.
- e. Though the response to incidents is primarily a local endeavor, the combined expertise and capabilities of all levels of government, the private sector, and non-governmental organizations will be required to prevent, prepare for, respond to, and recover from large-scale emergency incidents in Monongalia County.
- f. All agencies, departments, and organizations assigned tasks in any part of the emergency operations plan are aware of their responsibilities and have appropriate policies and plans in place to accomplish the assigned tasks.
- g. Government offices, including the emergency operations center and other emergency facilities, may be destroyed or rendered uninhabitable during a major incident.
- h. Normal communication systems may be overwhelmed, destroyed, degraded, or rendered inoperable in a disaster.
- i. Monongalia County may experience emergency situations that cause injury, death, property loss, environmental damage, economic situation disruption and its effects, disruption of normal support systems, evacuation and/or sheltering of the public at risk.

#### 4. Policies

- a. West Virginia Code §15-5, Public Safety requires that every county establish an emergency management organization, and develop and maintain a current emergency operations plan.
- b. Incidents are typically managed at the lowest possible geographic, organizational, and jurisdictional level. As such, the direction of emergency operations will be exercised by the level of affected local jurisdiction closest to the incident. If the incident is suspected to be or determined to be terrorism, the appropriate Federal agencies should assume direction and control of the investigation, in coordination with state and local authorities.
- c. Emergency response should be accomplished within the guidelines of the



National Incident Management System, allowing for coordination of local, state, federal, and private sector departments and agencies.

- d. The county commission should issue a state of emergency declaration prior to requesting assistance from higher levels of government.

5. Threat and Hazard Identification and Risk Assessment

a. Hazards

- i. Preparedness, response, recovery, prevention, and mitigation strategies are largely based on analyses of natural and human-caused hazards.

- ii. The Region 6 Planning & Development Council Hazard Mitigation Plan (2018), which includes Monongalia County, contains a detailed risk assessment. The following hazards pose the greatest risk to the county:

- Winter Storms
- Flooding

- iii. Additional hazards that were analyzed in the hazard mitigation plan include:

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

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

- Transportation infrastructure decay (e.g., road slips, structurally deficient bridges, etc.)
- Shortage of critical resources (e.g., water, fuel, electrical service, etc.)



- Environmental hazards (e.g., transportation accidents involving hazardous materials, oil & gas incidents, etc.)
- Civil unrest & criminal activity (e.g., protests, active assailants, terrorism, etc.)

## II. ORGANIZATIONAL STRUCTURE

- A. Monongalia County Commission has created a Homeland Security and Emergency Management and appointed a Director to oversee the agency.
- B. The various municipalities have entered into an emergency management agreement with the county.
- C. When the county emergency operations center (EOC) is activated the Monongalia County Homeland Security and Emergency Management Director, or designee, will serve as the EOC Manager.
- D. All departments and agencies will maintain control over their personnel and other resources.

## III. CONCEPTS OF OPERATIONS

### A. General

1. The Monongalia County Emergency Operations Plan (EOP) is written based on the assumption that emergency operations are managed at the lowest jurisdictional level possible until their abilities are exceeded or resources depleted before requesting assistance from higher levels of government.
2. This plan is activated for major events and/or emergencies, not for minor local emergencies that can be mitigated following local operating guidelines and mutual aid. If a minor emergency escalates to the point that external resources, public information, or operational support is necessary, then the appropriate portions of this plan should be activated.
3. When the emergency exceeds the county's capabilities to respond, assistance may be requested through the activated county emergency operations center (EOC) from the West Virginia Division of Homeland Security and Emergency Management (WVDHSEM).

### B. Direction, Control, & Coordination

1. The Monongalia County Emergency Operations Center (EOC) is located at



911 Responders Drive, Morgantown, WV.

2. A location for a backup physical EOC may be determined at the time of an incident due to location and magnitude of the event.
3. Monongalia County also utilizes a virtual EOC via the Homeland Security Information Network (HSIN) maintained by WVDHSEM.
4. The organization of the EOC (e.g., ICS-Like, Incident Support, Departmental) will be based on the type and magnitude of the event as well as the purpose of the activation (e.g., support an activated WVU EOC, county-wide disaster, etc.).
5. Following a disaster, the EOC should remain, at minimum, partially activated during the recovery process to allow for requesting and allocating resources (See ESF 14: Long-Term Recovery).

#### C. Phases of Emergency Management

1. All emergency responses start at a local level. As such, Monongalia County Department of Homeland Security focuses on the five primary phases of emergency management during the planning process.
  - a. **Preparedness:** any action taken in advance of an emergency that facilitates the implementation of a coordinated response in the event of an emergency.
  - b. **Prevention:** any action to prevent, avoid, or stop an imminent, threatened, or actual incident from occurring.
  - c. **Response:** immediate actions to preserve life, property, and the environment; meet basic human needs; and maintain the social, economic, and political structure of the community.
  - d. **Recovery:** short-term activities to return vital life-support systems to minimum operating standards and long-term activities to return life to pre-event conditions.
  - e. **Mitigation:** Actions taken to eliminate or reduce risks to persons and/or property or to lessen the actual potential effects or consequences of a potential incident.

#### D. Activation & Notification

1. Activation



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

## 2. Notification

- a. MCHSEM and partner agencies and organizations have multiple methods



to relay information concerning emergencies and emergency operations to the general public.

- b. The methods and systems used to relay information to the public are discussed in Emergency Support Function 15: External Affairs.

#### E. Response

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

### IV. ROLES & RESPONSIBILITIES

#### A. County Government

1. Monongalia County Commission
  - a. Appoint a Homeland Security and Emergency Management Director to coordinate emergency preparedness and management activities in Monongalia County.
  - b. Declare local states of emergency as appropriate.
  - c. Establish a local emergency operations center to facilitate support of emergency response operations.
  - d. Adopt and support the National Incident Management System as the preferred management construct for Monongalia County.
  - e. Approve and maintain mutual aid agreements and memorandums of understanding entered into by county agencies.
2. Monongalia County Homeland Security and Emergency Management
  - a. Coordinates the preparation and maintenance of the county emergency



operations plan and distributes it to stakeholders as appropriate.

- b. As appropriate, activates the Monongalia County Emergency Operations Center and coordinates local operations based on guidance and direction of the incident command/unified command.
- c. Requests assistance and/or resources from the state EOC as appropriate and needed.
- d. Develop and coordinate a public information program to provide timely and accurate information to the public during all phases of emergency management.
- e. Coordinate exercises to test, evaluate, and update emergency plans.
- f. Coordinate training to ensure preparedness of emergency services and non-governmental organizations for disaster conditions.
- g. Develop and enter into mutual aid agreements with other jurisdictions, agencies, organizations, and private businesses for reciprocal aid when an emergency exceeds the capabilities of the county's agencies.

**B. Municipal Government**

1. Municipal Governing Bodies
  - a. Enter into and maintain an emergency management agreement with Monongalia County.
  - b. Enter into mutual aid agreements with other jurisdictions, agencies, and organizations.
  - c. Make resources available for disaster response as necessary.
2. Emergency Response Agencies
  - a. Develop and maintain plans and policies to complete tasks assigned in this emergency operations plan.
  - b. Coordinate training opportunities for personnel to ensure NIMS compliance.
  - c. Facilitate or participate in exercises testing abilities to implement the emergency operations plan.

**V. PLAN MANAGEMENT & MAINTENANCE**

- A. The MCHSEM Director is responsible for the overall development and



completion of this emergency operations plan. The Monongalia County Commission is responsible for approving and promulgating this plan.

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

## VI. PLAN TESTING, TRAINING & EXERCISES

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

## VII. AUTHORITIES & REFERENCES

- A. Authorities
  - West Virginia Code Chapter 8, Article 14
  - West Virginia Code Chapter 15, Article 10
  - West Virginia Code Chapter 29, Article 30
  - West Virginia Executive Order 20-04 (December 23, 2004)
- B. References
  - American Red Cross. (2015). *American Red Cross Shelter Field Guide*. Washington, D.C.
  - National Fire Protection Agency. (2019). *NFPA 1600: Standard on Continuity, Emergency, and Crisis Management*. Quincy, MA.
  - United States Census Bureau. (2018). *2010 United States Decennial Census*.



Washington, D.C.

- United States Department of Agriculture. (2019). *2017 Census of Agriculture*. Washington, D.C.
- United States Department of Health & Human Services. (2014). *Disaster Human Services Concept of Operations*. Washington, D.C.
- United States Department of Homeland Security. (2018). *Continuity Guidance Circular*. Washington, D.C.
- United States Department of Homeland Security. (2010). *Developing and Maintaining Emergency Operations Plans: Comprehensive Preparedness Guide (CPG) 101, Version 2*. Washington, D.C.
- United States Department of Homeland Security. (2016). *National Disaster Recovery Framework*. Washington D.C.
- United States Department of Homeland Security. (2014). *National Emergency Communications Plan*. Washington, D.C.
- United States Department of Homeland Security. (2017). *National Incident Management System*. Washington, D.C.
- United States Department of Homeland Security. (2015). *National Preparedness Goal*. Washington, D.C.
- United States Department of Homeland Security. (2016). *National Response Framework*. Washington, D.C.
- West Virginia Division of Homeland Security and Emergency Management. (2018). *West Virginia Emergency Operations Plan*. Charleston, WV.
- West Virginia Division of Homeland Security and Emergency Management. (2015). *West Virginia Statewide Communication Interoperability Plan*. Charleston, WV.
- West Virginia Division of Homeland Security and Emergency Management. (2018). *West Virginia Statewide Standard Hazard Mitigation Plan Update*. Charleston, WV.



# MONONGALIA COUNTY EMERGENCY OPERATIONS PLAN

## ESF 1: TRANSPORTATION

### COORDINATING AGENCY

- West Virginia Department  
Transportation

### SUPPORTING AGENCIES

- Monongalia County Board of Education
- Local Law Enforcement
- Local Fire Agencies
- Monongalia County Homeland Security  
and Emergency Management
- Mountain Line Transit Authority
- West Virginia University Department of  
Public Safety

### PRIMARY AGENCIES

- Municipal Street Departments

### I. PURPOSE

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

### II. SCOPE

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

### III. POLICIES

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



#### IV. ORGANIZATIONAL STRUCTURE

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

#### V. CONCEPTS OF OPERATION

- A. Evacuation
  1. Notification to evacuate and available routes should be broadcasted through multiples sources (e.g., social media, mass notification system, electronic signs, etc.).
  2. All law enforcement agencies in the county are familiar with “game day” traffic plans and posts. As such, in the event of an evacuation, the “game day” traffic plan may be used.
  3. The use of contraflow traffic patterns may be considered when all evacuees are mobilizing in the same direction.
  4. The Mountain Lion Transit Authority’s Emergency Response Plan allows for the rapid deployment of buses to assist with evacuating individuals without transportation in the affected area.
    - a. The plan contains designated drop off areas for passengers on the buses at the time of the evacuation order.
    - b. MECCA should notify MLTA with a staging area for the buses.
  5. The Monongalia County Board of Education Transportation Garage is responsible for the evacuation of students and school personnel when school is in session.
    - a. When school is not in session, the board of education may provide buses and drivers when available; however there is no formal mutual aid agreement for these services.
  6. Upon evacuation of an area, law enforcement may be requested to provide



patrols of the area and checkpoints to ensure only residents are re-entering the area.

B. Transportation Infrastructure.

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

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

## VI. AGENCY RESPONSIBILITIES

West Virginia Department of Transportation	WVDOT	<ul style="list-style-type: none"><li>• Maintain and repair roadways.</li><li>• Provide electronic signs to provide information on evacuation routes and emergency detours.</li><li>• Provide barriers (e.g., wood hoses, cones, concrete barriers, etc.) to help secure areas and direct traffic.</li></ul>
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Municipal Street Departments		<ul style="list-style-type: none"> <li>• Maintain and repair roadways.</li> <li>• Provide barriers (e.g., wood hoses, cones, vehicles, etc.) to help secure areas and direct traffic.</li> </ul>
Local Law Enforcement Agencies		<ul style="list-style-type: none"> <li>• Provide traffic control during evacuations.</li> <li>• Provide damage assessments following an incident involving roadways.</li> </ul>
Local Fire Departments		<ul style="list-style-type: none"> <li>• Provide traffic control during evacuations.</li> <li>• Provide damage assessments following an incident involving roadways.</li> </ul>
Monongalia County Board of Education		<ul style="list-style-type: none"> <li>• During an emergency, coordinate with MCHSEM and responder agencies to transport students and staff to appropriate reunification locations</li> <li>• Supplement transportation capabilities during evacuation or partial evacuation situations</li> </ul>
Monongalia Homeland Security and Emergency Management	MCHSEM	<ul style="list-style-type: none"> <li>• Coordinate the use of local resources to aid in evacuation and routing traffic.</li> <li>• Request resources from higher levels of government through an activated EOC.</li> </ul>
Mountain Line Transit Authority	MLTA	<ul style="list-style-type: none"> <li>• Activate the Emergency Response Plan as requested by MCHSEM</li> <li>• Maintain an accurate list of available vehicles and passenger capabilities</li> <li>• Coordinate with MCHSEM and responder agencies to ensure transport vehicles are at the correct locations to load individuals needing transport during an emergency</li> </ul>
West Virginia University Department of Public Safety	WVU	<ul style="list-style-type: none"> <li>• Provide traffic control during evacuations.</li> </ul>

## VII. AUTHORITIES & REFERENCE

### A. Authority

West Virginia Code Chapter 15, Article 5

West Virginia Code Chapter 17



**B. References**

Mountain Line Transit Authority. (2019). *Emergency Response Plan*. Morgantown, WV.

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

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

**VIII. APPENDICES**

Appendix A: Sample Game-Day Traffic Incident Action Plan (Template)



# MONONGALIA COUNTY EMERGENCY OPERATIONS PLAN

## ESF 2: COMMUNICATIONS

### COORDINATING AGENCY

- MECCA 911

### PRIMARY AGENCIES

- MECCA 911

### SUPPORTING AGENCIES

- West Virginia University Police Dispatch
- Monongalia County Office of Emergency Management
- Amateur Radio Emergency Services
- West Virginia Division of Homeland Security and Emergency Management

### I. PURPOSE

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

### II. SCOPE

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

### III. POLICIES

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

### IV. ORGANIZATIONAL STRUCTURE

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



## V. CONCEPTS OF OPERATION

### A. General

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

### B. On-Scene Communications

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

### C. ESF Roles Aligned with Core Capabilities

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



## VI. AGENCY RESPONSIBILITIES

MECCA 911	MECCA	<ul style="list-style-type: none"><li>• Serve as the primary coordinator of this support ESF.</li><li>• Ensures that the communications staff abides by proper radio protocols, follow proper voice transmission policies, and follow proper message handling procedures.</li><li>• Screen and log communications in an appropriate manner.</li><li>• Provide adequate communications equipment, resources, and facilities for county communication requirements.</li><li>• Staff, equip, and operate emergency communications facilities.</li><li>• Maintain systems, support equipment, and emergency back-up power in a readiness posture.</li><li>• Provide for radio system compatibility and netting.</li><li>• Test and maintain communication equipment on a regularly scheduled basis.</li><li>• Monitor the NOAA weather radio, Emergency Alert System (EAS), and any other available emergency notification systems as appropriate.</li></ul>
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MECCA 911	MECCA	<ul style="list-style-type: none"> <li>• Receive incoming emergency calls and notify proper response agency</li> <li>• Ensures that the communications staff abides by proper radio protocols, follow proper voice transmission policies, and follow proper message handling procedures.</li> <li>• Screen and log communications in an appropriate manner.</li> <li>• Maintain systems, support equipment, and emergency back-up power in a readiness posture.</li> <li>• Test and maintain communication equipment on a regularly scheduled basis.</li> <li>• Monitor the NOAA weather radio, Emergency Alert System (EAS), and any other available emergency notification systems as appropriate.</li> </ul>
Monongalia County Homeland Security and Emergency Management	MCHSEM	<ul style="list-style-type: none"> <li>• Initiate and disseminate Situation Reports (SITREPs) with respect to communications as necessary</li> <li>• Assist all organizations supporting ESF 2 in obtaining required outside assistance and resources as necessary.</li> </ul>
Amateur Radio Emergency Services	A.R.E.S.	<ul style="list-style-type: none"> <li>• Provide personnel and equipment as requested and available to supplement communication needs for the county.</li> <li>• Maintain records of amateur radio communication actions throughout an emergency.</li> </ul>
West Virginia Division of Homeland Security and Emergency Management	WVDHSEM	<ul style="list-style-type: none"> <li>• Support local requests for communication resources.</li> <li>• Provide guidance when requested and appropriate.</li> </ul>



## VII. AUTHORITIES & REFERENCE

### A. Authorities

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

### B. References

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



# MONONGALIA COUNTY EMERGENCY OPERATIONS PLAN

## ESF 3: PUBLIC WORKS

COORDINATING AGENCY	SUPPORT AGENCIES
• West Virginia Division of Highways	• Monongalia County Homeland Security and Emergency Services
PRIMARY AGENCY	• West Virginia University Facilities
• West Virginia Division of Highways • Public Service Districts • Water Departments • Sanitary Sewer Departments • Utility Boards	

### I. PURPOSE

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

### II. SCOPE

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

### III. POLICIES

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



#### **IV. ORGANIZATIONAL STRUCTURE**

- A. Monongalia County and municipalities are responsible for local infrastructure and roadways.
- B. Private sector organizations are responsible for the maintenance and repair of their infrastructure, including privately-owned access roads and facilities.
- C. West Virginia Department of Transportation, Division of Highways, is responsible for maintenance and repair of state and federal roadways.

#### **V. CONCEPTS OF OPERATION**

##### **A. General**

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

##### **B. Response**

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



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

**C. Damage Assessment**

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



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

5. Repairs to public facilities may begin as soon as possible. Priority should be given to those facilities that are critical to emergency response activities.

#### D. ESF Roles Aligned with Core Capabilities

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



## VI. AGENCY RESPONSIBILITIES

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



West Virginia University	WVU	• Work with MCHD to coordinate efforts to provide temporary potable water supplies when necessary
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## VII. AUTHORITIES & REFERENCE

### A. Authorities

- 44 C.F.R. 206.224 Debris Removal
- West Virginia Code Chapter 15

### B. References

- West Virginia Division of Homeland Security and Emergency Management. (2018). *West Virginia Emergency Operations Plan*. Charleston, WV
- United States Department of Homeland Security. (2016). *National Response Framework*. Washington, D.C.



## MONONGALIA COUNTY EMERGENCY OPERATIONS PLAN

### ESF 4: FIREFIGHTING

#### COORDINATING AGENCY

- Monongalia County Fire Association

#### PRIMARY AGENCIES

- Blacksville Volunteer Fire Department
- Brookhaven Volunteer Fire Department
- Cassville Volunteer Fire Department
- Cheat Lake Volunteer Fire Department
- Clinton District Volunteer Fire Department
- Cool Springs Volunteer Fire Department
- Granville Volunteer Fire Department
- Morgantown Fire Department
- River Road Volunteer Fire Department
- Star City Volunteer Fire Department
- Triune Halleck Volunteer Fire Department
- Wadestown Volunteer Fire Department
- Westover Volunteer Fire Department

#### SUPPORT AGENCIES

- Monongalia County HIRT
- Monongalia County Homeland Security and Emergency Management
- American Red Cross
- West Virginia Fire Marshal's Office

#### I. PURPOSE

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

#### II. SCOPE

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



work together toward the resolution of large-scale emergency incidents.

### **III. POLICIES**

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

### **IV. ORGANIZATIONAL STRUCTURE**

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

### **V. CONCEPTS OF OPERATION**

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

- B. Incident Management**

1. The fire service in Monongalia County should use the National Incident Management System and the Incident Command System for all operations. The use of NIMS/ICS allows for the easy integration of outside agencies into the response structure.
  2. When not a fire specific incident, fire agencies should coordinate with



MCHSEM to provide assistance with other emergency actions.

3. Agencies involved in any emergency response will be responsible for maintenance of command structures, tracking of deployed personnel and resources, and list of available personnel and resources that may be activated.

**C. Evacuation and Notification Assistance**

1. Fire departments may be requested to assist in the notification (e.g., street-level, door-to-door, etc.) of residents of an actual or impending emergency.
2. Fire departments may be requested to assist in setting up and/or maintain emergency routes during an area evacuation.

**D. ESF Roles Aligned with Core Capabilities**

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

**VI. AGENCY RESPONSIBILITIES**

Monongalia County Fire Association	MCFA	<ul style="list-style-type: none"><li>May provide representation in the activated EOC</li><li>Serves as a planning body for fire service in Monongalia County</li></ul>
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Blacksville Volunteer Fire Department	<ul style="list-style-type: none"> <li>• Provide fire protection and suppression services to primary areas of service</li> <li>• Maintain mutual aid agreements and memorandums of understanding with other agencies</li> <li>• Provide other services to the community as provided in agency's policy and procedures and standard operating guidelines</li> </ul>
Brookhaven Volunteer Fire Department	<ul style="list-style-type: none"> <li>• Provide fire protection and suppression services to primary areas of service</li> <li>• Maintain mutual aid agreements and memorandums of understanding with other agencies</li> <li>• Provide other services to the community as provided in agency's policy and procedures and standard operating guidelines</li> <li>• Provide personnel and equipment/apparatus to specialty teams (i.e., HIRT, high angle rescue, etc.) as agreed upon</li> </ul>
Cassville Volunteer Fire Department	<ul style="list-style-type: none"> <li>• Provide fire protection and suppression services to primary areas of service</li> <li>• Maintain mutual aid agreements and memorandums of understanding with other agencies</li> <li>• Provide other services to the community as provided in agency's policy and procedures and standard operating guidelines</li> <li>• Provide personnel and equipment/apparatus to specialty teams (i.e., HIRT, high angle rescue, etc.) as agreed upon</li> </ul>



Cheat Lake Volunteer Fire Department	<ul style="list-style-type: none"><li>• Provide fire protection and suppression services to primary areas of service</li><li>• Maintain mutual aid agreements and memorandums of understanding with other agencies</li><li>• Provide other services to the community as provided in agency's policy and procedures and standard operating guidelines</li><li>• Provide personnel and equipment/apparatus to specialty teams (i.e., HIRT, high angle rescue, etc.) as agreed upon</li></ul>
Clinton District Volunteer Fire Department	<ul style="list-style-type: none"><li>• Provide fire protection and suppression services to primary areas of service</li><li>• Maintain mutual aid agreements and memorandums of understanding with other agencies</li><li>• Provide other services to the community as provided in agency's policy and procedures and standard operating guidelines</li><li>• Provide personnel and equipment/apparatus to specialty teams (i.e., HIRT, high angle rescue, etc.) as agreed upon</li></ul>
Cool Springs Volunteer Fire Department	<ul style="list-style-type: none"><li>• Provide fire protection and suppression services to primary areas of service</li><li>• Maintain mutual aid agreements and memorandums of understanding with other agencies</li><li>• Provide other services to the community as provided in agency's policy and procedures and standard operating guidelines</li><li>• Provide personnel and equipment/apparatus to specialty teams (i.e., HIRT, high angle rescue, etc.) as agreed upon</li></ul>



Granville Volunteer Fire Department	GVFD	<ul style="list-style-type: none"> <li>• Provide fire protection and suppression services to primary areas of service</li> <li>• Maintain mutual aid agreements and memorandums of understanding with other agencies</li> <li>• Provide other services to the community as provided in agency's policy and procedures and standard operating guidelines</li> <li>• Provide personnel and equipment/apparatus to specialty teams (i.e., HIRT, high angle rescue, etc.) as agreed upon</li> </ul>
Morgantown Fire Department	MFD	<ul style="list-style-type: none"> <li>• Provide fire protection and suppression services to primary areas of service</li> <li>• Maintain mutual aid agreements and memorandums of understanding with other agencies</li> <li>• Provide other services to the community as provided in agency's policy and procedures and standard operating guidelines</li> <li>• Provide personnel and equipment/apparatus to specialty teams (i.e., HIRT, high angle rescue, etc.) as agreed upon</li> </ul>
River Road Volunteer Fire Department	RRVFD	<ul style="list-style-type: none"> <li>• Provide fire protection and suppression services to primary areas of service</li> <li>• Maintain mutual aid agreements and memorandums of understanding with other agencies</li> <li>• Provide other services to the community as provided in agency's policy and procedures and standard operating guidelines</li> <li>• Provide personnel and equipment/apparatus to specialty teams (i.e., HIRT, high angle rescue, etc.) as agreed upon</li> </ul>



Star City Volunteer Fire Department	SCVFD	<ul style="list-style-type: none"> <li>• Provide fire protection and suppression services to primary areas of service</li> <li>• Maintain mutual aid agreements and memorandums of understanding with other agencies</li> <li>• Provide other services to the community as provided in agency's policy and procedures and standard operating guidelines</li> <li>• Provide personnel and equipment/apparatus to specialty teams (i.e., HIRT, high angle rescue, etc.) as agreed upon</li> </ul>
Triune Halleck Volunteer Fire Department	THVFD	<ul style="list-style-type: none"> <li>• Provide fire protection and suppression services to primary areas of service</li> <li>• Maintain mutual aid agreements and memorandums of understanding with other agencies</li> <li>• Provide other services to the community as provided in agency's policy and procedures and standard operating guidelines</li> <li>• Provide personnel and equipment/apparatus to specialty teams (i.e., HIRT, high angle rescue, etc.) as agreed upon</li> </ul>
Wadestown Community Volunteer Fire Department	WCVFD	<ul style="list-style-type: none"> <li>• Provide fire protection and suppression services to primary areas of service</li> <li>• Maintain mutual aid agreements and memorandums of understanding with other agencies</li> <li>• Provide other services to the community as provided in agency's policy and procedures and standard operating guidelines</li> <li>• Provide personnel and equipment/apparatus to specialty teams (i.e., HIRT, high angle rescue, etc.) as agreed upon</li> </ul>



Westover Volunteer Fire Department	WVFD	<ul style="list-style-type: none"> <li>Provide fire protection and suppression services to primary areas of service</li> <li>Maintain mutual aid agreements and memorandums of understanding with other agencies</li> <li>Provide other services to the community as provided in agency's policy and procedures and standard operating guidelines</li> <li>Provide personnel and equipment/apparatus to specialty teams (i.e., HIRT, high angle rescue, etc.) as agreed upon</li> </ul>
American Red Cross	ARC	<ul style="list-style-type: none"> <li>Provide temporary housing assistance to victims</li> <li>Provide other services to victims as needed</li> </ul>
Monongalia County Hazardous Incident Response Team	HIRT	<ul style="list-style-type: none"> <li>Provide specialized hazardous material response capabilities to the county</li> </ul>
Monongalia County Homeland Security and Emergency Management	MCHSEM	<ul style="list-style-type: none"> <li>Coordinate resource requests as required</li> <li>Facilitate incident command/emergency operations center interface through the use of physical EOC or virtual EOC via Homeland Security Information Network (HSIN)</li> </ul>
West Virginia Division of Forestry		<ul style="list-style-type: none"> <li>Provide assistance, resources, and subject matter expertise on the prevention of and extinguishing of wildfires</li> <li>May provide heavy equipment for the purpose of wildfire prevention and suppression</li> </ul>
West Virginia Fire Marshal's Office		<ul style="list-style-type: none"> <li>Provide investigative services in fire origin and determination</li> <li>Provide investigative services in explosion investigations and any related crimes</li> </ul>



## VII. AUTHORITIES & REFERENCE

### A. Authority

West Virginia Code, Chapter 29, Article 3

### B. References

West Virginia Division of Homeland Security and Emergency Management.

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

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



# MONONGALIA COUNTY EMERGENCY OPERATIONS PLAN

## ESF 5: EMERGENCY MANAGEMENT

### COORDINATING AGENCY

- Monongalia County Office of Emergency Management

### PRIMARY AGENCIES

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

### SUPPORT AGENCIES

- Local response agencies
- West Virginia University Department of Public Safety
- WVU Medicine
- Monongalia Health Systems
- West Virginia Division of Homeland Security and Emergency Management

### I. PURPOSE

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

### II. SCOPE

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

### III. POLICIES

- A. Monongalia County Commission has adopted the National Incident Management System (NIMS) as the response management system to be used in the county.
- B. All municipalities in Monongalia County have adopted resolutions authorizing Monongalia County Homeland Security and Emergency Management to provide emergency management services.



- C. All agencies assigned tasks in the Monongalia County Emergency Operations Plan should maintain plans, mutual aid agreements, and standard operating guidelines to complete their tasks consistent with NIMS.
- D. Appropriate ICS forms should be used when possible.

#### **IV. ORGANIZATIONAL STRUCTURE**

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

#### **V. CONCEPTS OF OPERATION**

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



Department, Monongalia Health System, WVU Medicine, and/or surrounding counties.

B. Incident Command System (ICS)

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



agencies, such as hospitals, support agencies, etc.

- b. These responsibilities may be delegated to the Command Staff PIO.
7. The IC may directly request external resources from other response agencies as they are needed in accordance with mutual aid agreements. An accurate account of resources requested and deployed should be maintained in case the EOC is later activated. If resources from higher levels of government or regional agencies are needed, the IC should notify the OEM Director (the representative of the Executive Section) and request activation of the county EOC. (*Resource requests to the state must be channeled through the county EOC.*) Resource tracking and procurement may be delegated to the Logistics Section Chief.
8. The IC may request activation of the county EOC (partial or full) at any time for resource support or if the incident becomes multi-jurisdictional.
9. When the EOC is activated, it is the responsibility of the IC to maintain communications with appropriate representatives in the EOC. This responsibility may be designated to the Command Staff PIO. Regular, periodic status reports should be provided to officials in the EOC. (The format and frequency of reports should be specified in the IAP.)
10. When an incident becomes multi-agency or multi-jurisdictional, the IC may choose to transition to the Unified Command System (UCS) to allow agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact efficiently.
  - a. The Unified Commander (UC) should represent the jurisdiction or the functional agency with the greatest involvement.
  - b. In some instances, the original IC may transition to the UC. Exceptions include when resources from higher levels of government arrive on-scene (e.g., state arrival during hazardous materials incidents).

#### C. Emergency Operating Center

1. The following officials have the authority to activate or request activation of the EOC.
  - a. Monongalia County Commission
  - b. Municipal elected officials



- c. Director, Deputy Director, or Assistant Director of MCHSEM
  - d. Incident commanders
2. The EOC may be partially activated or fully activated based on the magnitude and projected warning time proceeding an emergency as well as the needs of the community.
3. The EOC may be activated at the physical location, virtually allowing staff to report in electronically, or a combination of both.
4. The preference for EOC operations is the ESF Organizational Structure.
  - a. The ESF Organizational Structure uses the standard ICS organizational structure with ESF assignments to coincide with the emergency operations plan.
4. The EOC Organizational Chart is located in Appendix A of this ESF.
  - a. The chart shows all positions that may be filled. However, most positions will not be necessary during every event.

**D. Record Keeping**

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

**E. ESF Roles Aligned with Core Capabilities**

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



## **VI. AGENCY RESPONSIBILITIES**

Monongalia County Homeland Security and Emergency Management	MCHSEM	<ul style="list-style-type: none"> <li>• Maintain County EOC</li> <li>• Direct and control activities in the EOC</li> <li>• Receive requests for additional resources from Incident Command</li> <li>• Request resources from higher levels of government</li> <li>• Provide coordination and policy direction</li> </ul>
Monongalia County Commission		<ul style="list-style-type: none"> <li>• Review and maintain agreements</li> <li>• Approve expenditures as needed.</li> </ul>
Municipal Elected Officials		<ul style="list-style-type: none"> <li>• Maintain agreements with Monongalia County Commission and MCHSEM for shared emergency management services.</li> </ul>
Local response agencies		<ul style="list-style-type: none"> <li>• Maintain NIMS compliance</li> <li>• Establish the incident command system at emergency scenes and planned events as needed</li> <li>• Request activation of the county EOC as needed</li> </ul>
West Virginia University Department of Public Safety	WVUDPS	<ul style="list-style-type: none"> <li>• Coordinate University resources</li> <li>• Activate WVU's EOC as needed</li> <li>• Request activation of the county EOC as needed</li> </ul>
WVU Medicine	WVUM	<ul style="list-style-type: none"> <li>• Develop and maintain all-hazard plans for facilities in Monongalia County</li> <li>• Train and exercise ICS to ensure integration into a county-wide response</li> </ul>
Monongalia Health Systems	MHS	<ul style="list-style-type: none"> <li>• Develop and maintain all-hazard plans for facilities in Monongalia County</li> <li>• Train and exercise ICS to ensure integration into a county-wide response</li> </ul>



West Virginia Division of Homeland Security and Emergency Management	WVDHSEM	<ul style="list-style-type: none"><li>• Receive requests from activated county EOC via Web EOC.</li><li>• Coordinate state resources to fulfill local requests</li></ul>
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## VII. AUTHORITIES & REFERENCES

### A. Authority

West Virginia Code Chapter 15, Article 5

### B. References

West Virginia Division of Homeland Security and Emergency Management.

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

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

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



## MONONGALIA COUNTY EMERGENCY OPERATIONS PLAN

### ESF 6: MASS CARE

COORDINATING AGENCY	SUPPORT AGENCY
• Monongalia County Homeland Security and Emergency Management	• Monongalia County Health Department • Medical Reserve Corps. • Community Emergency Response Team
PRIMARY AGENCIES	• West Virginia University • Monongalia County EMS • Monongalia County Sheriff's Department • Local Police Departments
• American Red Cross • Monongalia County Homeland Security and Emergency Management	• West Virginia Division of Homeland Security and Emergency Management

#### I. PURPOSE

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

#### II. SCOPE

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

#### III. POLICIES

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



#### **IV. ORGANIZATIONAL STRUCTURE**

- A. Monongalia County Homeland Security and Emergency Management has preselected sites for emergency sheltering based on the area(s) of the county affected by the emergency.
- B. The American Red Cross may assist in opening, managing, and closing emergency shelters but may require assistance from other agencies and organizations.

#### **V. CONCEPTS OF OPERATION**

##### **A. General**

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

##### **B. Sheltering**

1. MCHSEM has pre-selected sites for sheltering. At each of the sites, MCHSEM has distributed general supplies and equipment (i.e., cots, blankets, pillow, etc.) to begin opening the shelter.
2. The American Red Cross can open a shelter within four hours of a request.
3. The Monongalia County Health Department should provide inspection of emergency shelters as needed.
4. Due to the size and magnitude of the disaster, the ARC may not be able to staff a shelter fully and would require assistance from other agencies (i.e., Medical Reserve Corps., CERT, local churches, etc.).
5. Staff should communicate regularly with supporting agencies and the EOC. Information provided should include the number of residents, number of new



registrants, demographic information of shelter population, feeding numbers, supply inventory and requirements, staff count, types of services available at the shelter, and any other information, issues, or problems that may be pertinent.

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

**C. Mass Feeding**

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

**D. Special Considerations**

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



**E. ESF Roles Aligned with Core Capabilities**

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

**VI. AGENCY RESPONSIBILITIES**

Monongalia County Homeland Security and Emergency Management	MCHSEM	<ul style="list-style-type: none"> <li>Maintain agreements with facilities for emergency sheltering</li> <li>Maintain sheltering supplies at selected facilities</li> <li>Request agencies to provide or assist with providing sheltering and mass feeding</li> </ul>
American Red Cross	ARC	<ul style="list-style-type: none"> <li>Provide liaison to the county EOC</li> <li>Provide guidance on sheltering and mass feeding</li> <li>Oversee and staff sheltering operations</li> </ul>
Monongalia County Health Department	MCHD	<ul style="list-style-type: none"> <li>Provide facility, food, and water inspections for mass sheltering and feeding</li> </ul>
Medical Reserve Corps.	MRC	<ul style="list-style-type: none"> <li>Provide assistance with sheltering</li> <li>Provide medical guidance and assistance in shelters as needed</li> </ul>
Community Emergency Response Team	CERT	<ul style="list-style-type: none"> <li>Provide assistance with sheltering and mass feeding</li> </ul>
West Virginia University	WVU	<ul style="list-style-type: none"> <li>Work with student groups, fraternities, and sororities to coordinate volunteers to assist with sheltering and mass feeding</li> <li>When possible, provide locations to host</li> </ul>



		sheltering and/or mass feeding operations
Monongalia County EMS	MCEMS	<ul style="list-style-type: none"><li>• Provide on-site medical staff at emergency shelters as needed and available</li></ul>
Monongalia County Sheriff's Department	MCSD	<ul style="list-style-type: none"><li>• Provide security at shelters as needed and available</li></ul>
Local Police Departments		<ul style="list-style-type: none"><li>• Provide security at shelters as needed and available</li></ul>
West Virginia Division of Homeland Security and Emergency Management	WVDHSEM	<ul style="list-style-type: none"><li>• Receive and prioritize request for assistance</li></ul>

## VII. AUTHORITIES & REFERENCE

### A. Authorities

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

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

West Virginia Code Chapter 15

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

### B. References

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

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

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

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



# MONONGALIA COUNTY EMERGENCY OPERATIONS PLAN

## ESF 7: LOGISTICS MANAGEMENT & RESOURCE SUPPORT

COORDINATING AGENCY	SUPPORT AGENCIES
<ul style="list-style-type: none"><li>• Monongalia County Homeland Security and Emergency Management</li></ul>	<ul style="list-style-type: none"><li>• Volunteer Organizations Active in Disasters</li><li>• West Virginia Division of Homeland Security and Emergency Management</li><li>• West Virginia University</li></ul>
PRIMARY AGENCY	
<ul style="list-style-type: none"><li>• Monongalia County Homeland Security and Emergency Management</li></ul>	

### I. PURPOSE

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

### II. SCOPE

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

### III. POLICIES

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



Homeland Security and Emergency Management, not less than annually.

#### **IV. ORGANIZATIONAL STRUCTURE**

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

#### **V. CONCEPTS OF OPERATION**

##### **A. General**

1. During the initial moments of an emergency or disaster, MECCA may be receiving resource requests from the incident commander or operations. The CAD should document:
  - a. Who made the request,
  - b. What was requested,
  - c. who was contacted to fill the request,
  - d. When the resource was made available for the incident,
  - e. How long the resource is available to the county, and
  - f. When the IC/UC tasked the resource.
2. This information should be shared with the EOC once activated to avoid duplication of requests and to allow for demobilization planning.

##### **B. Resource Typing**

1. Resource typing entails categorizing by capability the resources that incident managers commonly request, deploy, and employ.
2. Resource typing is a continuous process designed to be as simple as



possible to facilitate frequent use and accuracy in obtaining needed resources.

3. The FEMA Resource Typing Library Tool and all NIMS resource typing definitions and job titles/position qualifications can be found at <https://rtlt.pretoolkit.org>.

### C. Resource Management

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



**6. Tracking resources**

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

**D. ESF Roles Aligned with Core Capabilities**

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

**VI. AGENCY RESPONSIBILITIES**

Monongalia County Homeland Security and Emergency Management	MCHSEM	<ul style="list-style-type: none"> <li>• Facilitate training opportunities for emergency responders and emergency management personnel</li> <li>• Maintain emergency operations center</li> </ul>
Volunteer Organizations Active in Disaster	VOAD	<ul style="list-style-type: none"> <li>• Manage unsolicited donations</li> <li>• Manage unsolicited volunteers</li> <li>• Resource support in the EOC</li> </ul>
West Virginia University	WVU	<ul style="list-style-type: none"> <li>• Provide “warehousing” space to store, sort, and distribute donations</li> <li>• Provide access to student and faculty groups to provide volunteer services</li> </ul>
Monongalia County Community Emergency Response Team	CERT	<ul style="list-style-type: none"> <li>• Provide assistance in inventorying and distributing donations as available.</li> </ul>
American Red Cross	ARC	<ul style="list-style-type: none"> <li>• Assist with managing unsolicited volunteers</li> <li>• Assist with managing unsolicited donations</li> </ul>
West Virginia Division of Homeland Security and	WVDHSEM	<ul style="list-style-type: none"> <li>• Activate SEOC in support of local EOCs</li> <li>• Receive local resource requests</li> </ul>



Monongalia County Homeland Security and Emergency Managementshe		<ul style="list-style-type: none"><li>• Allocate resources to affected areas based on availability and priority</li><li>• Request resources from other states and federal government as appropriate</li></ul>
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## VII. AUTHORITIES & REFERENCE

### A. Authorities

West Virginia Code Chapter 15

### B. References

West Virginia Division of Homeland Security and Emergency Management.

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

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

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

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



## MONONGALIA COUNTY EMERGENCY OPERATIONS PLAN

### ESF 8: PUBLIC HEALTH & MEDICAL SERVICES

#### COORDINATING AGENCY

- Monongalia County EMS

#### PRIMARY AGENCIES

- Monongalia County EMS
- Monongalia County Health Department

#### SUPPORTING AGENCIES

- Monongalia County Medical Examiner
- Mountaineer Medical Reserve Corp
- Mon Health System
- West Virginia University Health
- Jan-Care Ambulance
- Monongalia County Homeland Security and Emergency Management
- West Virginia University
- West Virginia Department of Health & Human Resources
- West Virginia Office of the Chief Medical Examiner
- West Virginia Division of Homeland Security and Emergency Management
- United States Department of Health & Human Services
- Centers for Disease Control and Prevention
- American Red Cross
- Private business

## I. PURPOSE

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

## II. SCOPE

- A. Emergency Support Function 8 provides guidance to agencies and organizations



involved in identifying and meeting the public health and medical needs of victims of any emergency or disaster. The support is categorized as follows:

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

### **III. POLICIES**

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

### **IV. ORGANIZATIONAL STRUCTURE**

- A. Due to the multiple types of activities Emergency Support Function 8 coordinates, the lead agency may be determined at the time of the event (i.e., health department would lead for possible outbreak, EMS would lead for a mass casualty incident, etc.).
- B. Many of the agency functions discussed in this ESF will be activated to support



activities in other ESFs and annexes (e.g., food/water safety may support ESF 6: Mass Care and ESF 11: Agriculture and Natural Resources, Mass fatality operations may support Annex A: Terrorism, etc.).

## **V. CONCEPTS OF OPERATION**

### **A. General**

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

### **B. Public Health Emergency**

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



need to be made to law enforcement, fire, EMS, and EMA agencies.

- a. The possibility of a terrorist attack using an agent should cause immediate notification to state and federal agencies.
5. The MCHD maintains internal plans for responding to public health emergencies. These plans include:
  - a. All-Hazard Plan,
  - b. Medical countermeasures (Strategic National Stockpile)
  - c. Surveillance,
  - d. Isolations and quarantine,
  - e. Pandemic influenza,
  - f. Emerging infectious disease and outbreak response,
  - g. Crisis emergency risk communications, and
  - h. Continuity of operations.

C. Medical Care & Transport

1. Medical care is a primary concern during all phases of emergency management, particularly during the response phase. Initial care provided by emergency medical services and triage teams can have a considerable impact on survivability for disaster victims.
2. Emergency ambulance service in Monongalia County is provided by Monongalia County EMS and Star City Fire Department.
  - a. During large-scale emergencies (e.g., MCIs, etc.), additional EMS resources may be available from Jan-Care Ambulance or surrounding counties.
3. During emergency situations, an on-site incident command post (ICP) utilizing those who are in charge of each emergency operation at the scene, should be established. A triage and treatment area should be established under the direction of the EMS officer in charge.
4. Emergency medical providers in Monongalia County are required to contact WVU Medical Command (MedCom) to provide report on patients.
5. MedCom can provide bed status at area hospitals.
6. All ambulances and emergency rescue vehicles should be equipped with field



triage tags.

D. Behavioral Health

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

E. Hospital Care

1. There are two hospitals located in Monongalia County
  - a. Monongalia Health Medical Center:
    - 189-bed facility
    - Capabilities include: Emergency Department, ICU, OB, Med/Surg, and Peds
    - Level IV Trauma Center
  - b. WVU Medicine, J.W. Ruby Memorial Hospital:
    - 677-bed facility
    - Capabilities include: ICU, NICU, PICU, Peds, Psychiatric/Behavioral Health, Med/Surg, and OB
    - Level I Trauma Center
  - c. In the event of a patient surge, both facilities have Surge Plans.
  - d. Transfer of patients to other facilities to facilitate evacuation should be coordinated through MedCom.
  - e. For mass casualty incidents (MCIs), transportation should be coordinated through MedCom and may require transportation to facilities outside the county extending transport and return to service times. As such, when EMS capabilities are exhausted, mutual aid should be notified.



## F. Mortuary Services

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

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

## VI. AGENCY RESPONSIBILITIES

Monongalia Emergency Services	County Medical	MCEMS	<ul style="list-style-type: none"><li>• Coordinate with other EMS agencies, WV Medical Command, hospitals, and other medical facilities to facilitate transport of patients to appropriate facilities</li><li>• Provide facility for closed point of distribution to serve government employees and first responders</li></ul>
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Monongalia County Health Department	MCHD	<ul style="list-style-type: none"><li>• Primary agency for any public health disasters</li><li>• Coordinate waste disposal under disaster conditions</li><li>• Provide technical information and expertise in regards to storage of food</li><li>• Coordinate public information programs</li><li>• Coordinate communicable disease operations, to include epidemic intelligence, evaluation, prevention, and detection of communicable diseases</li><li>• Coordinate and provide health care support for shelters and family assistance centers</li><li>• Issue key health instructions to the general public</li><li>• Coordinate planning and response to outbreaks and/or pandemics</li><li>• Provide guidance and/or services related to vaccinations/prophylaxis for disease prevention</li><li>• Coordinate with WVDHHR to determine critical priorities</li><li>• Provide subject matter expertise on health-related issues created by any disaster situation</li><li>• Oversee disposal of bodies during mass fatality situation</li></ul>
Mountaineer Medical Reserve Corps	MMRC	<ul style="list-style-type: none"><li>• Regional (6 county) MRC</li><li>• Volunteer response to disasters</li></ul>



Monongalia County Medical Examiner	MCME	<ul style="list-style-type: none"> <li>• Oversee removal and storage of bodies</li> <li>• Coordinate identification of deceased</li> <li>• Coordinate release disposal of bodies following a mass fatality with state medical examiner and health department</li> </ul>
Mon Health Systems		<ul style="list-style-type: none"> <li>• Receive notification of disaster or emergency situations and activate disaster plans</li> <li>• Coordinate with EMS, WV Medical Command, and other hospitals and medical facilities to facilitate receipt of appropriate patients.</li> </ul>
WVU Medicine	WVUH	<ul style="list-style-type: none"> <li>• Receive notification of disaster or emergency situations and activate disaster plans.</li> <li>• Coordinate with EMS, WV Medical Command, and other hospitals and medical facilities to facilitate receipt of appropriate patients.</li> </ul>
Jan-Care EMS		<ul style="list-style-type: none"> <li>• Coordinate with other EMS agencies, WV Medical Command, hospitals, and other medical facilities to facilitate transport of patients to appropriate facilities</li> </ul>
Monongalia County Homeland Security and Emergency Management	MCHSEM	<ul style="list-style-type: none"> <li>• Coordinate declaration of local emergency/disaster</li> <li>• Provide logistical support through an activated EOC</li> </ul>



West Virginia University	WVU	<ul style="list-style-type: none"> <li>• Maintain a closed point of distribution for employees and students</li> <li>• Environmental Health and Safety may provide assistance to MCDH (food inspections, mold inspections, etc.)</li> </ul>
West Virginia Department of Health and Human Resources	DHHR	<ul style="list-style-type: none"> <li>• Coordinate state Emergency Support Function 8 activities.</li> <li>• Provide assistance to local government and health departments as requested and available.</li> <li>• Statutorily responsible for disposition of unclaimed deceased</li> </ul>
West Virginia Office of Chief Medical Examiner	OCME	<ul style="list-style-type: none"> <li>• Coordinate morgue services</li> <li>• Coordinate body identification</li> <li>• Coordinate burial of unclaimed bodies</li> <li>• Establish procedures for handling mass casualties and burial</li> </ul>
Private Business		<ul style="list-style-type: none"> <li>• Maintain closed points of distribution for employees and families (See Appendix A)</li> <li>• Use discretion to close business or limit number of employees and/or customers during times of potential or actual disease outbreak</li> </ul>

## VII. AUTHORITIES & REFERENCE

### A. Authorities

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



**B. References**

- West Virginia Division of Homeland Security and Emergency Management. (2018). West Virginia Emergency Operations Plan. Charleston, WV.
- United States Department of Health and Human Services. (2014). HHS Disaster Human Services Concept of Operations. Washington, D.C.
- United States Department of Homeland Security. (2016). National Response Framework. Washington, D.C.

**VIII. APPENDICES**

Appendix A: Closed Points-of-Distribution (POD)



**MONONGALIA COUNTY EMERGENCY OPERATIONS PLAN  
APPENDIX A TO ESF 8**



POD Management Organization	Organizations	Contact	Number of Persons Served
Monongalia County Homeland Security and Emergency Management	Blacksville VFD		50
	Brookhaven VFD		76
	Cassville VFD		43
	Clinton VFD		65
	Cool Springs VFD		74
	Granville PD		37
	Granville VFD		85
	Monongalia County EMS		160
	Monongalia County Sheriff's Dept.		304
	Morgantown FD		195
	Morgantown PD		186
	River Road VFD		40
	Star City PD		25
	Star City VFD		
	Truine-Halleck VFD		101
	Wadestown VFD		70
	Westover PD		25
	Westover VFD		69
	WVU Administration		38,096
	WVU Department of Public Safety		155
<b>Approximate POD Total</b>			<b>39,856</b>
Monongalia County Commission	Monongalia County Assessor		94
	Monongalia County Circuit Clerk's Office		14
	Monongalia County Circuit Court Div. 2		9
	Monongalia County Clerk's Office		37
	Monongalia County Commission		16
	Monongalia County Commission Employees		39
	Monongalia County Day Report Center/Drug Court		14
	Monongalia County Family Court		22
	Monongalia County Judge Susan B. Tucker's Office		4
	Monongalia County Homeland Security and Emergency Management		81
	Monongalia County Office of the Prosecuting Attorney		50
	Monongalia County Probation Department		29
	Monongalia County Sheriff's Tax Office		40
<b>Approximate POD Total</b>			<b>449</b>

Separate Closed Dispensing Sites	Monongalia County Board of Education	7300
	Monongalia County Urban Mass Transit Authority	240
	Milan Puskar Health Right	3,108
	UHA	6,000
	Valley Healthcare	4,780
	WVU Student Health	28,500
Approximate POD Total		60,272
Approximate Total		100,579

## MONONGALIA COUNTY EMERGENCY OPERATIONS PLAN

### ESF 9: SEARCH & RESCUE

COORDINATING AGENCY	SUPPORT AGENCIES
• Monongalia County Sheriff's Department	• Mountaineer Area Rescue Group • West Virginia Division of Forestry
PRIMARY AGENCIES	• West Virginia Division of Natural Resources • West Virginia Civil Air Patrol
• Local Fire Departments • Local Law Enforcement • Monongalia County Homeland Security and Emergency Management	• West Virginia Division of Homeland Security and Emergency Management • West Virginia K-9 Search & Rescue Team

#### I. PURPOSE

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

#### II. SCOPE

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

#### III. POLICIES

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



standard operating guidelines to accomplish their assigned tasks.

B. The IC or UC, with input from the operations section, and guidance from the EOC will determine when an operation will transition from a rescue mission to a recovery mission.

1. The term rescue is used when there is a chance to save a human life.
2. The term recovery is used without the goal of saving human life and is completed at a slower pace with greater attention to the risk-benefit factor of each task.

#### **IV. ORGANIZATIONAL STRUCTURE**

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

#### **V. CONCEPTS OF OPERATION**

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



missing person through M.E.C.C.A.

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



C. Urban Search and Rescue (USAR)

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



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

#### D. Waterborne Search & Rescue

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

#### E. ESF Roles Aligned with Core Capabilities

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

## VI. AGENCY RESPONSIBILITIES

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



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

## VII. AUTHORITIES & REFERENCE

### A. Authorities

West Virginia Code Chapter 15

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



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

B. References

- American National Standards Institute. (2018). *ANSI Z359.1, Safety Requirements for Personal Fall Arrest Systems, Sub-Systems, and Components*. Washington, D.C.
- ASTM International. (2017). *ASTM F1772-17, Standard Specification for Harnesses for Rescue and Sports Activities*. West Conshohocken, PA.
- ASTM International. (2018). *ASTM F1823-97, Standard Guide for Water Rescue Personal Flotation Device (PFD)*. West Conshohocken, PA.
- ASTM International. (2013). *ASTM F1956-13, Standard Specification for Rescue Carabiners*. West Conshohocken, PA.
- ASTM International. (2015). *ASTM F2116-01, Standard Specification for Low Stretch and Static Kernmantle Life Safety Rope*. West Conshohocken, PA.
- ASTM International. (2015). *ASTM F2266-03, Standard Specification for Masses Used in Testing Rescue Systems and Components*. West Conshohocken, PA.
- ASTM International. (2017). *ASTM F3262-17, Standard Classification System for Small Unmanned Aircraft Systems for Land Search and Rescue*. West Conshohocken, PA.
- National Fire Protection Association. (2019). *NFPA 350: Guide for Safe Confined Space Entry and Work*. Quincy, MA.
- National Fire Protection Association. (2017). *NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications*. Quincy, MA.
- National Fire Protection Association. (2017). *NFPA 1670: Standard on Operations and Training for Technical Search and Rescue Incidents*. Quincy, MA.
- National Fire Protection Association. (2015). *NFPA 1936: Standard on Powered*



*Rescue Tools.* Quincy, MA.

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

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

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

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

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



# MONONGALIA COUNTY EMERGENCY OPERATIONS PLAN

## ESF 10: HAZARDOUS MATERIAL RESPONSE

### COORDINATING AGENCY

- Monongalia County Hazardous Incident Response Team

### PRIMARY AGENCIES

- Monongalia County Hazardous Incident Response Team
- Monongalia County Health Department
- West Virginia University – Environmental Health and Safety

### SUPPORTING AGENCIES

- Emergency Medical Services
- Fire Departments
- Law Enforcement Agencies
- Local Street Departments
- Monongalia County Homeland Security and Emergency Management
- Monongalia County Local Emergency Planning Committee
- Mon Health System
- West Virginia University Medicine
- West Virginia State Fire Marshal
- West Virginia Department of Environmental Protection
- West Virginia Department of Transportation
- West Virginia Department of Health and Human Resources
- West Virginia Division of Homeland Security and Emergency Management

### I. PURPOSE

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

### II. SCOPE

- A. ESF 10 provides a coordinated response to an actual or potential discharge or uncontrolled release of hazardous material.
- B. This ESF applies to both fixed facilities and transportation hazards.



C. Monongalia County has a combination of interstates, U.S. highways, state highways, and county roads that serve as a transportation corridor for potential truckload quantities of virtually any hazardous substance at any time.

### III. POLICIES

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

### IV. ORGANIZATIONAL STRUCTURE

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

### V. CONCEPTS OF OPERATION

#### A. General

1. Most hazardous material (hazmat) incidents are chemical releases or leaks caused by another emergency incident (e.g., traffic accident, structure fire, etc.) As such, the first agencies on scene may not be aware of a hazmat threat.
2. The Monongalia County Local Emergency Planning Committee (LEPC) should complete routine site visits to reporting facilities
3. The LEPC should provide information on reporting facilities to response agencies

#### B. Hazmat Levels

1. Hazardous materials incidents are separated into four categories based on the severity of the incident and the appropriate emergency response.
  - a. **Level I** incidents involve hazardous materials that can be contained, extinguished, and/or abated by initial emergency responders with little



assistance from other local emergency response organizations. The hazardous materials involved in a Level I incident pose little immediate risk to the environment or public health and cause minimal containment or clean-up problems.

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

#### C. Regulatory Notifications

##### 1. Reporting the incident

<p>Local 24-hour Notification: 9-1-1 West Virginia Spill Line: 800-642-3074 Mine Industrial Incidents: 866-987-2338 National Response Center: 800-424-8802</p>
--

- a. In accordance with the requirements of SARA Title III and West Virginia Code 55-1-4, the owner or operator of a facility where a hazardous chemical is produced, used, or stored shall provide emergency



notification of any release. The facility should dial 911 to report the incident. A facility should also contact the State Emergency Response Commission (SERC) and the National Response Center (NRC).

b. Redundant Notifications

- i. Notification should be made to MCHSEM by MECCA personnel.
- ii. Notification to WVDHSEM should be made via Web EOC.

D. Clandestine Drug Laboratory

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

E. Public Protective Measures

1. The primary means of offering public protection during hazardous materials incidents include evacuation and shelter-in-place.
2. Shelter-in Place
  - a. Decision-making questions
    - i. For fixed facility incidents, what does the facility emergency coordinator recommend based on his/her knowledge of the materials involved in the incident?
    - ii. Will shelter-in-place provide adequate protection to the affected population?
    - iii. How much time is available to implement the measure?
    - iv. Can an evacuation be feasibly implemented?
    - v. Will weather conditions cause the incident to affect evacuation routes or unnecessarily expose an evacuating population?
    - vi. Are sufficient resources available to disseminate warnings?



3. Evacuation

- a. If the incident commander determines that shelter-in-place will not adequately protect those individuals directly threatened by the hazard and time permits, he/she may order a localized evacuation.
- b. Decision-making questions
  - i. For fixed facility incidents, what does the facility emergency coordinator recommend based on his/her knowledge of the materials involved in the incident?
  - ii. How much time is available to implement the evacuation?
  - iii. Will weather conditions cause the incident to affect evacuation routes or unnecessarily expose an evacuating population?
  - iv. Are sufficient resources available to disseminate warnings?
  - v. Are sufficient resources available to direct the evacuation, provide security, etc.?
  - vi. Can shelters be established?

F. Response Personnel Safety

1. There are many factors to consider when discussing safety, including planning, training, equipment, health, and physical fitness, and public awareness.
2. The incident command (or designee) should be responsible for delineating the following areas at the scene. Resources such as the current Emergency Response Guidebook (DOT, 2016) may aid in quickly establishing these zones. (Zones should be amended as the incident progresses)
  - a. **Hot (Exclusion) Zone:** The area immediately surrounding the scene. Only personnel wearing appropriate protective clothing would be permitted in this area.
  - b. **Warm Zone:** The area surrounding the hot zone which presents no danger to properly outfitted personnel. The decontamination area should be established on the outer edge of the warm zone just before passing into the cold zone.
  - c. **Cold Zone:** The support area surrounding the warm zone that presents no hazard to personnel. The incident command post and staging area should be established in the cold zone.



d. The zones will likely be modified by specialty resources such as the HIRT team upon their arrival.

3. The incident commander should ensure that personnel approach an incident from upwind as well as establish the incident command post, decontamination area, and staging area upwind.

4. The incident commander or the designated command staff safety officer should be responsible for ensuring that personnel responding to an exclusion zone are properly outfitted in protective equipment (including Level A, B, C, or D suits).

5. Incident command should establish an accountability procedure as properly outfitted personnel rotate in and out of an exclusion zone. Accountability will likely be maintained by any special response teams that arrive, who should then notify the incident commander when support personnel would be needed.

#### G. ESF Roles Aligned with core Capabilities

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

#### VI. AGENCY RESPONSIBILITIES

Monongalia County Hazardous Incident Response Team	HIRT	<ul style="list-style-type: none"> <li>Ensure all personnel receive appropriate level of training under 29 CFR 1910.120 and 29 CFR 1910.134</li> </ul>
Monongalia County Health Department	MCHD	<ul style="list-style-type: none"> <li>Provide guidance regarding the threat to human health posed by the release of the hazardous material and recommend protective action measures</li> </ul>
West Virginia University	WVU-EHS	<ul style="list-style-type: none"> <li>Provide technical and specialized</li> </ul>



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



			municipal roadways due to hazardous materials incidents
Monongalia County Homeland Security and Emergency Management	MCHSEM		<ul style="list-style-type: none"> <li>• Notify WVDHSEM of a hazardous materials incident through Web EOC</li> <li>• Notify the National Response Center (NRC) that a hazardous materials incident has occurred in the county</li> <li>• Request resources from higher level of government through the state EOC</li> </ul>
Monongalia County Local Emergency Planning Committee	LEPC		<ul style="list-style-type: none"> <li>• Serve as a planning committee for the county</li> <li>• Identify facilities and transportation routes of extremely hazardous substances</li> <li>• Provide information on on-site response plans to local emergency responders</li> </ul>
Mon Health System			<ul style="list-style-type: none"> <li>• Maintain capabilities to decontaminate patients and staff</li> <li>• Provide training to hospital hazardous materials response personnel</li> </ul>
West Virginia University Medicine			<ul style="list-style-type: none"> <li>• Maintain capabilities to decontaminate patients and staff</li> <li>• Provide training to hospital hazardous materials response personnel</li> </ul>
West Virginia State Fire Marshal			<ul style="list-style-type: none"> <li>• Certify any person, firm, corporation, or governmental entity that may request certification of their hazardous material response training program</li> <li>• Maintain copies of all training/certification records</li> </ul>
West Virginia Department of Environmental Protections	WVDEP		<ul style="list-style-type: none"> <li>• Provide technical and specialized personnel for hazardous materials incidents</li> <li>• Provide an emergency response unit to work in coordination with Monongalia</li> </ul>



		County's HIRT
West Virginia Department of Transportation	WVDOT	<ul style="list-style-type: none"><li>• Responsible for assessing damage to state maintained roadways due to hazardous materials incidents</li></ul>
West Virginia Department of Health and Human Resources	WVDHHR	<ul style="list-style-type: none"><li>• Provide guidance regarding the threat to human health posed by the release of the hazardous material and recommend protective action measures</li></ul>
West Virginia Division of Homeland Security and Emergency Management	WVDHSEM	<ul style="list-style-type: none"><li>• Receive request for resources from county EOC</li><li>• Allocate resources as necessary and available</li></ul>

## VII. AUTHORITIES & REFERENCE

### A. Authority

- 29 C.F.R. 1910.120 Hazardous Waste Operations & Emergency Response
- 29 C.F.R. 1910.134 Respiratory Protection Standard
- 29 C.F.R. 1910.1201 Retention of DOT marking, placards and labels
- 49 C.F.R. 105 Hazardous Materials Program Definitions and General Procedures
- 49 C.F.R. 107 Hazardous Materials Program Procedures
- 49 C.F.R. 109 Department of Transportation Hazardous Material Procedural Regulations
- 49 C.F.R. 110 Hazardous Materials Public Sector Training and Planning Grants
- 42 U.S.C. Chapter 116 Emergency Planning and Community Right-to-Know
- West Virginia 64 C.S.R. Series 92, Clandestine Drug Laboratory Remediation
- West Virginia 150 C.S.R. Series 23, Rules and Regulations Implementing a Uniform Registration and Permitting Program for Motor Carriers Transporting Hazardous Materials
- West Virginia Code Chapter 24A, Section 6B

### B. References

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



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

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

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

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

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

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



# MONONGALIA COUNTY EMERGENCY OPERATIONS PLAN

## ESF 11: AGRICULTURE & NATURAL RESOURCES

### COORDINATING AGENCY

- Monongalia County Homeland Security and Emergency Management

### PRIMARY AGENCIES

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

### SUPPORTING AGENCIES

- Humane Society of the United States
- Monongalia County Animal Warden
- Monongalia County Department of Health
- West Virginia Department of Health and Human Resources
- West Virginia Division of Forestry
- West Virginia Division of Homeland Security and Emergency Management

### I. PURPOSE

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

### II. SCOPE

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

Estimated Population of Domestic Animals			
	Dogs	Cats	Birds
Total number of households in Monongalia County	38,410	38,410	38,410
Percent of households with domestic animals	36.5	30.4	3.1
Number of households with domestic animals	14,020	11,677	1,191



Average number owned per household	1.6	2.1	2.3
<b>Total in Monongalia County</b>	<b>22,432</b>	<b>24,522</b>	<b>2,739</b>
Sources: U.S. Census Bureau (2018), American Veterinary Medical Association (2012)			

Estimated Population of Farm Animals				
Cattle	Lamb & Sheep	Hogs & Pigs	Horses	Chickens
<b>6,260</b>	<b>926</b>	<b>28</b>	<b>542</b>	<b>3,532</b>
Source: 2017 U.S. Census of Agriculture. (2019)				

### III. POLICIES

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

### IV. ORGANIZATIONAL STRUCTURE

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

### V. CONCEPTS OF OPERATION

- A. General
  1. Monongalia County Homeland Security and Emergency Management should provide continuous outreach to the agricultural community regarding available resources and actions they make take before, during, and after an emergency.



**B. Service Animals**

1. Under the Americans with Disabilities Act, individuals with disabilities may bring service animals into all areas of public facilities, including emergency mass care shelters, where members of the public are allowed.
  - a. A service animal is any dog trained to do work or perform tasks for the benefit of an individual with a disability including a physical, sensory, psychiatric, intellectual or other mental disability.
    - i. Animals other than dogs, whether trained or untrained, are not considered service animals.
    - ii. Service animals must perform work or a task directly related to the individual's disability. Examples include (but are not limited to):
      - Assisting blind or vision impaired individuals
      - Alerting individuals who are deaf or hard of hearing to the presence of people or sounds
      - Pulling a wheelchair
      - Retrieving medications
      - Providing assistance with balance and stability
      - Helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors
    - iii. Emotional support dogs and therapy dogs are not service animals and are not covered under the ADA.
  2. A public entity may ask an individual with a disability to remove a service animal if the animal is not housebroken or if the individual is unable to control the animal.

**C. Household Pets**

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



3. Coordinate the opening of household pet shelters within close proximity to the emergency shelters as needed.

**D. Agricultural Assistance**

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

**E. Animal and Plant Disease and Pest Response**

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



## VI. AGENCY RESPONSIBILITIES

Monongalia County Homeland Security and Emergency Management	MCHSEM	<ul style="list-style-type: none"> <li>• Provide outreach to the agricultural community and pet owners within the county</li> <li>• Coordinate agencies and locations to allow for sheltering and feeding of domestic and farm animals</li> </ul>
West Virginia Department of Agriculture	WVDA	<ul style="list-style-type: none"> <li>• Coordinate the state's response to agricultural and natural resource emergencies</li> <li>• Provide guidance to local authorities</li> </ul>
Monongalia County Sheriff's Department	MCSD	<ul style="list-style-type: none"> <li>• Statutorily designated as humane officers for Monongalia County</li> </ul>
Humane Society of the United States	HSUS	<ul style="list-style-type: none"> <li>• Provide subject matter expertise on animal care and sheltering</li> <li>• Provide assistance as available with animal sheltering</li> </ul>
Monongalia County Animal Warden	MCAW	<ul style="list-style-type: none"> <li>• Assist in the rescuing, sheltering, and transporting of domestic animals</li> <li>• Oversee emergency shelter operations in close proximity to human shelters</li> </ul>
Monongalia County Department of Health	MCHD	<ul style="list-style-type: none"> <li>• Provide guidance on infectious disease and quarantines at shelters</li> </ul>
West Virginia Department of Health and Human Resource	DHHR	<ul style="list-style-type: none"> <li>• Monitor animal disease for possible animal to human transmission</li> </ul>
West Virginia Division of Forestry	farm-related	<ul style="list-style-type: none"> <li>• Monitor wildland areas for new emergence of invasive species</li> </ul>
West Virginia Division of Homeland Security and Emergency Management	WVDHSEM	<ul style="list-style-type: none"> <li>• Coordinate requests for assistance from state and federal agencies</li> <li>• Provide access to the 16 companion animal sheltering trailers throughout the state</li> </ul>
West Virginia Pets in Disaster Task Force	WVPDTF	<ul style="list-style-type: none"> <li>• Maintain a database of available supplies, including feed, in each region of West Virginia</li> <li>• Provide assistance at animal-specific shelters</li> </ul>
United States Department of Agriculture	USDA	<ul style="list-style-type: none"> <li>• Provide pre- and post-disaster assistance and funding</li> </ul>



## VII. AUTHORITIES & REFERENCE

### A. Authority

West Virginia Code Chapter 7, Article 10

West Virginia Code Chapter 19

### B. References

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

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

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



# MONONGALIA COUNTY EMERGENCY OPERATIONS PLAN

## ESF 12: ENERGY

COORDINATING AGENCY	SUPPORTING AGENCIES
• Monongalia County Homeland Security and Emergency Management	• CNX Resources • West Virginia Division of Energy • West Virginia Public Service Commission • Municipal Road Departments • West Virginia Division of Highways • West Virginia Division of Homeland Security and Emergency Management
PRIMARY AGENCIES	
• First Energy • Mountaineer Gas • Dominion Gas	

### I. PURPOSE

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

### II. SCOPE

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

### III. POLICIES

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

### IV. ORGANIZATIONAL STRUCTURE

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



## V. CONCEPTS OF OPERATION

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



#### H. ESF Roles Aligned with Core Capabilities

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

#### VI. AGENCY RESPONSIBILITIES

Monongalia County Homeland Security and Emergency Management	MCHSEM	<ul style="list-style-type: none"><li>Work with Monongalia County representatives to develop strategies and priorities of response and recovery efforts for damages or disruptions of infrastructure and energy services.</li><li>Coordinate damage repair and if necessary inspections of state roadways, bridges, and other critical infrastructure</li><li>Assists in the movement of supplies and equipment</li><li>Serves as the point of contact for roadway message boards</li></ul>
First Energy		<ul style="list-style-type: none"><li>Coordinate operations to restore electrical service with EOC and other electric providers</li></ul>
Mountaineer Gas		<ul style="list-style-type: none"><li>Coordinate operations to restore gas service with the EOC.</li></ul>
CNX Resources	CNX	<ul style="list-style-type: none"><li>Maintain well-pad</li><li>Coordinate repairs as needed with EOC</li><li>Report incidents to proper authority as required</li><li>Provide cleanup of spills</li></ul>
West Virginia Division of Energy		<ul style="list-style-type: none"><li>Provide coordination with the U.S. Department of Energy as needed.</li></ul>



West Virginia Public Service Commission	WVPSC	<ul style="list-style-type: none"> <li>• Prioritize needs for electric and natural gas utility restoration. Coordinate and direct the flow of resources with local support agencies</li> <li>• 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)</li> <li>• Monitor power utilities on an hourly basis and disseminate information twice a day, at minimum, during power outages</li> <li>• Coordinate resource support to repair damaged energy systems</li> <li>• Coordinate resource support to repair damaged energy systems</li> <li>• Monitor repair procedures followed by individual utilities during energy-generating capacity shortages to ensure that a coordinated statewide power action plan is established</li> <li>• 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.</li> <li>• Review short-term recovery actions and develop long-term strategies for meeting state and local energy needs.</li> </ul>
West Virginia Division of Highways	WVDOH	<ul style="list-style-type: none"> <li>• Assist utility providers, as needed, to gain access to areas (i.e., debris or snow removal) with damaged or inoperable infrastructure</li> </ul>
Municipal Road Departments		<ul style="list-style-type: none"> <li>• Assist utility providers, as needed, to gain access to areas (i.e., debris or snow removal) with damaged or inoperable infrastructure</li> </ul>



West Virginia Division of Homeland Security and Emergency Management	WVDHSEM	<ul style="list-style-type: none"><li>• Receive and prioritize requests for assistance from local government</li><li>• Coordinate out-of-state resources with in-state utility providers</li></ul>
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## VII. AUTHORITIES & REFERENCE

### A. Authorities

West Virginia Code Chapter 15

West Virginia Code Chapter 24

### B. References

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

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

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

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



# MONONGALIA COUNTY EMERGENCY OPERATIONS PLAN

## ESF 13: PUBLIC SAFETY & SECURITY

### COORDINATING AGENCY

- Monongalia County Sheriff's Department

### PRIMARY AGENCIES

- Monongalia County Sheriff's Department
- Granville Police Department
- Morgantown Police Department
- Star City Police Department
- Westover Police Department
- West Virginia University Department of Public Safety
- West Virginia State Police

### SUPPORTING AGENCIES

- West Virginia Division of Natural Resources
- Federal Bureau of Investigation
- Monongalia County Homeland Security and Emergency Management
- West Virginia Division of Homeland Security and Emergency Management
- West Virginia Intelligence Fusion Center

### I. PURPOSE

- A. Emergency Support Function (ESF) 13 defines the roles, assigns responsibilities, and defines the interaction between law enforcement agencies having jurisdiction in Monongalia County during large-scale emergencies.

### II. SCOPE

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



### **III. POLICIES**

- A. All agencies assigned responsibilities in ESF 13 should develop and maintain the necessary plans, operating guidelines, and mutual aid agreements to successfully accomplish their tasks.
- B. Emergency Support Function 13 is intended to be consistent with other sections of the Monongalia County Emergency Operations Plan (EOP), the West Virginia EOP, the National Response Framework (NRF), and the National Incident Management System (NIMS).
- C. Some aspects of emergency response may be covered in other plans or policies (e.g., evacuation may follow game day traffic plan). These resources are listed in section VII. Authorities and References.

### **IV. ORGANIZATIONAL STRUCTURE**

- A. The Monongalia County Sheriff's Department is responsible for coordinating emergency law enforcement activities within the county, outside of municipal boundaries.
- B. Police agencies have authority and responsibility within their respective jurisdictions.
- C. When two or more police agencies with jurisdictional authority are involved, primary service should be provided by the first department on scene.
- D. The West Virginia University (WVU) Department of Public Safety is tasked with coordinating law enforcement services for WVU facilities.

### **V. CONCEPTS OF OPERATION**

- A. General
  - 1. During emergency situations, each law enforcement organization will retain authority within its jurisdiction. The Monongalia County Sheriff's Department will lead and coordinate police activities when county, municipal, and/or West Virginia University law enforcement agencies are involved.
  - 2. Law enforcement should be prepared to re-route traffic around damaged areas during emergencies in order to provide continuous flow to the extent possible.
  - 3. Security will be provided by law enforcement during emergencies in coordination with the incident commander (IC) at the scene of an emergency



and, critical facilities including temporary shelters and the emergency operations center, as needed.

4. During an emergency or disaster, there is still a need to continue routine operations and response. This may require the use of mutual aid assistance.
5. The West Virginia Law Enforcement Mutual Assistance Act, contained in West Virginia Code (WVC) Chapter 15, Article 10, states that authorized law enforcement agencies in the state may share resources and provide mutual assistance through written request when time allows, or without written request during an emergency situation.

#### B. Incident Management

1. When not law enforcement specific, law enforcement agencies should coordinate with MCHSEM to provide assistance with other emergency actions.
2. Agencies involved in any emergency response will be responsible for maintenance of command structures, tracking of deployed personnel and resources, and list of available personnel and resources that may be activated.
3. As needed, provide personnel to the emergency operations center. This may be a virtual presence through the Homeland Security and Information Network.
4. As needed, and available, law enforcement agencies may assist with ESF 2 functions in providing warning via public address systems on vehicles.
5. Law Enforcement agencies may coordinate with private security (i.e., Mon Health System, WVU Medicine, etc.) to coordinate site security, evacuation, and entry/exit to an emergency or disaster area.

#### C. Terrorism

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



## VI. AGENCY RESPONSIBILITIES

Monongalia County Sheriff's Department	MCSD	<ul style="list-style-type: none"><li>• Administrative<ul style="list-style-type: none"><li>➢ Develop and maintain current internal notification and recall rosters.</li><li>➢ Develop and maintain standard operating guidelines.</li><li>➢ Develop and maintain mutual aid agreements.</li></ul></li><li>• Provide routine law enforcement functions, including:<ul style="list-style-type: none"><li>➢ Routine patrol</li><li>➢ Traffic management</li><li>➢ Traffic accident investigation</li><li>➢ Criminal investigation</li><li>➢ Collection and preservation of evidence</li><li>➢ Responding to calls for service</li><li>➢ K-9 narcotics patrol</li></ul></li><li>• Non-routine Functions<ul style="list-style-type: none"><li>➢ Narcotic Violent Crime Task Force</li><li>➢ SWAT</li><li>➢ Hostage Negotiation</li><li>➢ Accident reconstruction</li><li>➢ Hazardous Materials Technician operations</li><li>➢ Provide security at government buildings and temporary facilities.</li></ul></li></ul>
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Granville Police Department	GPD	<ul style="list-style-type: none"><li>• Administrative<ul style="list-style-type: none"><li>➢ Develop and maintain current internal notification and recall rosters.</li><li>➢ Develop and maintain standard operating guidelines.</li><li>➢ Develop and maintain mutual aid agreements.</li></ul></li><li>• Provide routine law enforcement functions, including:<ul style="list-style-type: none"><li>➢ Routine patrol</li><li>➢ Traffic management</li><li>➢ Traffic accident investigation</li><li>➢ Criminal investigation</li><li>➢ Collection and preservation of evidence</li><li>➢ Responding to calls for service</li><li>➢ K-9 narcotics patrol</li></ul></li><li>• Non-routine Function<ul style="list-style-type: none"><li>➢ Narcotic Violent Crime Task Force</li><li>➢ Hostage Negotiation</li><li>➢ Watercraft activities</li></ul></li></ul>
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Morgantown Department	Police	MPD	<ul style="list-style-type: none"><li>• Administrative<ul style="list-style-type: none"><li>➢ Develop and maintain current internal notification and recall rosters.</li><li>➢ Develop and maintain standard operating guidelines.</li><li>➢ Develop and maintain mutual aid agreements.</li></ul></li><li>• Provide routine law enforcement functions, including:<ul style="list-style-type: none"><li>➢ Routine patrol</li><li>➢ Traffic management</li><li>➢ Traffic accident investigation</li><li>➢ Criminal investigation</li><li>➢ Collection and preservation of evidence</li><li>➢ Responding to calls for service</li><li>➢ K-9 narcotics patrol</li></ul></li><li>• Non-routine Functions<ul style="list-style-type: none"><li>➢ Narcotic Violent Crime Task Force</li><li>➢ SWAT</li><li>➢ Hostage Negotiation</li><li>➢ Watercraft activities</li><li>➢ Dive Team</li><li>➢ Hazmat Technicians</li></ul></li></ul>
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Star City Police Department	SCPD	<ul style="list-style-type: none"><li>• Administrative<ul style="list-style-type: none"><li>➢ Develop and maintain current internal notification and recall rosters.</li><li>➢ Develop and maintain standard operating guidelines.</li><li>➢ Develop and maintain mutual aid agreements.</li></ul></li><li>• Provide routine law enforcement functions, including:<ul style="list-style-type: none"><li>➢ Routine patrol</li><li>➢ Traffic management</li><li>➢ Traffic accident investigation</li><li>➢ Criminal investigation</li><li>➢ Collection and preservation of evidence</li><li>➢ Responding to calls for service</li><li>➢ K-9 narcotics patrol</li></ul></li><li>• Non-routine Functions<ul style="list-style-type: none"><li>➢ Narcotic Violent Crime Task Force</li><li>➢ Hostage Negotiation</li></ul></li></ul>
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Westover Police Department	WPD	<ul style="list-style-type: none"><li>• Administrative<ul style="list-style-type: none"><li>➢ Develop and maintain current internal notification and recall rosters.</li><li>➢ Develop and maintain standard operating guidelines.</li><li>➢ Develop and maintain mutual aid agreements.</li></ul></li><li>• Provide routine law enforcement functions, including:<ul style="list-style-type: none"><li>➢ Routine patrol</li><li>➢ Traffic management</li><li>➢ Traffic accident investigation</li><li>➢ Criminal investigation</li><li>➢ Collection and preservation of evidence</li><li>➢ Responding to calls for service</li></ul></li><li>• Non-routine Functions<ul style="list-style-type: none"><li>➢ Hostage Negotiation</li></ul></li></ul>
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West Virginia University Department of Public Safety	WVU DPS	<ul style="list-style-type: none"><li>• Administrative<ul style="list-style-type: none"><li>➢ Develop and maintain current internal notification and recall rosters.</li><li>➢ Develop and maintain standard operating guidelines.</li><li>➢ Develop and maintain mutual aid agreements.</li></ul></li><li>• Provide routine law enforcement functions, including:<ul style="list-style-type: none"><li>➢ Routine patrol</li><li>➢ Traffic management</li><li>➢ Traffic accident investigation</li><li>➢ Criminal investigation</li><li>➢ Collection and preservation of evidence</li><li>➢ Responding to calls for service</li><li>➢ K-9 narcotics patrol</li></ul></li><li>• Non-routine Functions<ul style="list-style-type: none"><li>➢ K-9 explosives detection</li><li>➢ Narcotic Violent Crime Task Force</li><li>➢ Drone surveillance</li><li>➢ SWAT</li><li>➢ Hostage Negotiation</li><li>➢ Hazardous Materials Team</li></ul></li></ul>
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West Virginia State Police	WVSP	<ul style="list-style-type: none"> <li>• Administrative           <ul style="list-style-type: none"> <li>➢ Develop and maintain current internal notification and recall rosters.</li> <li>➢ Develop and maintain standard operating guidelines.</li> <li>➢ Develop and maintain mutual aid agreements.</li> </ul> </li> <li>• Provide routine law enforcement functions including:           <ul style="list-style-type: none"> <li>➢ Routine patrol</li> <li>➢ Traffic management</li> <li>➢ Traffic accident investigation</li> <li>➢ Criminal investigation</li> <li>➢ Collection and preservation of evidence</li> <li>➢ Responding to calls for service</li> </ul> </li> <li>• Non-routine Functions           <ul style="list-style-type: none"> <li>➢ SWAT</li> <li>➢ Hostage Negotiation</li> <li>➢ Hazardous Materials Team</li> <li>➢ Aviation/Helicopter</li> <li>➢ Crime Scene Unit</li> </ul> </li> </ul>
West Virginia Division of Natural Resources	WVDNR	<ul style="list-style-type: none"> <li>• Enforce boating laws and provide education</li> <li>• Enforce game, fishing, littering, forestry, and environmental/solid waste laws</li> <li>• Assist local agencies during large-scale events, emergencies, and disasters</li> </ul>
Federal Bureau of Investigation	FBI	<ul style="list-style-type: none"> <li>• Primary agency for all actual or potential terrorism-related incidents</li> </ul>



Monongalia County Homeland Security and Emergency Management	MCHSEM	<ul style="list-style-type: none"> <li>• May provide the following resources upon request:           <ul style="list-style-type: none"> <li>➢ Mobile Command Unit</li> <li>➢ Surveillance drone and pilot</li> </ul> </li> <li>• Coordinate resource requests as required.</li> <li>• Facilitate incident command (IC) / emergency operations center (EOC) interface through use of physical EOC or virtual EOC via Homeland Security Information Network (HSIN)</li> </ul>
West Virginia Intelligence Fusion Center	WVI/FC	<ul style="list-style-type: none"> <li>• Provide a single point of contact for an extensive array of database results</li> <li>• Provide a central hub of bulletin and advanced warnings</li> <li>• Provide both public safety and private sector information</li> </ul>

## VII. AUTHORITIES & REFERENCE

### A. Authorities

West Virginia Code Chapter 8, Article 14

West Virginia Code Chapter 15, Article 10

### B. References

Monongalia County Homeland Security and Emergency Management. (n.d.).

*Game Day Traffic Plan*. Morgantown, WV.

Monongalia County Homeland Security and Emergency Management. (2019).

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

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



# MONONGALIA COUNTY EMERGENCY OPERATIONS PLAN

## ESF 14: CROSS-SECTOR BUSINESS AND INFRASTRUCTURE

### COORDINATING AGENCY

- Monongalia County Homeland Security and Emergency Management

### PRIMARY AGENCIES

- Monongalia County Homeland Security and Emergency Management

### SUPPORT AGENCIES

- Monongalia County Emergency Medical Services
- Monongalia County Fire Association
- Monongalia County Health Department
- Greater Morgantown Convention and Visitor Bureau
- Morgantown Area Chamber of Commerce
- West Virginia Department of Agriculture
- West Virginia Division of Highways
- West Virginia Division of Homeland Security and Emergency Management
- West Virginia National Guard
- West Virginia University Extension

### I. PURPOSE

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

### II. SCOPE

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

### III. POLICIES

- A. All departments, organizations, and agencies assigned responsibilities within ESF 15 should develop and maintain the necessary plans, policies, operating



procedures, and mutual aid agreements, to accomplish their tasks.

B. Monongalia County encourages cooperative relations between private-sector organizations, infrastructure owners and operators, and government entities. Cooperation is critical during the planning and information-sharing processes

#### **IV. ORGANIZATIONAL STRUCTURE**

A. All emergencies should be handled at the lowest level of government. As such, Monongalia County Homeland Security and Emergency Management is the coordinating agency during large-scale or multi-jurisdictional emergencies.

B. All affected businesses, critical infrastructure owners and operators, and government agencies should coordinate information as outlined in ESF 15: External Affairs.

#### **V. CONCEPTS OF OPERATION**

A. Each business and infrastructure owner and operator should develop, test and implement their own continuity of plans. These plans should consider contingencies for supply chain disruptions and staff shortages.

B. MCHSEM encourages businesses and infrastructure owners and operators to coordinate their emergency programs and plans with local governments. By coordinating during the planning phase, government agencies, businesses, and infrastructure owners and operators can anticipate what resources may be available upon request as well as any resources they may have available to share in the event of an emergency.

C. MCHSEM encourages private businesses and critical infrastructure owners and operators to create and maintain mutual aid agreements and memorandums of understanding to limit the effect emergencies and its effects (i.e., staff shortages, supply chain issues, loss of utilities, etc.).

#### **VI. AGENCY RESPONSIBILITIES**

Monongalia County Homeland Security and Emergency Management	MCHSEM	<ul style="list-style-type: none"><li>• Coordinates with other government agencies, infrastructure owners/operators, and businesses</li><li>• Coordinate damage assessments and debris removal process</li></ul>
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Monongalia County Emergency Medical Services	MCEMS	<ul style="list-style-type: none"> <li>• Coordinate ESF 8: Public Health and Medical Services activities</li> </ul>
Monongalia County Fire Association		<ul style="list-style-type: none"> <li>• Coordinate ESF 4: Firefighting activities</li> <li>• May assist with damage assessments</li> </ul>
Monongalia County Health Department	MCHD	<ul style="list-style-type: none"> <li>• Coordinate ESF 8: Public Health and Medical Services activities</li> </ul>
Greater Morgantown Convention and Visitor Bureau	CVB	<ul style="list-style-type: none"> <li>• Coordinates with and provides outreach to the tourism business community to assist with determining disaster damages and resources needed</li> </ul>
Morgantown Area Chamber of Commerce		<ul style="list-style-type: none"> <li>• Coordinates with and provides outreach to the business community to assist with determining disaster damages and resources needed</li> </ul>
Municipal Road Departments		<ul style="list-style-type: none"> <li>• Assist with the coordination of ESF 1: Transportation and ESF 3: Public Works activities</li> <li>• Assess damages to locally maintained roadways</li> </ul>
Utility Providers		<ul style="list-style-type: none"> <li>• Coordinate with government and businesses to create and maintain a list of priority consumers (i.e., healthcare facilities).</li> <li>• Assess damage to critical infrastructure</li> <li>• Provide subject matter experts as necessary</li> <li>• Prioritize and coordinate the return of services following an emergency</li> </ul>
West Virginia Department of Agriculture		<ul style="list-style-type: none"> <li>• Support ESF 11: Agriculture and Natural Resources activities</li> <li>• Coordinate with stakeholders and federal agencies to determine the availability of products that can be used for human and animal consumption in the event of the food supply chain being affected</li> </ul>
West Virginia Division of Highways	DOH	<ul style="list-style-type: none"> <li>• Coordinate ESF 1: Transportation activities</li> <li>• Coordinate ESF 3: Public Works activities</li> </ul>
West Virginia Division of Homeland Security and Emergency Management		<ul style="list-style-type: none"> <li>• Coordinate the state emergency operations.</li> <li>• Coordinate State Support Annex 3: Private Sector Coordination</li> </ul>



West Virginia National Guard		<ul style="list-style-type: none"><li>• May assist with any emergency support function as authorized</li></ul>
West Virginia University Extension		<ul style="list-style-type: none"><li>• Support ESF 11: Agriculture and Natural Resources activities</li><li>• Provide subject matter expertise and necessary</li></ul>

## VII. AUTHORITIES & REFERENCE

### A. Authority

West Virginia Code Chapter 15,

### B. References

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

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



# MONONGALIA COUNTY EMERGENCY OPERATIONS PLAN

## ESF 15: EXTERNAL AFFAIRS

### COORDINATING AGENCY

- Monongalia County Homeland Security and Emergency Management

### SUPPORT AGENCIES

- West Virginia University
- WVU Medicine
- Mon Health System
- Monongalia County Health Department
- Monongalia County Board of Education
- Local Response Agencies
- Local Media Organizations
- West Virginia Division of Homeland Security and Emergency Management

### PRIMARY AGENCIES

- Monongalia County Commission
- Local Elected Officials
- Monongalia County Homeland Security and Emergency Management

### I. PURPOSE

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

### II. SCOPE

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

### III. POLICIES

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



#### **IV. ORGANIZATIONAL STRUCTURE**

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

#### **V. CONCEPTS OF OPERATION**

##### **A. General**

1. The intent is to provide consistent, accurate, and timely information to the public. All emergency services personnel should work together to release concise, beneficial information and eliminate contradictory public information releases.
2. Monongalia County Homeland Security and Emergency Management (MCHSEM) regularly issues information on community and individual preparedness during regular operations.
3. MCHSEM may coordinate with other agencies and organizations (e.g., Monongalia County Health Department) to issue joint statements on preparedness and/or planning on potential or likely threats or hazards (e.g., influenza outbreak) or to share information on mitigation actions for the community (e.g., flu shot clinics).
4. Approximately 7,500 residents speak a language other than English at home (US Census, 2010). Interpreters may be needed to provide EPI to residents.

##### **B. Emergency Operations**

1. The chief elected official of each jurisdiction is responsible for the release of timely and accurate messages to the affected or potentially affected population.
2. Elected officials working in coordination with MCHSEM, EOC staff, the incident commander, and private stakeholder public information officers should create pre-scripted messages to be used in the early stages of an



incident.

3. Government agencies and departments, the command staff PIO and private stakeholders should activate a joint information system (JIS) using a joint information center (JIC). The JIC may be a physical location or a virtual meeting area in the Homeland Security Information Network (HSIN).
4. Emergency public information (EPI) may be provided through
  - a. Emergency Alert System (EAS)
  - b. Message boards
  - c. Mass notification system
  - d. Social media
  - e. Local television stations
  - f. Local radio stations
  - g. NOAA Radio
  - h. Press releases
  - i. Service providers (agencies/organizations that serve functional and access needs populations)
  - j. Private agencies, including the American Red Cross and faith-based groups.
5. JIC/JIS personnel should monitor conventional and social media for rumors and misinformation.

C. Inter-Jurisdictional Coordination

1. During a large-scale event that involves residents outside of Monongalia County, there may be a need to coordinate EPI with other jurisdictions.
2. **Local-Local:** Coordination between neighboring counties and municipalities should be coordinated through local EOCs.
3. **Local-Local (when neighboring county resides in a different state):** Coordination between neighboring counties from different states is the same as neighboring counties in West Virginia for information sharing purposes. There is a different process to follow when requesting resource support.
4. **Local-State:** Coordination with state authorities should be accomplished through contact with the state EOC operated by the WVDHSEM. Coordination with other West Virginia counties can also be handled through



the state EOC, E-Team and HSIN are available to spread warnings to state/other local officials.

5. **Local-State-Federal:** In disasters that threaten to overwhelm the state's capability to respond and support Monongalia County, the federal government may be asked to deploy under the National Response Framework (NRF). To ensure consistency and accuracy, messages should be released through a JIC. However, when a single JIC is not a viable option, all stakeholders should be connected electronically through a JIS.

#### D. Public Information for Functional and Access Needs Populations

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

#### E. ESF Roles Aligned with Core Capabilities

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

## VI. AGENCY RESPONSIBILITIES

Monongalia County Homeland Security and Emergency Management	MCHSEM	<ul style="list-style-type: none"><li>• Coordinates emergency public information with other agencies and jurisdictions</li><li>• Primary source of emergency public information to the county</li></ul>
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Monongalia County Commission	County		<ul style="list-style-type: none"> <li>• Primary elected officials responsible for providing emergency public information to residents and visitors of Monongalia County</li> </ul>
Local Elected Officials			<ul style="list-style-type: none"> <li>• Primary elected officials responsible for providing emergency public information to residents and visitors of their local jurisdiction</li> </ul>
West Virginia University	WVU		<ul style="list-style-type: none"> <li>• Provide a public information officer or other personnel to assist with coordinating accurate and timely information</li> <li>• Primary agency for EPI for emergencies affecting only their facilities</li> </ul>
WVU Medicine	WVU Health		<ul style="list-style-type: none"> <li>• Provide a public information officer or other personnel to assist with coordinating accurate and timely information</li> <li>• Primary agency for EPI for emergencies affecting only their facilities</li> </ul>
Mon Health System			<ul style="list-style-type: none"> <li>• Provide a public information officer or other personnel to assist with coordinating accurate and timely information</li> <li>• Primary agency for EPI for emergencies affecting only their facilities</li> </ul>
Monongalia County Health Department	MCHD		<ul style="list-style-type: none"> <li>• Provide a public information officer or other personnel to assist with coordinating accurate and timely information</li> <li>• Primary agency for EPI on public health-related emergencies</li> </ul>
Monongalia County Board of Education	BOE		<ul style="list-style-type: none"> <li>• Primary agency for EPI for emergencies affecting only their facilities</li> </ul>
Local Response Agencies			<ul style="list-style-type: none"> <li>• Designate an agency PIO as necessary</li> </ul>



Local Media Organizations		<ul style="list-style-type: none"><li>• Disseminate emergency public information messages provided by authorized sources to the general public</li><li>• Verify all field reports and rumors with authorized sources</li></ul>
West Virginia Division of Homeland Security and Emergency Management	WVDHSEM	<ul style="list-style-type: none"><li>• Receive local requests for assistance</li><li>• Coordinate state resources serving in the public information capacity</li><li>• Request activation of federal ESF 15 as necessary</li></ul>

## VII. AUTHORITIES & REFERENCE

### A. Authority

West Virginia Code Chapter 15, Article 3

West Virginia Code Chapter 15, Article 5

### B. References

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

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

## VIII. APPENDICES

Appendix A: Sample ad hoc message format



## APPENDIX A TO ESF 15

### SAMPLE AD HOC MESSAGE FORMAT

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

What happened? \_\_\_\_\_

Where was the problem? \_\_\_\_\_

Status of local response? \_\_\_\_\_

Any schools involved? \_\_\_\_\_

Special facilities involved (i.e., hospital)? \_\_\_\_\_

Area of the county involved? \_\_\_\_\_

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

Citizen response required? \_\_\_\_\_

Next media update?      Date: \_\_\_\_\_      Time: \_\_\_\_\_

Direct any questions to? \_\_\_\_\_

How can they be reached? \_\_\_\_\_



# MONONGALIA COUNTY EMERGENCY OPERATIONS PLAN

## SUPPORT ANNEX 1: DISTRIBUTION MANAGEMENT

### COORDINATING AGENCY

- Monongalia County Homeland Security and Emergency Management

### PRIMARY AGENCIES

- Monongalia County Homeland Security and Emergency Management
- Monongalia County Commission

### SUPPORTING AGENCIES

- Monongalia County Health Department
- Monongalia County Maintenance
- Municipal road and utility departments
- Local law enforcement agencies
- West Virginia University
- West Virginia National Guard

### I. PURPOSE

- A. The purpose of this annex is to provide guidance on receiving, inventorying, and storing resources/commodities.

### II. SCOPE

- A. This annex seeks to describe the means to request, receive, inventory, and distribute resources from higher levels of government.

### III. POLICIES

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

### IV. ORGANIZATIONAL STRUCTURE

- A. Although resources/commodities may be distributed by the state or federal agencies, the distribution process is locally managed with state and federal support.

### V. CONCEPTS OF OPERATION

- A. General

1. All requests for resources/commodities should be made through the activated



emergency operations center (EOC).

2. All requests for resources/commodities from the state should be made through E-Team.
3. All agencies and departments involved in emergency response in Monongalia County should maintain an inventory of supplies, equipment, and other resources. This inventory should be updated regularly.

**B. Requesting Resources**

1. All requests for resources from higher levels of government should be transmitted via E-Team.
2. Resources should not be requested until all locally available resources and resources from existing agreements are depleted or expected to be depleted during the current or next operational period.

**C. Receiving, Inventorying and Storing Resources**

1. Once a request for resources has been granted, Monongalia County will choose one of the pre-designated storage centers to receive the resources. When necessary and available, law enforcement will secure the storage site prior to the resources arriving.
  - a. Emergency management personnel should be on site to receive the resources. When time allows and personnel is available, the county maintenance department may provide assistance in the receipt and unloading of resources.
2. If the resource/commodity is medical in nature, the Monongalia County Health Department may take the lead and activate the MCM Plan.
3. All locations designated as a storage have warehouse space available and loading dock capabilities. Facility for receiving resources include:
  - a. Monongalia County Emergency Management Warehouse
  - b. Mylan Park
  - c. The Election Center at Mountaineer Mall
  - d. Monongalia County Maintenance Facility
4. West Virginia University may provide volunteers through the iServe program. Volunteers should assist in inventorying resources.



5. Inventorying should include confirmation of the quantity of commodities received and condition of commodities at time of receipt.
6. Inventorying should be completed using a basic warehousing process with a commodity in/commodity out documentation.
7. Ultimately, the receiving agency (i.e., MCHSEM, MCHD, etc.) is responsible for the accountability of all commodities received.
8. Volunteers may also assist in preparing the commodities for distribution by packaging items together for the individual recipients.

#### D. Distributing Resources

1. The distribution of resources should occur at a location other than the storage site.
2. Distribution of resources to affected residents of the county may be accomplished by mobile distribution or commodity points of distribution.
3. Mobile distribution, or delivery of goods to individuals, may be accomplished by using several organizations, agencies, or departments. The following may be considered for use to provide mobile distribution services:
  - a. National Guard
  - b. WVU volunteers
  - c. Meals-on-wheels
  - d. Monongalia County Schools
4. Commodity points of distribution (CPOD) should be accomplished by activating the point of distribution (POD) section of the Monongalia County Medical countermeasure Plan. Activation of the POD section includes activation of closed PODs.
5. When activated and opened, shelters may be used as additional PODs. This function may be assisted by the American Red Cross, faith-based organizations, and other volunteers.

#### E. Messaging

1. Prior to distributing, MCHSEM should provide messaging including information on:
  - a. When distribution will occur (days, times, etc.)



- b. Type of distribution (mobile distribution or CPOD)
- c. The resources or commodities being distributed
- d. Who is eligible to receive the resources (affected population)
- e. Requirements to receive resource (i.e., photo ID, etc.)

## VI. AGENCY RESPONSIBILITIES

Monongalia County Homeland Security and Emergency Management	MCHSEM	<ul style="list-style-type: none"> <li>• Periodically survey designated receipt and storage sites to ensure ability to receive resources.</li> <li>• Maintain agreements with partners and stakeholders.</li> </ul>
Monongalia County Commission		<ul style="list-style-type: none"> <li>• Maintain agreements for building usage through resolution or other means as necessary.</li> </ul>
West Virginia University	WVU	<ul style="list-style-type: none"> <li>• Provide students, faculty, and staff to assist with receiving, inventorying, and distributing resources as available and needed.</li> <li>• Provide information on opportunities to volunteer through WVU iServe web page.</li> </ul>
Monongalia County Health Department	MCHD	<ul style="list-style-type: none"> <li>• Maintain agreements with WVU for use of School of pharmacy to provide students during SNS distribution.</li> <li>• Maintain agreements to receive, inventory, store, and distribute public health resources provided by higher levels of government.</li> <li>• Maintain agreements required to operate using the medical counter measures plan.</li> </ul>
Monongalia County Maintenance Department		<ul style="list-style-type: none"> <li>• Provide personnel to assist with the receipt and distribution of resources as needed.</li> </ul>
Municipal Road and Utility Departments		<ul style="list-style-type: none"> <li>• Provide personnel to assist with the receipt and distribution of resources as needed.</li> </ul>
Local law enforcement (Monongalia County Sheriff's Department and municipal police departments)		<ul style="list-style-type: none"> <li>• Provide security during transport, receipt, storage, and distribution as needed and available.</li> </ul>



West Virginia National Guard	WVNG	<ul style="list-style-type: none"><li>• Assist with distribution of commodities as needed and available.</li><li>• Assist with secure storage and distribution facilities as needed and available.</li></ul>
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## VII. AUTHORITIES & REFERENCES

### A. Authorities

- West Virginia Code Chapter 5

### B. References

- Federal Emergency Management Agency. (2019). Distribution Management Plan Guide. Washington, D.C.

