



Emergency Operations Plan

Marion County, West Virginia

Released 2022

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**MARION COUNTY DEPARTMENT OF
HOMELAND SECURITY AND
EMERGENCY MANAGEMENT
EMERGENCY OPERATIONS PLAN**

2022

Marion County

MARION COUNTY EMERGENCY OPERATIONS PLAN

PROMULGATION STATEMENT

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

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

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

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

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

Signed this ____ day of _____, 20__.

Commission President

Commissioner

Commissioner

MARION COUNTY EMERGENCY OPERATIONS PLAN

APPROVAL AND IMPLEMENTATION

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

Implementation

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

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

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



Approval

This document has been officially adopted by the Marion County Commission. As the head of the custodial agency, the Director of Homeland Security and Emergency Management's signature below verifies that this is the current version of the document (dated January, 2022) and confirms that agency's commitment to supporting its implementation.

Date

Director of Homeland Security and Emergency Management



MARION COUNTY EMERGENCY OPERATIONS PLAN

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MARION 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 Marion County Department of Homeland Security and Emergency Management Director should use this list in distributing revised pages.

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MARION COUNTY EMERGENCY OPERATIONS PLAN
RECORD OF CHANGES

Document Title	Marion County EOP
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Date of Change	Annexes Updated
2022	Initial ESF Format EOP

MARION COUNTY EMERGENCY OPERATIONS PLAN

BASIC PLAN

I. INTRODUCTION

The Marion 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 Marion 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 Marion County.

C. Situation

1. The Marion County Emergency Operations Plan has been built on the templates of the National Response Framework (USDHS, 2016), The National Incident Management System USDHS, 2017), and the West Virginia Emergency Operations Plan (WVEM, 2016).
2. Geographic and Demographic Characteristics
 - a. Marion County covers approximately 309 square miles, with an estimated population of 56,072 (U.S. Census, 2019). The county is home to eleven incorporated municipalities:
 - City of Fairmont (county seat) (pop. 18,388),
 - City of Mannington (pop. 2,031),
 - City of Pleasant Valley (pop. 3,145),
 - Town of Barrackville (pop. 1,291),
 - Town of Fairview (pop. 404),
 - Town of Farmington (pop. 365),
 - Town of Grant Town (pop. 596),
 - Town of Monongah (pop. 1,142),
 - Town of Rivesville (pop. 910),
 - Town of Whitehall (pop. 658)
 - Town of Worthington (pop. 153),
 - Three census-designated places, and
 - 37 unincorporated communities.
 - b. Marion County is home to Fairmont State University with a student enrollment of approximately 3,600 (Fall 2019). Current enrollment



includes students from all 55 counties, 35 other states, and 18 foreign countries.

- c. Marion County is also home to many large events, including FSU sporting events and graduation, as well as fairs and festivals throughout the county.
- d. Marion County is home to an agricultural community consisting of (all information from USDA Census of Agriculture 2017):
 - i. Farms: 599
 - ii. Farmland: approximately 13,490 acres
 - iii. Market Value of agricultural product sold: over \$2,500,000/annually
- e. Transportation
 - i. Interstates: 79
 - ii. US Highways: 19, 250
 - iii. State Routes: 218, 273, 310
 - iv. Railways: CSXT, Norfolk Southern
 - v. Airports: Fairmont Municipal Airport (aka: Frankman Field)
- f. Public Utilities
 - i. Electrical power service is provided by Mon Power (First Energy).
 - ii. Natural gas service is provided by Dominion Hope Gas Company, Equitable Gas Company, and Carnegie.
- g. Education
 - i. Elementary Schools: 11
 - ii. Middle/Junior High Schools: 7
 - iii. High Schools: 3
 - iv. Vocational Schools: 1
 - v. Private K-8 Schools: 1
 - vi. Private K-12 school: 1
- h. Other considerations
 - i. Marion County is home to Fairmont Medical Center, a West Virginia University Medicine hospital.



- Currently, Fairmont Medical Center operates as a full-service emergency department and a ten patient acute care department.

3. Planning Assumptions

- a. Marion 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 Marion 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. 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.
- f. Government offices, including the emergency operations center and other emergency facilities, may be destroyed or rendered uninhabitable during a major incident.
- g. Normal communication systems may be overwhelmed, destroyed, degraded, or rendered inoperable in a disaster. Therefore, communication capabilities may require the capabilities of higher levels of government.
- h. Marion 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 Marion County, contains a detailed risk assessment. The following hazard poses the greatest risk to the county:
 - Flooding
 - iii. Additional hazards that were analyzed in the hazard mitigation plan include:
 - Dam Failure
 - Drought
 - Earthquake



- Hailstorm
 - Land Subsidence
 - Thunderstorm
 - Wildfire
 - Wind
 - Winter Storm
- 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. Marion County Commission has created the Department of 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 Marion 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 Marion 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 Emergency Management (WVEM).

B. Direction, Control, & Coordination

1. The Marion County Emergency Operations Center (EOC) is located at 50 Centerview Drive, Fairmont, 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. Marion County may also utilize a virtual EOC via the Homeland Security Information Network (HSIN) maintained by WVEM.
4. The organization of the EOC (e.g., ICS-Like, Incident Support, Departmental) will be based on the type and magnitude of the event as well as the purpose of the activation (e.g., support a health department 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.

C. Phases of Emergency Management

1. All emergency responses start at a local level. As such, Marion County Department of Homeland Security and Emergency Management focuses on the five primary phases of emergency management during the planning process.
 - a. **Preparedness:** any action taken in advance of an emergency that facilitates the implementation of a coordinated response in the event of an emergency.
 - b. **Prevention:** any action to prevent, avoid, or stop an imminent,



threatened, or actual incident from occurring.

- c. **Response:** immediate actions to preserve life, property, and the environment; meet basic human needs; and maintain the social, economic, and political structure of the community.
- d. **Recovery:** short-term activities to return vital life-support systems to minimum operating standards and long-term activities to return life to pre-event conditions.
- e. **Mitigation:** Actions taken to eliminate or reduce risks to persons and/or property or to lessen the actual potential effects or consequences of a potential incident.

D. Activation & Notification

1. Activation

- a. Activation decisions should be based on current information from situational reports and potential threats within or affecting Marion County.
- b. Emergency Support Functions are activated as the situation dictates. Not all ESFs will be activated for every incident.
- c. Marion 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 WVEM.
 - ii. The county's readiness and response conditions are:
 - **Normal Operations:** this reflects daily operations. MCDHSEM staff is available either on-site or via telephone/email to receive information about emergencies or disasters that may arise. Marion County Emergency Communications Center operates 24-hours a day and will contact MCDHSEM staff as requested or needed.
 - **Enhanced Watch:** this reflects those times when on-call MCDHSEM personnel should be prepared to respond to the EOC due to a potential threat or hazard.
 - **Partial Activation:** This is appropriate at times when MCDHSEM



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 MCDHSEM personnel, and activated ESF coordinators.

2. Notification

- a. MCDHSEM 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, MCDHSEM will notify the appropriate personnel and assess the situation to determine the scope of the incident.
2. MCDHSEM should determine if the need to activate the EOC, either partial or full activation, is necessary. If activation occurs, MCDHSEM will notify personnel of activation and to respond to the physical EOC or login into the virtual EOC on HSIN.
3. MCDHSEM, 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. Marion County Commission
 - a. Prepare and promulgate local emergency operations plans (EOP).
 - b. Ensure that EOPs are coordinated with and in compliance with state and



federal emergency planning guidelines.

- c. Appropriate funds for emergency management planning.
- d. Assign and make available employees, property, and equipment for emergency operations.
- e. Establish an emergency operations center.
- f. Delegate authority to the MCDHSEM Director for the organization and administration of the local EOP.
- g. Establish mutual aid agreements with municipalities within the county as well as public and private agencies.
- h. Activate local plans and mutual aid agreements as appropriate.
- i. Implement provisions of local emergency ordinances as applicable.

2. Marion County Department of 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 Marion 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



Marion 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 MCDHSEM Director is responsible for the overall development and completion of this emergency operations plan. The Marion County Commission is responsible for approving and promulgating this plan.
- B. MCDHSEM 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 MCDHSEM.
- 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. MCDHSEM 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 Emergency Management. (2018). *West Virginia Emergency Operations Plan*. Charleston, WV.
- West Virginia Emergency Management. (2015). *West Virginia Statewide Communication Interoperability Plan*. Charleston, WV.
- West Virginia Emergency Management. (2018). *West Virginia Statewide Standard Hazard Mitigation Plan Update*. Charleston, WV.



MARION COUNTY EMERGENCY OPERATIONS PLAN

ESF 2: COMMUNICATIONS

COORDINATING AGENCY

- Marion County Central Communications

PRIMARY AGENCIES

- Marion County Central Communications

SUPPORTING AGENCIES

- Marion County Department of Homeland Security and Emergency Management
- West Virginia Emergency Management
- United States Department of Homeland Security

I. PURPOSE

- A. The purpose of ESF 2 is to provide information on Marion County's emergency communication system that shall be used to:
1. Direct and control responders engaged in emergency operations, and
 2. Exchange information between units of government.

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, MCCC and MCDHSEM 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. MCCC is a continuously-staffed facility routinely used for activation and coordination of emergency response personnel.
3. MCCC 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 MCCC.

C. ESF Roles Aligned with Core Capabilities

Core Capability	Annex Roles
Operational Communications	• Provides an overview of emergency dispatch and 9-1-1 support. • Outlines basic communications protocols supporting routine operations. • Discusses available measures to support interoperable communications. • Discusses overcoming communications shortfalls (including redundancy). • Identifies means to provide timely communications

VI. AGENCY RESPONSIBILITIES

Marion County Central Communications	MCCC	• Serve as the primary coordinator of this support ESF. • Ensures that the communications staff abides by proper radio protocols, follow proper voice transmission policies, and follow proper message handling procedures. • Screen and log communications in an appropriate manner. • Provide adequate communications equipment, resources, and facilities for county communication requirements. • Staff, equip, and operate emergency communications facilities. • Maintain systems, support equipment, and emergency back-up power in a readiness posture. • Provide for radio system compatibility and netting. • Test and maintain communication equipment on a regularly scheduled basis. • Monitor the NOAA weather radio, Emergency Alert System (EAS), and any other available emergency notification systems as appropriate.
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Marion County Department of Homeland Security and Emergency Management	MCDHSEM	• Receive incoming emergency calls and notify proper response agency • Ensures that the communications staff abides by proper radio protocols, follow proper voice transmission policies, and follow proper message handling procedures. • Screen and log communications in an appropriate manner. • Maintain systems, support equipment, and emergency back-up power in a readiness posture. • Test and maintain communication equipment on a regularly scheduled basis. • Monitor the NOAA weather radio, Emergency Alert System (EAS), and any other available emergency notification systems as appropriate.
West Virginia Emergency Management	WVEM	• Initiate and disseminate Situation Reports (SITREPs) with respect to communications as necessary • Assist all organizations supporting ESF 2 in obtaining required outside assistance and resources as necessary.
United States Department of Homeland Security	USDHS	• Provide personnel and equipment as requested and available to supplement communication needs for the county. • Maintain records of amateur radio communication actions throughout an emergency.

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 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.

MARION COUNTY EMERGENCY OPERATIONS PLAN

ESF 5: EMERGENCY MANAGEMENT

COORDINATING AGENCY

- Marion County Department of Homeland Security and Emergency Management

SUPPORT AGENCIES

- Local response agencies
- Fairmont Medical Center – WVU Medicine
- Marion County Health Department
- West Virginia Emergency Management

PRIMARY AGENCIES

- Marion County Commission
- Municipal Elected Officials
- Marion County Department 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. Marion 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 Marion County have adopted resolutions authorizing Marion County Department of Homeland Security and Emergency Management to provide emergency management services.



- C. All agencies assigned tasks in the Marion 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), Marion County Department of Homeland Security and Emergency Management (MCDHSEM), in coordination with the Marion County Commission, has been designated as the primary agency to direct and coordinate management activities in Marion 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 the Marion County Health Department, Fairmont Medical Center



– WVU Medicine, Fairmont State University, 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 HSEM 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. Marion County Commission
 - b. Municipal elected officials
 - c. Director or Deputy Director of MCDHSEM



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.

D. Record Keeping

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

E. ESF Roles Aligned with Core Capabilities

Core Capability	Annex A: Direction and Control
Operational Coordination	• Presents the incident command system as the primary emergency/incident management construct for Marion County • Outlines the basic operation of the county emergency operations center



VI. AGENCY RESPONSIBILITIES

Marion County Homeland Security and Emergency Management	MCDHSEM	• Maintain County EOC • Direct and control activities in the EOC • Receive requests for additional resources from Incident Command • Request resources from higher levels of government • Provide coordination and policy direction
Marion County Commission		• Review and maintain agreements • Approve expenditures as needed.
Municipal Elected Officials		• Maintain agreements with Marion County Commission and MCDHSEM for shared emergency management services.
Local response agencies		• Maintain NIMS compliance • Establish the incident command system at emergency scenes and planned events as needed • Request activation of the county EOC as needed
Fairmont Medicine – WVU Medicine		• Develop and maintain all-hazard plans for facilities in Marion County • Train and exercise ICS to ensure integration into a county-wide response
Marion County Health Department	MCHD	• Develop and maintain all-hazard plans including, Continuity of Operations, Medical Countermeasures, Mass Vaccination, and Mass Fatality. • Maintain NIMS compliance.
West Virginia Emergency Management	WVEM	• Receive requests from activated county EOC via ETEAM. • Coordinate state resources to fulfill local requests



VII. AUTHORITIES & REFERENCES

A. Authority

West Virginia Code Chapter 15, Article 5

B. References

West Virginia 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.



MARION COUNTY EMERGENCY OPERATIONS PLAN

ESF 6: MASS CARE

COORDINATING AGENCY

- Marion County Department of Homeland Security and Emergency Management

SUPPORT AGENCY

- Marion County Schools
- Marion County Health Department
- Marion County Churches

PRIMARY AGENCIES

- American Red Cross
- Marion County Department of Homeland Security and Emergency Management

I. PURPOSE

- A. Emergency Support Function (ESF) 6 articulates the operational and organizational policies and guidelines designed to
 1. Meet the basic needs of the residents and evacuees in Marion County when sheltering is required as the result of an emergency or disaster event, and
 2. Define the establishment of operation of reception centers and mass care facilities to care for the displaced.

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. Marion 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. MCDHSEM has pre-selected sites for sheltering. At each of the sites, MCDHSEM maintains a trailer with 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 Marion 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., local churches).
3. The Marion County Health Department should conduct inspections of mass feeding locations, especially if food is prepared on-site.
4. Mass feeding sites may be fixed (in an open shelter) or mobile to limit the travel of residents.

D. Comfort Centers

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

E. Special Considerations

1. The Americans with Disabilities Act of 1990 (ADA) requires that emergency shelters are accessible to functional and access needs population. As such, public shelters in Marion 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.

F. ESF Roles Aligned with Core Capabilities

Core Capability	Annex Roles
Mass Care Services	• Assigns partial responsibility to the American Red Cross (ARC) for mass care services in Marion County. • Identifies resources of the ARC. • Includes provisions for functional and access needs populations within Marion County. • Outlines general operations for mass care facilities within Marion County. • Addresses mass feeding operations within Marion County. • Addresses pet care operations within Marion County.
Physical Protective Measures	• Recognizes law enforcement providing physical security as needed.

VI. AGENCY RESPONSIBILITIES

Marion County Department of Homeland Security and Emergency Management	MCDHSEM	• Coordinate the mass care activities and responses of other local agencies during disaster and emergency events that displace evacuees from their homes, schools, and/or jobs. • Pre-identify emergency mass care sites.
America Red Cross	ARC	• Act as primary support agency for shelter operations. • Provide plans and operating guidelines for shelters operated under their authority. • Coordinate support staff as available to operate designated care facilities. • Certify pre-identified emergency shelters.
Marion County Health Department	MRC	• Provide assistance with sheltering • Provide medical guidance and assistance in shelters as needed • Provide site sanitation inspections
Marion County Churches	CERT	• Provide assistance with sheltering and mass feeding



Marion County Schools		• Allow schools to be used as mass care sites • Provide assistance with sheltering and mass feeding
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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 Emergency Management. (2018). *West Virginia Emergency Operations Plan*. Charleston, WV

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

MARION COUNTY EMERGENCY OPERATIONS PLAN

ESF 7: LOGISTICS MANAGEMENT & RESOURCE SUPPORT

COORDINATING AGENCY

- Marion County Department of Homeland Security and Emergency Management

PRIMARY AGENCY

- Marion County Department of Homeland Security and Emergency Management

SUPPORT AGENCIES

- Marion County Central Communications
- Marion County Rescue Squad
- Fairview Ambulance
- Grant Town Ambulance
- Jan Care Ambulance
- American Red Cross
- Fairmont Medical Center – WVU Medicine
- Marion County Health Department
- Valley Community Mental Health

I. PURPOSE

- A. The purpose of this Annex is to describe an emergency management process that will enable a prompt and efficient assessment of the resource needs created by an emergency event, the rapid location of needed resources, and their orderly deployment to meet the needs of the event.
- B. The central elements of the emergency resource management process are:
 1. The development of a network of emergency resource inventories to assist in maintaining an adequate level of available resources.
 2. The maintenance of the Marion County Resource Manual which will include an inventory listing of all emergency resources, materials, and supplies which are available within Marion County.
 3. The efficient and effective coordination of all available resources.
- C. Some emergency situations call for more specialized resources than may be available to local responders. The function of emergency response and services resource management is to ensure that:
 1. Decision-makers have a comprehensive knowledge of all available resources.



2. All resources are directed to the proper use and arrive when and where they are most needed.
3. Supplemental resources can be delivered in a timely manner as local resources are expended.
4. The most critical needs of the public are met.
5. Local emergency response and service resources are accurately accounted before, during, and after an emergency.

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 Marion County Department of 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. Marion County does not have the resources or facilities to manage and distribute donated goods.
 1. Marion County will rely on other organizations (e.g., Red Cross, VOAD, etc.) to manage the receipt, inventory, and distribution of donated goods.
 2. Marion County may rely on organizations (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 an emergency or disaster event, it is the responsibility of Marion County to protect the lives and property of its citizens and in doing so, it will commit and manage all available resources in a manner which places priority on saving and protecting lives, relieving suffering and hardship, and protecting property
 - a. All Marion County emergency response agencies should maintain and manage their resources to enable 72 hours of self-sufficient response activities.
 - i. Emergency response organizations will be expected to exhaust their existing means and methods of assistance and support, such as mutual aid agreements, before requesting assistance through resource management process.
 - b. Depending upon the type of emergency, specific resource management priorities may vary and will be determined by the resource coordinator (RC) in consultation with the MCDHSEM Director.

B. The immediate needs of disaster victims will take precedence over all other needs in the allocation of resource under the direction or coordination of the MCDHSEM.

C. The RC should be one of the first emergency management personnel who will be notified of an emergency or disaster event which has the potential to exhaust MCDHSEM's and response agencies' resources.

D. Identifying and Ordering Resources

1. The MCDHSEM will identify and inventory available resources during pre-disaster periods.
2. Requests for items that can be filled locally may be requested directly by the Incident Commander (IC) **only if the EOC is not activated**. If the EOC is activated, all resources requests should be channeled through the EOC.
3. Requests for resources that cannot be filled locally must be made known to



the EOC. **All external requests must come from the EOC.**

- a. The resources of responding departments will first be fully committed.
 - b. Secondly, the resources of other Marion County departments should be fully committed (through mutual aid).
 - c. Thirdly, the county EOC should request resources from neighboring jurisdictions.
 - d. Fourthly, state assistance should be requested if all local and regional resources are committed or unavailable. For state assistance to be rendered, a local "State of Emergency" must be declared.
 - e. State authorities should coordinate requests for federal resources. Determining if federal resources are necessary should be a joint decision made by local and state representatives.
4. All resource requests should be tracked on form ICS 259-3 to ensure a standard record is kept. The form also provides an organized means of simultaneously managing multiple resource requests.
 5. All requests for resources from higher levels of government must be made in accordance with NIMS types and categories, where applicable

E. Tracking and Reporting Expended Resources

1. EOC staff is responsible for displaying the resources they have requested as well as the status of those resources.
2. Incident command personnel should keep a record of the resources that are requested by the command post.
3. All EOC staff should maintain records of resources that were ordered and deployed, including any fees associated with the deployed resources (form (ICS 259-3).
4. All resources tracking and reporting information should be made available to the MCDHSEM Director following the completion of emergency and recovery operations for inclusion into reimbursement requests, where possible.

F. Distribution of Resources

1. Those resources requested by the incident command system (either by the field personnel or EOC) should be deployed to the staging area.



2. Resources requested for the general population should be collected at a centrally-located site while public information releases direct the public to pick the items up at the site.
 - a. The centrally-located sites are often referred to as points-of-distribution or PODs.
 - b. As a general practice, emergency services personnel do not make resource deliveries to private residences.

3. Requests for such resources as heat, etc. are typically referred to any mass care facility that may be established.

G. ESF Roles Aligned with Core Capabilities

Core Capability	Annex Roles
Logistics and Supply Chain Management	- Identifies the need to exhaust local resources before requesting assistance from state and federal government - Recognizes partnerships and whole-community approach to restore access to good and services
Operational Coordination	Identifies organizations that may assist with the management of volunteers and donations.
Public Health, Healthcare and Emergency Medical Services	- Designates primary agency for receipt and distribution of MCM supplies. - Designates assisting agencies for distribution of MCM supplies.

VI. AGENCY RESPONSIBILITIES

Marion County Department of Homeland Security and Emergency Management	MCDHSEM	- Facilitate training opportunities for emergency responders and emergency management personnel - Maintain emergency operations center - Manage unsolicited donations - Maintain county resource manual
Marion County Rescue Squad	MCRS	- Maintain an accurate inventory of supplies, equipment, and other resources - Provide inventory information to MCDHSEM for use in a county-wide resource manual.
Fairview Ambulance		- Maintain an accurate inventory of supplies, equipment, and other resources - Provide inventory information to MCDHSEM for use



		in a county-wide resource manual.
Grant Town Ambulance		• Maintain an accurate inventory of supplies, equipment, and other resources • Provide inventory information to MCDHSEM for use in a county-wide resource manual.
American Red Cross		• Assist with managing unsolicited volunteers • Assist with managing unsolicited donations
Fairmont Medical Center – WVU Medicine		• May assist with the distribution of medical countermeasure supplies • Maintain an accurate inventory of supplies, equipment, and other resources • Provide inventory information to MCDHSEM for use in a county-wide resource manual.
Marion County Health Department	MCHD	• Primary agency for receipt and distribution of medical countermeasure supplies • Maintain an accurate inventory of supplies, equipment, and other resources • Provide inventory information to MCDHSEM for use in a county-wide resource manual. • Assist with managing unsolicited donations
Valley Community Mental Health		• May assist with the distribution of medical countermeasure supplies • Maintain an accurate inventory of supplies, equipment, and other resources • Provide inventory information to MCDHSEM for use in a county-wide resource manual. • Assist with managing unsolicited donations

VII. AUTHORITIES & REFERENCE

A. Authorities

West Virginia Code Chapter 15



B. References

West Virginia 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>

MARION COUNTY EMERGENCY OPERATIONS PLAN

ESF 8: PUBLIC HEALTH AND MEDICAL SERVICES

COORDINATING AGENCY

- Marion County Health Department

PRIMARY AGENCIES

- Marion County Health Department
- Marion County Rescue Squad

SUPPORTING AGENCIES

- Fairview Ambulance
- Grant Town Ambulance
- Jan Care Ambulance
- WVU Fairmont Medical Center
- Valley Community Mental Health
- American Red Cross
- Marion County Department of Homeland Security and Emergency Management

I. PURPOSE

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

II. SCOPE

- A. The guidelines contained in ESF 8 strive to ensure the proper mobilization, management, and delivery of health, medical, and human services under disaster or emergency conditions as may be required to meet the health and welfare needs of the affected population.
- B. These activities include, but are not limited to, emergency medical services, hospital, public health, mental health, and mortuary services.

III. POLICIES

- A. All agencies and departments assigned responsibilities in ESF 8 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. Due to the multiple types of activities ESF 8 coordinates the lead agency may



be determined at the time of the event (i.e., pandemic response would be led by the health department, mass casualty incident response would be led by EMS, etc.).

V. CONCEPTS OF OPERATION

A. General

1. The provision of public health services during an emergency event are an extension of normal duties.
 - a. A primary concern of public health officials is disease control.
 - b. Disease control involves the detection, and control of, disease-causing agents.
 - c. Sanitation is a very significant aspect of public health.

B. Health and Medical

1. Health and medical services include a wide range of different activities creating the need to establish an overriding framework to enable all of these services to work together and to prevent operational conflicts.
 - a. This situation is best managed by the appointment of a health and medical coordinator (HMC) to ensure that the necessary planning and coordination are addressed before the on-set of a disaster.
 - b. The HMC should facilitate the management of health and medical services during a large-scale disaster.
 - c. During an emergency or disaster event, health and medical service providers should be called to assist as an extension of their routine duties.

C. Local Hospital

1. The only hospital in Marion County, WVU Fairmont Medical Center, is located in the City of Fairmont.
2. During a disaster, the hospital should activate their emergency operations plan and perform the following tasks.
 - a. Contact the EOC and provide accurate information regarding the conditions at the hospital as well as the number and type of beds that are available.



- b. Establish and maintain inter-hospital and field communications.
- c. Coordinate receiving capabilities with EMS.
- d. Distribute patients among hospitals (and other appropriate medical facilities) based upon the type and severity of injuries, time and mode of transport, treatment capabilities, and bed capacity.
- e. Assist local responders to identify, isolate and decontaminate incoming patients, as may be necessary, to prevent the spread of chemical, bacteria, and other contagious agents.
- f. Deploy personnel in a manner that best fits the needs of the event and establish reception and support centers where friends and relatives of disaster victims may receive information.

D. EMS

- 1. Local EMS providers in Marion County should continue the provision of services during a large-scale event and should respond to the scene with medical personnel and equipment and perform the following tasks.
 - a. Assume appropriate ICS role.
 - b. If ICS is not established, establish ICS, initiate EMS activities, and advise the EOC.
 - c. Triage, stabilize, treat, and transport the sick and injured.
 - d. Coordinate the transportation of victims with MedCom and local hospitals to ensure transport to the appropriate facility.
 - e. Establish field communications and close operating coordination with other emergency responders and hospital and maintain these relationships throughout the disaster or emergency event.
 - f. If necessary, evacuate patients or residents from hospitals, nursing homes, and other medical or health care facilities.
 - g. Direct, manage, and coordinate the activities of private volunteers (and other emergency medical agencies).

E. Local Health Authorities

- 1. The Marion County Health Department should work with local hospitals and clinics to provide basic health services and support.
- 2. The MCHD should provide oversight on matters of food and sanitation.



3. If health officials determine there is a need for additional health and medical care assets as a result of a large-scale incident, they may take the following actions:
 - a. Notify key health department personnel, public health nurses, sanitarians, support/clerical staff, and call them on-duty.
 - b. Activate health department facilities and designated facilities to be used under existing agreements to relieve pressure on over-taxed health and medical care facilities.

F. ESF Roles Aligned with Core Capabilities

Core Capability	Annex Roles
Operational Communications	• Provides an overview of emergency dispatch and 9-1-1 support. • Outlines basic communications protocols supporting routine operations. • Discusses available measures to support interoperable communications. • Discusses overcoming communications shortfalls (including redundancy). • Identifies means to provide timely communications

VI. AGENCY RESPONSIBILITIES



Marion County Health Department	MCHD	• Serve as the primary coordinator of this support ESF. • Ensures that the communications staff abides by proper radio protocols, follow proper voice transmission policies, and follow proper message handling procedures. • Screen and log communications in an appropriate manner. • Provide adequate communications equipment, resources, and facilities for county communication requirements. • Staff, equip, and operate emergency communications facilities. • Maintain systems, support equipment, and emergency back-up power in a readiness posture. • Provide for radio system compatibility and netting. • Test and maintain communication equipment on a regularly scheduled basis. • Monitor the NOAA weather radio, Emergency Alert System (EAS), and any other available emergency notification systems as appropriate.
Marion County Rescue Squad	MCRS	• Fairview Ambulance • Grant Town Ambulance • Jan Care Ambulance • WVU Fairmont Medical Center • Valley Community Mental Health • American Red Cross • Marion County Department of Homeland Security and Emergency Management



Fairview Ambulance		• Provide personnel and equipment as requested and available to supplement communication needs for the county. • Maintain records of amateur radio communication actions throughout an emergency.
Grant Town Ambulance		•
Jan Care Ambulance		•
WVU Fairmont Medical Center	WVU	•
Valley Community Mental Health		•
American red Cross	ARC	•
Marion County Department of Homeland Security and Emergency Management	MCDHSEM	•
Marion County Medical Examiner	MCME	•

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 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.



MARION COUNTY EMERGENCY OPERATIONS PLAN

ESF 9: SEARCH & RESCUE

COORDINATING AGENCY

- Marion County Department of Homeland Security and Emergency Management

SUPPORT AGENCIES

- Marion County Central Communications
- Marion County Fire Departments
- Marion County Sheriff's Department

PRIMARY AGENCIES

- Marion County Department of Homeland Security and Emergency Management
- Local Police Agencies
- West Virginia Division of Natural Resources
- West Virginia State Police

I. PURPOSE

- A. Emergency Support Function (ESF) 9 provides a search process capable of locating people who are lost or stranded.
- B. ESF 9 also provides a process capable of bringing to safely people who are stranded or trapped.

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 MCCC.
 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 training.
2. Transportation accident rescues are the most common rescues to occur.
 - a. Multiple agencies throughout the county have various equipment and trained personnel to perform transportation rescues.
3. Most frequently, door-to-door USAR will be initiated following a disaster. As such, the request for USAR activities will come from the operations section or the Incident Command/Unified Command Post.
 - a. Door-to-door search USAR may be a workforce exhaustive operation. Multiple teams may be needed to cover large areas with structures and dwellings.
 - b. Spontaneous or non-affiliated volunteers may be utilized but should receive training and safety briefings.
 - iii. When using non-affiliated volunteers, they should be placed in teams led by trained personnel.
 - iv. 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.

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	Identifies the incident command system as the preferred incident management construct for Marion County.
Situational Assessment	Briefly discusses information to be collected during incident size-up.
Mass Search and Rescue	Identifies the need to work and train with mutual aid partners in rescue activities.

VI. AGENCY RESPONSIBILITIES

Marion County Department of Homeland Security and Emergency Management	MCDHSEM	- Serve as initial incident commander upon receipt of a missing person report - Coordinate multi-agency and multi-jurisdictional law enforcement response
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Marion County Central Communications	MCCC	• Serve as initial incident commander upon receipt of a missing person report • Coordinates departmental resources and requests assistance through local mutual aid agreements • Provide specialty vehicles such as UTVs and watercraft to assist with searches
Marion County Fire Departments		• Provide extrication, rescue, and evacuation assistance • Provide representation in a Unified Command structure • Coordinates departmental resources and requests assistance through local mutual aid agreements • Provide specialty vehicles such as UTVs and watercraft to assist with searches
Marion County Sheriff's Department	MCSD	• Oversee preparation of incident action plans and mission assignments • Request state and federal resources through an activated EOC, as needed • Coordinate public messages, including requests for volunteers, with the IC/UC through ESF 15.



West Virginia Division of Natural Resources	WVDNR	• Subject matter experts • Coordination of search locations through electronic mapping • Provide representation in a Unified Command Structure • Provide electronic mapping and tracking of search personnel • Provide personnel and K-9 teams to assist with search efforts • Incorporate amateur radio operators into search and rescue activities
West Virginia State Police	WVSP	• Provide Drone and pilot to assist with wilderness and wildland-urban areas interface searches

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

West Virginia 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.



MARION COUNTY EMERGENCY OPERATIONS PLAN

ESF 12: ENERGY

COORDINATING AGENCY

- Marion County Department of Homeland Security and Emergency Management

SUPPORTING AGENCIES

- Marion County Department of Homeland Security and Emergency Management
- West Virginia Division of Energy
- West Virginia Public Service Commission
- West Virginia Division of Highways
- West Virginia Emergency Management

PRIMARY AGENCIES

- Mon Power
- Mountaineer Gas
- Dominion Hope

I. PURPOSE

- A. Emergency Support Function (ESF) 12 describes the emergency energy infrastructure needs during an emergency in Marion County.

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 Marion 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. It is generally assumed that interruptions of electricity are common occurrences.



- B. Marion County does not maintain any mapping or other documentation as the location of electricity circuits, routes, etc. Instead, MCDHSEM has formed relationships with utility providers that allows information to be shared.
- C. Outages may be monitored by using:
https://www.firstenergycorp.com/content/customer/outages_help/current_outages_maps.html
- D. The MCDHSEM periodically updates and maintains a “prime power survey.” Which contains a multitude of information about specific high-priority facilities; due to the type of information contained in that document, it is maintained separately from this plan and is considered protected critical and should have every attempt made to restore energy as quickly as possible during emergencies.
1. Hospitals
 2. Nursing homes
 3. Water treatment facilities
 4. Sewage treatment facilities

E. ESF Roles Aligned with Core Capabilities

Core Capability	Annex Roles
Infrastructure Systems	• Discusses the need to prioritize critical infrastructure to minimize health and safety threats.

VI. AGENCY RESPONSIBILITIES

Marion County Department of Homeland Security and Emergency Management	MCDHSEM	• Work with Marion County representatives to develop strategies and priorities of response and recovery efforts for damages or disruptions of infrastructure and energy services. • Coordinate damage repair and if necessary inspections of state roadways, bridges, and other critical infrastructure • Assists in the movement of supplies and equipment • Serves as the point of contact for roadway message boards
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Mon Power		• Coordinate operations to restore electrical service with EOC and other electric providers
Mountaineer Gas		• Coordinate operations to restore gas service with the EOC.
Dominion Hope		• Coordinate operations to restore natural gas service with EOC and other providers
West Virginia Division of Energy		• Provide coordination with the U.S. Department of Energy as needed.



West Virginia Public Service Commission	WVPSC	• Prioritize needs for electric and natural gas utility restoration. Coordinate and direct the flow of resources with local support agencies • Maintain contact with electric, gas, telephone, and water utility companies serving emergency area(s) to obtain information about damage and assistance needed in their area(s) • Monitor power utilities on an hourly basis and disseminate information twice a day, at minimum, during power outages • Coordinate resource support to repair damaged energy systems • Coordinate resource support to repair damaged energy systems • Monitor repair procedures followed by individual utilities during energy-generating capacity shortages to ensure that a coordinated statewide power action plan is established • Determine West Virginia's generating capacity; expected peak loads; expected duration of emergency event; explanation of utilities' actions; and recommendations of state and local agency actions in support of the utilities. • Review short-term recovery actions and develop long-term strategies for meeting state and local energy needs.
West Virginia Division of Highways	WVDOH	• Assist utility providers, as needed, to gain access to areas (i.e., debris or snow removal) with damaged or inoperable infrastructure
Municipal Road Departments		• Assist utility providers, as needed, to gain access to areas (i.e., debris or snow removal) with damaged or inoperable infrastructure



West Virginia Division of Homeland Security and Emergency Management	WVDHSEM	• Receive and prioritize requests for assistance from local government • Coordinate out-of-state resources with in-state utility providers
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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 Emergency Management. (2018). *West Virginia Emergency Operations Plan*. Charleston, WV.



MARION COUNTY EMERGENCY OPERATIONS PLAN

ESF 15: EXTERNAL AFFAIRS

COORDINATING AGENCY

- Marion County Department of Homeland Security and Emergency Management

SUPPORT AGENCIES

- Marion County Commission
- Marion County Central Communications
- Local Media

PRIMARY AGENCIES

- Marion County Department of Homeland Security and Emergency Management

I. PURPOSE

- A. Emergency Support Function (ESF) 15 provides the public with accurate, timely, and useful information and instructions during the course of an emergency.
 1. Initial activities are focused on providing instructions and information to the “at-risk” population.
 2. Activities must also address the wider public’s interest in the emergency event, their desire to provide assistance, and their desire for information about friends or relations in the at-risk population.

II. SCOPE

- A. ESF 15 applies to all incidents where significant interagency coordination is required.

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, MCDHSEM disseminates public information regarding preparedness, planning, and mitigation to residents of the county.
- B. MCDHSEM should work with local partners to support preparedness efforts



relevant to their agencies (i.e., Marion County Health Department vaccination campaigns, etc.).

- C. During response activities, MCDHSEM 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. Responsible Party: In any emergency event or disaster, the Public Information Officer (PIO) working under the supervision of the MCDHSEM and the MCDHSEM Director has the primary responsibility of providing EPI through all media that are at the PIO's disposal.

1. The MCDHSEM Director will designate the PIO.
2. The PIO, in consultation with the Director, will coordinate ESF 15 activities with all local emergency response organizations involved in the emergency of disaster event.
3. The PIO should operate within the guidelines established by the Marion County Commission and should make recommendations to modify the guidelines as events may warrant.

- B. Guiding Concepts: EPI is an element involved in all phases of responding to an emergency or disaster event and the following five concepts should guide Marion County's EPI efforts

1. EPI should focus on specific, event-related information.
2. When possible, EPI should convey positive information regarding emergency response activities.
3. EPS activities should strive to dispel misinformation and control rumors.
4. EPI should involve on-going programs to increase the public's awareness of potential hazards and the appropriate response or protective actions.
5. The cooperation of the local media is critical in all phases of EPI.

- C. Timing and Content: The content and timing of EPI activities is dependent upon the type of emergency or disaster event and the amount of warning or notice time prior to the potential event.



D. Forecasted Events: EPI actions and messages in anticipation of a forecasted event when there is more than one day's notice may include the following:

1. Messages

- a. An accurate description of the hazard
- b. The estimated time, duration, and area of the hazard impact.
- c. Appropriate property protection measures.
- d. Directions on assembling a disaster supply kit for surviving 72 hours.
- e. If feasible, evacuation instructions: routes, departure times, locations of mass care facilities, etc.
- f. If evacuation is not feasible, other instructions in a "do and don't" format should be assembled, e.g.: stay indoors, close all doors and windows, etc.
- g. Instructions on how to protect and care for infants, young children, pregnant women, and senior citizens.
- h. The timing of local EPI events/actions to keep the public abreast of the situation and response activities.
- i. Telephone numbers and, if available web sites, for specific types of questions or inquiries.

2. Actions

- a. Close coordination among the appropriate emergency management officials to define the status and timing of response actions.
- b. Establish and maintain close contact with all media and provide preparedness or response information and instructions for the public that are cleared by MCDHSEM.
- c. Distribute pre-printed materials to appropriate media venues for public dissemination, e.g.: evacuation instructions and maps, location of mass care facilities, lists of "do and don'ts," etc.
- d. Monitor media activities to ensure the accuracy of reports and to control rumors and misinformation.

E. Limited Warning Events: Many emergency or disaster events develop quite rapidly with quite limited time for public notification. EPI actions and messages in the face of such events include the following:



1. Messages

- a. As accurate a description of the hazard as is possible during an immediate/developing event and the risk to people and property.
- b. The estimated time, duration, and area of the hazard's impact.
- c. Any appropriate instructions for taking protective actions which may address specific groups, such as parents with children in schools in the impact area, as well as the general public.
- d. References to any useful information that may be readily available or at-hand.
- e. Emergency management response activities which are underway and/or which are planned, as well as the time and frequency of EPI updates during the emergency.

2. Actions

- a. Close coordination among the appropriate emergency management officials to define the status and timing of response actions.
- b. Establish and maintain close contact with all media to report and update the initial warning (particularly if it was not provided through EAS) and provide EPI contact information.
- c. Complete "stand-by" EPI instructions including specific information about the emergency or disaster event.
- d. All EPI activities should be conducted in close coordination with the MCDHSEM Director to ensure that the appropriate warning system or systems (e.g.: EAS, route alerting, door-to-door canvassing, mobile public address, etc.) are activated.
- e. Ensure that accurate and timely EPI is being disseminated.
- f. Monitor media activities to ensure the accuracy of reports and to control rumors and misinformation.

- F. Post Event: After the impact of an emergency event, the public still needs to EPI to learn of any delayed hazards and other information which may assist the transition back to normal routines.

1. Messages

- a. A clear and accurate (as possible) assessment of the current situation.



- b. For those who are still effected or potentially effected:
 - i. Survival instructions
 - ii. How/where to get aid.
- c. Health and welfare hazards
- d. How/where to get help for domestic and farm animals.
- e. Current emergency management activities and the timing and frequency of EPI updates.
- f. How/where to inquire about survivors.
- g. Proper procedures for offering donations or other forms of aid and assistance.
- h. Instruction to evacuees on how to return to their homes.
- i. Restricted areas for those not effected.

2. Actions

- a. Establish and maintain close contact with the media and provide any information and instructions as have been approved by the MCDHSEM.
- b. Monitor media reports and inquiries for information for accuracy and respond as is necessary to correct rumors and misinformation.
- c. Compile a chronology of events.

G. Coordination via Joint Information System (JIS): The primary purpose if JIS is to ensure a consistent message throughout all phases of emergency management. The JIS should combine the efforts of public affairs/relations personnel from various stakeholders in the response to release a unified emergency instruction. The JIS provides for interagency cooperation and integration as well as support from decision-makers. By combining the efforts of all of the stakeholders in the response, the JIS eliminates unnecessary duplication of effort.

1. Structure

- a. The head of the JIS should be the official responsible for public information for the incident commander (IC), unified commander (UC), and/or the highest level of government involved.
- b. The public information officials of the remaining jurisdictions involved should comprise individual sections within the JIS structure. All entities



involved in a JIS retain their autonomy.

- c. Public affairs officials with any non-governmental organization (NGO), Voluntary Organizations Active in disaster (VOAD), and/or private sector agency involved in the response should also comprise individual sections.
- d. Organizations under the auspices of “lower” levels of government serve within the section headed by the level.
- e. In terms of the National Incident Management System (NIMS), the JIS is a multi-agency coordination System (MACS). Like other MACS, it is scalable and flexible to meet the needs of the emergency situation.
- f. The JIS for small, localized incidents may be coordinated remotely by the public affairs officials involved. For larger incidents, the JIS may need to be coordinated from a common facility.

2. Joint Information Center (JIC)

- a. A JIC can serve as the physical location from which the JIS operates.
- b. The Marion County JIC is the commission meeting room at the courthouse. The courthouse has the following attributes.
 - i. The presence of adequate utility service, including sanitary facilities
 - ii. Availability of parking
 - iii. Telephone and internet access
 - iv. Available space for news conferences
 - v. Availability of additional workspace for JIC staff
 - vi. The presence of office equipment such as copiers, faxes, computers, desks, chairs, etc.
 - vii. The presence of support personnel, such as computer technicians, custodial staff, and security
- c. Considerations for the credentialing of personnel may be necessary. Staff for and visitors to the JIC should be credentialed similarly to what is done for the county EOC.
- d. The local JIC can be staffed by the public affairs personnel of the organizations involved.
- e. The public information official for the lead jurisdiction for the response should manage the JIC. When the county is in the lead position, the



Marion County PIO should serve as the JIC manager.

- f. The JIC staff receives information from the various agencies, departments, and organizations involved in the response and determine what is appropriate for dissemination. JIC staff format information releases and obtain the necessary approvals to release said information.
 - g. Media briefings and news conference should be scheduled periodically in an effort to make the information available.
 - h. The local JIS may coordinate with or become a part of any JIC that is established by state or federal agencies.
 - i. A single JIC facility is preferable.
- H. Early Assessment: The PIO should make an early assessment of damage and the capabilities of local emergency resources to the event, and identify alternate means to provide information and instructions to the public
- I. Special Concerns: The PIO should ensure that special locations and groups such as schools, hospitals, nursing homes, day care centers, people with either physical or mental handicaps, major industrial operations, and places of public meeting or assembly are alerted to the hazard or emergency event.
- J. Recovery: During the recovery period, priority should be given to the restoration of radio and television stations, newspaper plants, and news service operations in order to restore the full flow of public information.
- K. Presidential Declaration: If Marion County becomes involved in a Presidential Declaration of Disaster, the dissemination of all Federal EPI should be coordinated by the PIO as designated by FEMA.
- L. ESF Roles Aligned with Core Capabilities

Core Capability	Annex Roles
Public Information and Warning	Briefly describes pre-emergency public outreach
Operational Communications	Lists the communications systems that can be used to provide public information.
Emergency Public Information & Warning	- Identifies the warning systems that are available to the county. - Identifies supplemental warning methods for functional and access needs population. - Identifies the departments with primary responsibility for activating warning systems. - Discusses utilization of the Emergency Alert System.



VI. AGENCY RESPONSIBILITIES

Marion County Department of Homeland Security and Emergency Management	MCDHSEM	• Coordinates emergency public information with other agencies and jurisdictions • Primary source of emergency public information to the county
Marion County Commission		• Primary elected officials responsible for providing emergency public information to residents and visitors of Marion County
Marion County Central Communications	MCCC	• Primary elected officials responsible for providing emergency public information to residents and visitors of their local jurisdiction
Local Media		• Provide a public information officer or other personnel to assist with coordinating accurate and timely information • Primary agency for EPI for emergencies affecting only their facilities

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



MARION COUNTY EMERGENCY OPERATIONS PLAN

INCIDENT SPECIFIC ANNEX 1: TERRORISM

COORDINATING AGENCY

- Marion County Department of Homeland Security and Emergency Management

PRIMARY AGENCY

- Marion County Department of Homeland Security and Emergency Management

SUPPORTING AGENCIES

- Marion County Central Communications
- Marion County Fire Departments
- Marion County Sheriff's Department
- Local Police Agencies
- Marion County Rescue Squad
- Marion County Health Department
- Fairmont Medical Center – WVU Medicine
- West Virginia Emergency Management

I. PURPOSE

- A. The purpose of this annex is to develop a consequence management plan for responding to and recovering from a terrorist initiated weapon of mass destruction (WMD) incident and other transnational or domestic acts of biological, chemical, radiological weapons, or other acts of terrorism in Marion County.

II. SCOPE

- A. This annex applies to all acts or threats of terrorism that could have a serious effect upon Marion County and its population.

III. CONCEPT OF OPERATIONS

- A. Crisis Management. Defined as "The law enforcement response to the causes of terrorist incidents, terrorists, and their weapons." It includes measures to identify, acquire, and plan for the use of resources needed to anticipate, isolate, prevent, and/or resolve a threat or act of terrorism. In an incident, a crisis management response may include traditional law enforcement missions (i.e. intelligence, surveillance, negotiations, forensics, investigations relating to apprehending the terrorist, etc.) and technical support missions (i.e. agent identification, search, disablement, transfer and disposal, and limited decontamination relating to the weapons. Pre-incident crisis management

activities include efforts to define the threat, identify terrorists, and prevent terrorist acts. Post incident crisis management activities include efforts to resolve the terrorist incident, investigate it, and apprehend those responsible. Law enforcement agencies have the lead in terrorism crisis management activities.

- B. Consequence Management. Defined as “Addressing the effects of terrorist threats or incidents on people, property, and communities. It includes measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. In a WMD/NBC incident, consequence management includes emergency management missions as described in the *National Response Framework* (NRF). Consequence management activities undertaken to deal with the effects of a terrorist incident are conducted in essentially the same manner as the response and recovery operations for other emergencies or disasters. Post-incident crisis management activities may continue during consequence management. The lead agencies for crisis management and consequence management should mutually determine when crisis management activities are complete.
- C. Direction and Control. The law enforcement and investigative response to a terrorist threat or incident within the United States is a highly coordinated, multi-agency, State, local, tribal, and Federal responsibility with an added emphasis on first responders to accurately assess a situation and react accordingly. The NRF Terrorism Incident Law Enforcement and Investigation Annex should be referenced to ensure the correct procedures are followed during all stages of an incident.
 - 1. The first responders to the scene of a terrorist incident will most likely be local emergency response elements that should take control of the incident scene.
 - 2. Responders must recognize the need to transition from an Incident Command System (ICS) to a Unified Command System (UCS) or Area Command.
 - 3. The UCS structure may need to expand as support units and agency representatives arrive to support crisis and consequence management operations.
 - 4. The site of a terrorist incident is a crime scene as well as a disaster scene, but the protection of lives, health, and safety is the first priority.
- D. Communications. During a terrorist incident that involves a WMD, fast, accurate, and secure communication is critical to enable a prompt, efficient, and coordinated response effort.

E. Emergency Public Information. The dissemination of accurate and expedient information is critical when a terrorist incident involving a WMD has taken place.

1. The preservation of life and protection of property may be dependent upon instructions and directions provided by local emergency management officials.
2. In the aftermath of a terrorist attack, the general public and the various media outlets must be provided with accurate and timely information on emergency response operations.

F. Protective Measures. It may be necessary to order an evacuation from inside the perimeter of the scene of the terrorist incident to protect against additional casualties.

1. This could be required by the presence of contaminants or secondary devices targeting the emergency responders.
2. "In-Place Sheltering" may be a viable option in situations requiring quarantine, or if it is determined to be safer for people to stay in place.

G. Mass Care. The use and location of mass care facilities will be based on the nature of the hazard agent involved in the terrorist incident.

1. Decontamination may be required before evacuees can be sheltered to protect either, or both, the evacuees and their care providers.
2. A "mid-point" or intermediary station may be required to move victims out of harm's way to enable the provision of critical attention and general lifesaving support before evacuating victims to a mass care location.

H. Health and Medical. The response to an act of bio-terrorism event requires the cooperation of private and public medical and health professionals to monitor and investigate the pathogen's progress.

I. Relationship between Federal, State, and Local Resources During Terrorist Incidents.

1. During the response to most incidents wherein federal support is requested, federal assets are primarily meant to augment state and local capabilities. However, during a terrorist incident, federal crisis management response is the primary command. State and local resources support federal capabilities.
2. Consequence management during a terrorist incident follows more traditional federal-state-local hierarchies.

- a. When federal resources arrive on scene, a Joint Field Office (JFO) is established to coordinate the federal response. Local and state EOCs should send a liaison to the JFO to ensure coordination with local and state activities.
- b. During federal response to a terrorist incident, a Joint Operations Center (JOC) is also established and becomes a component of the JFO. All criminal investigation and law enforcement related activities are coordinated at the JOC.

IV. AGENCY RESPONSIBILITIES

Marion County Central Communications	MCCC	• Receive initial reports of incident and disseminate information to appropriate agencies. • Notify MCDHSEM • Receive request for resources until EOC is activated
Marion County Department of Homeland Security and Emergency Management	MCDHSEM	• Notify West Virginia Emergency Management Division • Coordinate with law enforcement with respect to terrorist threats and determine appropriate readiness actions • In conjunction with other local officials, make an assessment of the local terrorist threat, identify high-risk targets, determine the vulnerabilities
Marion County Fire Departments		• Coordinate fire services with multiple agencies • Conduct rescue operations • Preserve crime scene

Marion County Sheriff Department	MCSD	• Serve as the primary county agency for crisis management • Establish internal strategies, policies, and procedures for management of incidents of this type. • Evaluate the nature, credibility and implications of threats • If suspected or confirmed as a terrorist attack, request notification to West Virginia State Police and the Federal Bureau of Investigation • Establish in and outer perimeter security • Conduct hostage rescue operations
Local Police Agencies		• Establish internal strategies, policies, and procedures for management of incidents of this type. • Evaluate the nature, credibility and implications of threats • If suspected or confirmed as a terrorist attack, request notification to West Virginia State Police and the Federal Bureau of Investigation • Establish in and outer perimeter security • Conduct hostage rescue operations
Marion County Rescue Squad	MCRS	• Coordinate emergency medical response • Set up triage, treatment, and transport areas as needed • Coordinate with MedCom and local hospitals

Marion County Health Department	MCHD	• Develop guidelines for responding locally to suspected or actual incidents of bioterrorism in the county, to include identification of the biological agent, medical surveillance, quarantine and isolation, and mass medical procedures. • Coordinate with the county Public Information Officer to develop and disseminate emergency public information in regard to public health matters, as necessary.
Fairmont Medical Center		• Coordinate with EMS, MedCom, and other hospitals to receive patients • Establish internal protocols for receipt of patients from such incidents including decontamination of patients.
West Virginia Emergency Management	WVEM	• Serves as the primary state agency for consequences management. • Receives local requests for resources at the state emergency operations center.
West Virginia Intelligence/Fusion Center		• Provide intelligence analysis, threat identification, and notification
West Virginia State Police		• Serves as the primary state agency for crisis management • Interacts as necessary with local and federal assets.

MARION COUNTY EMERGENCY OPERATIONS PLAN

SUPPORT ANNEX 1: SPONTANEOUS VOLUNTEERS

COORDINATING AGENCY

- Marion County Department of Homeland Security and Emergency Management

PRIMARY AGENCY

- Marion County Department of Homeland Security and Emergency Management

SUPPORTING AGENCIES

- American Red Cross
- Neighborhood Watch
- Marion County Police Reserves
- Medical Reserve Corps.
- West Virginia Emergency Management

I. PURPOSE

- A. This annex describes the process to receive and utilize spontaneous volunteers uring and following an emergency or disaster.

II. SCOPE

- A. Local government is often the first point of contact for volunteers who want to help after an emergency. Past experience has demonstrated that volunteers will congregate at city halls, fire stations, community centers, incident sites, and any other places where they believe there may be opportunities to volunteer. Local government typically bears primary responsibility for responding to local citizens seeking disaster volunteer opportunities

III. POLICIES

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

IV. ORGANIZATIONAL STRUCTURE

- A. All disasters are local, at least during the initial. While state and Federal assistance may become available, the response to, and recovery from a disaster is managed by local authorities.



V. CONCEPTS OF OPERATION

A. General

1. The Marion County Commission has the overall responsibility for the protection of lives and property and the health and well-being of all the citizens of Marion County.
2. The MCDHSEM has been directed to provide the necessary leadership to meet that responsibility.
3. The recognition and utilization of volunteers and VOADs within the Marion County Emergency Operation Plan fully ensures the completeness of an adequate response to a natural and/or manmade disaster event.
4. Adequate disaster planning and management within Marion County should have its foundation in the principles of mitigation, preparedness, response, and recovery.
5. The utilization and management of volunteers and VOADs within Marion County should adhere to these nationally recognized principles.

B. Mitigation – Volunteer Guidelines

1. Disaster Volunteer Response Coordination

- a. Should regularly attend local emergency planning committee (LEPC) meetings and be the recognized Marion County LEPC contact person for volunteers and VOADs.
- b. Should develop a disaster volunteer referral plan and ensure that needed supplies to operate a volunteer reception center in a disaster event.
- c. Should develop a plan and organize the necessary efforts to train a cadre of volunteers to establish, maintain, and close the volunteer reception area.
- d. In a disaster situation, the Disaster Volunteer Response Coordinator should report to the Specialized Functions Chief or the EOC Manager.

2. Coordinating Agency Member

- a. Work with the Disaster Response Coordinator to register, refer, and document unaffiliated disaster volunteers. Develop a public information plan for letting potential spontaneous volunteers know how to get involved before a disaster occurs.
- b. Should engage local businesses in planning to donate goods and services to future response and recovery efforts.



3. Disaster Information Developer/Distributor

- a. Helps to create information material in various disaster preparedness areas for family, youth, seniors, etc.
- b. Should assist in the distribution of informational material to appropriate audiences.

4. Volunteer Needs and Assessment Coordinator

- a. Should assess the volunteer in disaster response needs of the Marion County area. Once these needs are identified, they need to be communicated to the LEPC so they may be addressed.
- b. Should identify and coordinate with appropriate volunteers and/or VOADs within Marion County to inventory, assess, and to develop their skills, and capacity to assist in a disaster event.

C. Preparedness – Volunteer Guidelines

1. Medical Reserve Corps. (MRC)

- a. MRC volunteers work in coordination with existing local emergency response programs and also supplement existing community public health initiatives, such as outreach and prevention, immunization programs, blood drives, case management, care planning and other efforts.
- b. For example, MRC volunteers may deliver necessary public health services during a crisis, assist emergency response teams with patients, and provide care directly to those with less serious injuries and other health-related issues.

2. **Neighborhood Watch Program Volunteer:** Educated on terrorism awareness and the existing crime prevention mission, while also serving to bring residents together to focus on emergency preparedness and emergency response training.

3. **Community Disaster Educator:** Help keep families and individuals in your community safe. Present and distribute disaster preparedness material at local health fairs and information booths, or provide lectures and presentations to interested groups.

D. Response Roles

1. Volunteer Reception Center Director



- a. Oversees the Volunteer Reception Center (VRC) operation. Clearly designate one entrance and one exit. Set up the room for efficient flow of volunteers and information. Brief and assign tasks to staff and volunteers of the center.
 - b. Monitor the operation and make changes when necessary. Should meet and thank the volunteers who help in the VRC and instruct them to sign-in and out.
2. **VRC Greeter:** give volunteers instruction sheets, ask them to fill registration forms and give them a brief orientation to the registration process.
3. **VRC Interviewer:** interview volunteers and give a referral form telling him or her where and to whom he or she should report to volunteer.
4. VRC Data Coordinator and Entry Staff
 - a. Records the volunteer referrals and communicates, as needed, with the requesting agency so that when the need has been met, the request can be closed out.
 - b. Enter the Requests for Volunteers and the Volunteer Registration Forms into the computer. As needed by the interviewers and the data coordination section, data entry staff can print updated lists of the unfilled requests.
5. VRC Volunteer Identification Staff
 - a. Attaches a wristband to each volunteer containing the volunteer's name, the agency or site to which the volunteer was referred and the date(s) on which the volunteer expects to work.
6. VRC Safety Trainer
 - a. Document the attendance of each volunteer and present a prepared safety briefing appropriate to the specific disaster event.
7. VRC Specific Job Trainer
 - a. Provide specific job training to each worksite or function before the volunteers depart for their work areas.



8. VRC Phone Bank Operator

- a. Take calls from individuals and groups wishing to volunteer and from organizations needing volunteers.
- b. Each call will be recorded and posted on the request board or forwarded to the Data Coordinator.

9. Public Information Officer

- a. Any VRC station that needs assistance raises a small flag to summon a Runner.
- b. They post new requests for volunteers on the request board, carry information from one station to another, escort guests, and deliver supplies to the stations.

10. Public Information Officer

- a. Be the only staff member to make statements to the media about the center's operation.
- b. The VRC Director must approve all information.

11. VRC Runners

- a. Any VRC station that needs assistance raises a small flag to summon a Runner.
- b. They post new requests for volunteers on the request board, carry information from one station to another, escort guests, and deliver supplies to the stations.

12. Worksite Supervisors

- a. Maintain a supply of volunteer sign-in sheets at each volunteer worksite.
- b. Conduct a safety briefing as each group of volunteers arrives, regarding the specific hazards at the site.
- c. Have all volunteers read the statement at the top of the sign-in sheet and sign in, recording their time of arrival and departure each day.
- d. Turn all sign-in sheets to a designated supervisor who should turn them into the Finance Officer.

13. Shelter Volunteer

- a. Help with the operation of shelter needs.



14. Transportation Drivers/Dispatchers

- a. Help people with no reliable means of transportation get to and from medical appointments.
- b. Drivers may use American Red Cross vehicles to transport clients to and from area hospitals, physicians' offices and medical facilities.
- c. Dispatchers are needed to help coordinate appointments and schedules.
- d. Volunteers must be 18 years of age or older, have a valid driver's license and a good driving record.

15. Volunteer Transportation Director

- a. Help put up road signs and directions that are clearly marked indicating worksites, donations warehouses, and the reception center.
- b. May manage control check points where trucks and other transport vehicles may be inspected, scheduled, turned back, or directed to a designated reception center, warehouse, or distribution center.

16. Amateur Radio Operator

- a. Provide backup communications in the event of a failure of the government system.
- b. They are a ready source for supplementing communications at large disasters and emergencies.

17. Animal Rescuer

- a. The rescuer should be responsible for effective evacuation and rescue of deserted animals.
- b. They should be trained in small and large animal handling and care.

18. Security Personnel

- a. Volunteers in charge of protecting worksites from visitors without clearance,
- b. They should also help to keep victims and other citizens from violent behavior and outbreaks in time of disaster.
- c. These people should aid in police efforts to keep the worksites safe and protected.



E. Recovery Roles

1. Volunteer Disaster Damage Assessment

- a. The volunteer, if properly trained, may provide disaster damage assessment support to a disaster relief operation in Marion County. Damage assessment may include, but not be limited to, identification of exterior damage to homes and other buildings affected by the disaster event.
- b. The volunteer should complete appropriate forms, reports, and records in a timely manner.
- c. The volunteer shall complete necessary training to keep updated on changes in function.

2. Heavy Equipment Operator

- a. If properly trained the volunteer may run and operate heavy equipment as part of debris removal and reconstruction.

3. Debris Clean-up Crew

- a. Help move debris off the streets and onto the sides to allow for traffic to pass through.

4. Construction Volunteers

- a. Help in reconstruction efforts in recovery.

5. Food and Donations Distributor

- a. Help distribute meals, clothing, cleaning supplies, etc., to victims of a disaster.

6. Disaster Health/Mental Health Volunteers

- a. Licensed health care and mental health professionals help disaster victims and workers involved with the disaster relief effort with health related emergencies and provide counseling in shelters, service centers, and during home visits.

7. Warehouse Volunteer

- a. Sort donated non-perishable food products and repack for distribution to emergency food providers in communities.



8. Donation Coordination Team Volunteer

- a. Manages donations phone bank.
- b. Process offers from the public. Conducts donations intelligence.
- c. Works to include emergency relief organizations.
- d. Ensures effective logistics procedures are in place. Maintains a database on donated goods and services.
- e. Determine needs of donations and services.
- f. Identify staging areas, distribution centers, and entry points to donation storage areas.

9. Donations Coordinator

- a. Works with the PIO to plan and implement public awareness information.
- b. Donations coordinator should work with other national, state, and local agencies as necessary.

10. Disposal of Excess Donations

- a. Unusable items should be recycled when possible.
- b. Usable goods should be distributed to non-profit organizations whenever possible.
- c. Some goods can be donated to other states with prior planning.

VI. Agency Responsibilities

Marion County Department of Homeland Security and Emergency Management	MCDHSEM	• Establish a Volunteer Reception Center. • Provide EPI regarding the need for volunteers. • Request assistance through the activated state EOC.
American Red Cross	ARC	• Assist with establishing a Volunteer Reception Center. • Oversee volunteers at ARC shelters. • Provide Just-in-time training as needed.



Marion County Police Reserves	MCPR	• Assist with establishing a Volunteer Reception Center. • Provide Just-in-time training as needed. • Assist with providing security/traffic control at VRC.
Medical Reserve Corps.	MRC	• Work in coordination with existing local emergency response programs. • Supplement existing community public health initiatives
West Virginia Volunteer Organizations Active in Disaster	VOAD	• Provide organizational resources to Marion County to assist with the response to and recovery from an incident.



MARION COUNTY EMERGENCY OPERATIONS PLAN

SUPPORT ANNEX 2: WARNING

COORDINATING AGENCY

- Marion County Department of Homeland Security and Emergency Management

PRIMARY AGENCY

- Marion County Department of Homeland Security and Emergency Management

SUPPORTING AGENCIES

- Marion County Central Communications
- Marion County Commission
- City of Fairmont
- City of Pleasant Valley
- Town of Barrackville
- Town of Fairview
- Town of Farmington
- Town of Grant Town
- Town of Rivesville
- Town of White Hall
- Town of Worthington
- West Virginia Division of Highways
- West Virginia Emergency Management

I. PURPOSE

- A. The purpose of this Annex is to provide a description of the public warning system which the Marion County Department of Homeland Security and Emergency Management will use to warn the County's populace of any hazard or emergency event that will require their taking protective actions

II. SCOPE

- A. This annex applies to any emergency when that may require notification be made to the general public.

III. POLICIES

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



IV. CONCEPTS OF OPERATION

- A. Primary Vehicles: In West Virginia and Marion County, the primary communications networks for the dissemination of emergency warning information are the National Oceanic and Atmospheric Administration (NOAA) all-hazard radio, AM and FM commercial radio, cable, satellite, and commercial television providers, Emergency Alert System (EAS), West Virginia Automated Police Network (WEAPON), FEMA integrated Public Alert Warning System (IPAWS), CodeRED, and social media.
- B. National Weather Service: The primary source of weather forecasts and warning regarding weather-related natural hazards is the National Weather Service (NWS) that operates the following systems that provide critical information to local emergency managers.
 - 1. A system to observe, that analyzes, and forecasts weather conditions
 - 2. A system to disseminate weather forecasts and warnings
 - 3. A system of continuously broadcasting radio stations (Weather Service Radio) that provide weather forecasts and river level predictions.
- C. Emergency Alert System: The NWS can activate the Emergency Alert System (EAS) by telephone on a statewide, regional, or county basis to alert and warn the general public of potential weather hazards and other emergencies.
- D. Weather Terms
 - 1. Warning – An event that alone poses a significant threat to public safety and/or property, probability of occurrence and location is high, and the onset time is relatively short.
 - 2. Watch – meets the classification of a warning, but either the onset time, probability of occurrence, or location is uncertain.
 - 3. Emergency – an event, that by itself, would not kill or injure or do property damage, but indirectly may cause other things to happen that result in a hazard.
 - 4. Statement – is a message containing follow up information to a warning, watch, or emergency.
- E. Warning Point
 - 1. The Marion County Warning Point is located in the Marion County Central Communications facility that is located in the Marion County Department of



Homeland Security and Emergency Management at 50 Centerview Drive near the City of Fairmont.

2. The warning point operates on a 24-hour basis.
3. The warning point has sufficient communications and warning equipment to handle most all emergency events or disasters.

F. Operations

1. The Marion County Warning System should be reviewed and tested on no less than an annual basis to determine the need for any improvements or upgrades.
2. A continuous maintenance schedule is followed.
3. EOC personnel are trained to issue emergency warnings and capable of maintaining the warning system equipment.
4. When the warning procedures are initiated, follow-up activities should be implemented to determine if the desired public response occurred.
5. After the emergency event or disaster, the warning system should be returned to standby mode to be prepared for use when the next hazard or emergency requires it.



V. AGENCY RESPONSIBILITIES

Marion County Central Communications	MCCC	• Serve as the primary coordinator of this support ESF. • Ensures that the communications staff abides by proper radio protocols, follow proper voice transmission policies, and follow proper message handling procedures. • Screen and log communications in an appropriate manner. • Provide adequate communications equipment, resources, and facilities for county communication requirements. • Staff, equip, and operate emergency communications facilities. • Maintain systems, support equipment, and emergency back-up power in a readiness posture. • Provide for radio system compatibility and netting. • Test and maintain communication equipment on a regularly scheduled basis. • Monitor the NOAA weather radio, Emergency Alert System (EAS), and any other available emergency notification systems as appropriate.
Marion County Department of Homeland Security and Emergency Management	MCDHSEM	• Receive incoming emergency calls and notify proper response agency • Monitor the NOAA weather radio, Emergency Alert System (EAS), and any other available emergency notification systems as appropriate. • Disseminate alerts and warnings to the populous of Marion County.
Local Municipalities		• Disseminate alerts and warnings to the populous of local jurisdictions.



West Virginia Division of Highways	WVDOH	• Provide signage (electronic and variable message)
West Virginia Emergency Management	WVEM	• Disseminate alerts and warnings through the state EOC.



MARION COUNTY EMERGENCY OPERATIONS PLAN

SUPPORT ANNEX 3: FINANCIAL MANAGEMENT

COORDINATING AGENCY

- Marion County Department of Homeland Security and Emergency Management

SUPPORTING AGENCIES

- Marion County Commission
- West Virginia Emergency Management

PRIMARY AGENCY

- Marion County Department of Homeland Security and Emergency Management

I. PURPOSE

- A. This annex provides financial management guidance for the Marion County Department of Homeland Security and Emergency Management and other government and/or non-profit agencies that respond to a disaster to ensure that funds are prudently managed and that financial operations are conducted in accordance with established county, state, and federal policies, regulations, and standards.

II. SCOPE

- A. This annex applies to the response phase of any emergency requiring the activation of the department of homeland security and emergency management that requires funds to be expended.

III. POLICIES

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

IV. CONCEPTS OF OPERATION

- A. Timely financial support of extensive response activities should be crucial to success in saving lives and property. Innovative and expeditious means may be employed to achieve the financial operational support objective, however it is mandatory that generally accepted governmental financial policies, principles, and regulation be



employed in order to ensure against fraud, waste, abuse, and to achieve the proper control and correct use of public funds.

- B. The standard financial management policies and regulation, which apply to each state agency and to each city and county, should also be used in responding to disasters. WVDHSEM should coordinate financial aspects of an emergency or disaster on a statewide level, however, each local government and individual state agency is responsible for providing its own financial management and support to its response operations in the field. Funds to cover eligible costs for response activities should be provided through reimbursement.
- C. Each local government and each responding disaster event agency is responsible for establishing effective administrative controls for funds and segregation of duties for proper internal controls. A responsible official of each should be designated to ensure that actions taken and costs incurred are consistent with missions.
 - 1. The incident command system (ICS) provides a mechanism, through the Finance Administration Section of the command staff to track expenditures.
 - 2. The on-scene incident commander (IC) makes the decision as to whether to staff a Finance/Administration Section within the command staff. The IC should notify the Marion County Emergency Operation Center (EOC), if activated, that a Finance/Administration Section has been designated.
 - 3. Given certain incident condition, the PFO may request that the IC staff a Finance/Administration Section on-scene to assist in the tracking of resources and other expenditures.
 - 4. If a Finance/Administration Section Chief is designated by the IC on-scene, he/she is responsible for coordinating the PFO in the EOC.
- D. Special care must be taken throughout the emergency response period to maintain logs, formal records, and file copies of all expenditures in order to provide clear and reasonable accountability and justification for reimbursement. This may be necessary to facilitate the final closeout and support audits of financial records after the emergency phase.
- E. West Virginia Code and Marion County Commission procurement guidelines provide the authority to expend available local funds to combat an emergency or disaster situation without regard to normal time-consuming procurement procedures. These exemptions



provisions ensure that the emergency management team leaders have the necessary financial resources to respond promptly disaster event.

- F. In the event of an incident is related to a release of hazardous materials, the Marion County Commission shall take necessary action against the responsible party to collect reimbursement of costs on behalf of the county and local agencies that were directly involved in the response and recovery of the incident. This action should be based upon the event being classified as a county-level hazardous materials response by the MCDHSEM. Reimbursement of these costs should be predicated upon the provisions contained within the Marion County Commission Order for Hazardous Materials Response and Reimbursement of Costs document.
- G. Local government and/or other public safety response county agencies should be aware that the MCDHSEM should continue to assist them in obtaining the necessary resources to mitigate emergency and disaster events when situations exceed local capabilities. The role of MCDHSEM should continue to be one of coordination and should not replace the authority or responsibility of local government and/or other public safety response agency officials to exercise control over emergency or disaster events. Funding mechanisms exist at the local, state, and private industry level to deal with financial requirements of mitigating these events.
- H. After the responding agencies begin their initial response operations, it will be necessary for them to make an estimate of their total funding needs for the duration. Each agency should account for its costs and request reimbursement by each mission assignment/funding limitation.
- I. Each agency that is operating in a disaster event area should identify a single point of contact for financial matters and provide that information to the PFO at the EOC.
- J. The responsible financial official of the agency reviews the reimbursement request to determine that the information is complete and presented in the requested accounting format. Expenditures are reviewed to make sure they are relevant to the disaster event assigned and that claimed costs are reasonable and supported.
- K. All reimbursement requests shall cite the specific incident number, disaster event assignment under which the costs were incurred, and any other pertinent and relevant information is provided to insure that cost reimbursement can be properly refunded to the requesting agency.



V. AGENCY RESPONSIBILITIES

Marion County Department of Homeland Security and Emergency Management	MCDHSEM	• Appoint a Public Finance Officer to monitor expenditures • Maintain records, receipts, and documents to support claims purchases, reimbursements, and disbursements • Provide guidance to other response agencies in the proper maintenance of records to be turned over to MCHSEM
Marion County Commission		• Provide oversight for financial matters relating to disaster/emergency response
West Virginia Emergency Management	WVEM	• Provide assistance in the reimbursement of expenditures for declared disasters



MARION COUNTY EMERGENCY OPERATIONS PLAN

SUPPORT ANNEX 4: PUBLIC PROTECTIVE MEASURES

COORDINATING AGENCY

- Marion County Department of Homeland Security and Emergency Management

PRIMARY AGENCY

- Marion County Department of Homeland Security and Emergency Management

SUPPORTING AGENCIES

- Marion County Commission
- Marion County Central Communications
- Local Response Agencies
- Marion County Schools
- Fairmont-Marion Transit
- American Red Cross
- Salvation Army
- West Virginia Division of Highways
- Marion County Health Department
- Local Media

I. PURPOSE

- A. The purpose of this Annex is to provide a plan to enable the safe, orderly, and coordinated evacuation of people from an area believed to be at-risk of an emergency disaster. Evacuation is a critical emergency management function when an emergency or disaster event, or threat of such an event, requires the movement of people from a risk area to a safe area.

II. SCOPE

- A. This annex applies to any emergency that may require an evacuation of the population, or any part of the population, of Marion County.

III. POLICIES

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



IV. CONCEPTS OF OPERATION

- A. The ultimate responsibility for ordering an evacuation rests with local government. As such, the Marion County Commission has the overall authority for any evacuation effort in the county.
- B. Evacuation efforts should be coordinated through the Marion County Emergency Operations Center.
- C. A risk assessment should identify areas where potential at-risk populations reside. These areas include:
 - 1. Areas in floodplains that are subject to river/stream flooding or back flooding.
 - 2. Areas along streams where flashfloods occur.
 - 3. Inhabited areas in proximity to industrial or commercial sites where hazardous materials are used or stored.
 - 4. Inhabited areas in proximity to railways and major highways where transportation accidents could occur.
- D. Shelter facilities should be identified based on their capacity, suitability and location and may be designated in advance of evacuation efforts (see ESF 6: Mass Care).
- E. Evacuation routes should be identified taking into consideration the variability of traffic flow, weather, conditions, and the ability to control traffic flow.
- F. Evacuation plans should be developed with the assistance of the public information officer to provide emergency public education about evacuation routes and procedures and to determine the best methods of delivering evacuation orders.
 - 1. EPI regarding evacuation should include
 - a. The area to be evacuated and the evacuation time frame
 - b. Transportation and travel directions
 - c. The estimated duration of the evacuations
 - d. The location of shelter facilities.
 - 2. Other important information includes
 - a. Items people should bring with them
 - b. Instructions for pet care
 - c. Instructions regarding prescription medications
 - d. Turning off lights and other utilities.



V. AGENCY RESPONSIBILITIES

Marion County Department of Homeland Security and Emergency Management	MCDHSEM	• Recommends appropriate evacuation/shelter-in-place options to the County Commission • Issue the evacuation/shelter-in-place order and instructions. • Notify field staff of order and locations of mass care facilities. • Identify appropriate evacuation routes and coordinates with law enforcement. • Coordinate with on-scene Incident Command when evacuation order is issued prior to activation of EOC.
Marion County Commission		• Authorize evacuation/shelter-in-place orders
Marion County Central Communications	MCCC	• Provide notification to field staff of evacuation/shelter-in-place order. • Provide notification to residents and visitors of evacuation/shelter-in-place orders
Local Response Agencies		• On-scene Incident Command determines if evacuation/shelter-in-place is appropriate and issues order. • Provide traffic control and crowd control. • Assist with evacuation of the at-risk areas. • Assist in evacuation of the elderly, sick, and those with functional and access needs. • Assist with the protection of properties in evacuated areas.



Marion County Schools		• Evacuate and close schools when warranted. • Coordinate the use of school buses and drivers to assist with evacuation efforts. • Open schools for shelters and mass care facilities as need.
Fairmont-Marion Transit		• Coordinate the use of transit vehicles and drivers to assist with evacuation efforts.
American Red Cross	ARC	• Assist with the operation of shelters and mass care facilities.
Salvation Army		• Assist with the operation of shelters and mass care facilities.
West Virginia Division of Highways	WVDOH	• Provide signage to direct individuals to follow evacuation routes.
Marion County Health Department	MCHD	• Coordinate with hospitals, nursing homes, and other healthcare facilities on evacuation measures. • Coordinate with staff to ensure continuity of care for patients who cannot be moved.
Local Media		• Assist with dissemination of evacuation/shelter-in-place orders to the public.



MARION COUNTY EMERGENCY OPERATIONS PLAN

SUPPORT ANNEX 4: EMERGENCY OPERATIONS CENTER

COORDINATING AGENCY

- Marion County Department of Homeland Security and Emergency Management

SUPPORTING AGENCIES

- Marion County Central Communications

PRIMARY AGENCY

- Marion County Department of Homeland Security and Emergency Management

I. PURPOSE

A. The Emergency Operations Center (EOC) provides a centralized command and functional coordination point for the emergency service providers, the public that needs assistance, and the private non-public (PNP) agencies. The EOC is an integral part of the Marion County EOP because it provides efficiency in the utilization of personnel and resources to ensure that all tasks are accomplished and duplication of efforts are minimized. This annex will provide methodologies to:

1. Identify and establish guidance for the operation of the Marion County Emergency Operations Center (EOC) in the event of a major emergency or disaster situation.
2. Maintain separately published detailed procedures, guidelines, and/or Standard Operating Guidelines (SOGs) for the operation of the Marion County Emergency Operations Center.

B. SCOPE

A. This annex applies to any emergency that may require the activation of the Marion County Emergency Operations Center.

C. POLICIES

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



D. CONCEPTS OF OPERATION

1. **Facility:** The President of the Marion County Commission has directed the Marion County Department of Homeland Security and Emergency Management to maintain a coordination center from which he, his designee, and/or other appropriate responsible governmental and PNP leaders, can direct and control countywide emergency operations in the time of a disaster or emergency situation.
 - a. The Marion County Department of Homeland Security and Emergency Management operates the Marion County Emergency Operations Center (EOC) at 50 Centerview Drive, Fairmont, West Virginia. The EOC is housed in the same building as the Marion County 911 Communications Center.
 - b. In the event of a potential or actual major emergency, the Marion County EOC staff must be amplified in order to maintain contact with and provide assistance to affected Marion County localities. Marion County agencies and organizations which have been assigned major emergency response duties and responsibilities such as the municipal and county law enforcement, city and county fire departments, county EMS agencies, WVDOH, WV State Police, the American Red Cross, and other public and/or PNP supportive agencies may be asked to send a liaison officer to work in the Marion County EOC.
2. **EOC Activation and Staffing:** Depending on the severity and magnitude of the emergency situation or disaster, activation of the EOC may not be necessary, may only be partially activated, or may require full activation. Partial activation would be dictated by the characteristics of the disaster and would involve only those persons needed to interact in providing the coordinated response.
 - a. The EOC may be fully activated by the decision of the President of the Marion County Commission, his designee, or the MCDHSEM. When the decision is made to activate the EOC, the MCDHSEM should notify the appropriate EOC Section Chiefs and staff to report to the EOC. These sections should include the Operations Section, Disaster Analysis Section, and the Resources Section, who work to implement the policy decisions and guidance provided by the Executive Section. The EOC staff should take further action to notify and mobilize the appropriate organizations and dispatch centers that they are responsible for coordinating.
 - b. EOC activation levels should generally follow the “emergency level” described in the following paragraphs.



- i. **Localized Emergency.** The principal of graduated response should be used in responding to localized disasters defined as an incident within a local government. The initial response should be from emergency personnel dispatched by normal procedures. Their assessment of the situation should determine if additional resources are needed. Departments/agencies may be called upon to provide additional resources. Mutual aid and the local government may provide additional support should resource needs exceed the primary responding agency's capability. Activation of the Marion County EOC may not be necessary during a localized emergency situation.
- ii. **Widespread Disaster.** Natural disasters (i.e. – floods, snow/ice storms, severe thunderstorms, tornados, etc.) are considered the most probable widespread disaster that could impact the entire county and adjacent areas. Manmade disasters (i.e. – HAZMAT incidents, bombings, biological incidents, etc.) are considered to affect specific areas or populations of Marion County. Should any of these disaster situations occur, it is anticipated that a full activation of the Marion County EOC would be required to coordinate the county's response.
- iii. **Graduated Response.** Most disasters may require a graduated response involving only those agencies necessary to handle the situation. For a graduated response situation, four levels of response will be defined as part of the EOP.
 - *Level One Emergency* – A “level one” emergency is a common emergency situation that occurs on a frequent basis. The responsibility for control of the incident rests with the responding department and established ICS.
 - *Level Two Emergency* – Should an incident remain unresolved, the emergency status may rise to a “level two” emergency. Level two incidents involve routine assistance from internal and/or external agencies including mutual aid. Command and control is still the responsibility of the primary response agency utilizing previously established ICS procedures. Notification of the MCDHSEM Director is necessary. Notification of the LEPC is optional and dependent on the decision of the MCDHSEM Director. Partial activation of the EOC may be necessary. Partial activation of the EOC is dependent on the decision of the MCDHSEM. The MCDHSEM Director may go to the Incident Command Post on scene to facilitate response coordination. The WVDHSEM office is notified and state assistance may be requested.



- *Level Three Emergency* – Should the incident begin or escalate to a situation where non-routine assistance is required or anticipated, a “level three” emergency may be declared. The EOC should activate at this level. A level three event could be a major single site event or a countywide event. This level of emergency should be used for all natural, manmade, or major technological disasters. The WVDHSEM office is notified, communication and coordination is maintained between the Marion County EOC and the WV State EOC. State assistance may be requested.
 - *Level Four Emergency* – This level of emergency is used for catastrophic statewide or regional events. The Marion County EOC is fully activated. State and federal assistance should be requested and is required and as such, ESF #5 is responsible for establishing the Federal support infrastructure in the affected State and/or region.
3. **Controls and Continuity of Operations:** During an emergency situation or incident, there should be two levels of control. The first level of control should be at the scene of the incident. The first level of control should follow the guidelines of ICS and the NIMS standards. The second level of control should be at the EOC where overall coordination of efforts may be exercised. The second level of control should follow the established guidelines of the EOP and NIMS standards. ESF #5 is organized in accordance with the NIMS.
- a. **Single Site Incident** – In a single site emergency, the governing body having jurisdiction should respond to the scene. The on-scene management should fall under the jurisdiction of the local department best qualified to conduct the rescue, recovery, and control operations. The NIMS, department’s internal ICS protocol, and applicable WV State Statutes, should determine who at the scene should become the on-scene incident commander and should be responsible for the overall scene operations. The local coordination and commitment authority for local resources should be retained by the local elected officials, and can be delegated as appropriate.
 - b. **Widespread/Countywide Incident** – During a widespread or countywide incident, the on-scene ICS retains tactical decision-making authority (unless it is formally transferred to the EOC per a request by the IC). Normally, the EOC is activated to



support the on-scene operation through resource procurement, public information, record keeping, etc.

During the effective period of any declared emergency, the MCDHSEM Director, through the EOC supports all emergency response activities and employs all necessary emergency resources according to the provisions of the Marion County EOP and WV State Statute. To insure a line of succession, each section is directed to assign multiple alternates for each key emergency position. Lines of succession for each section shall be provided to the MCDHSEM Director. Each section shall provide updates to the lines of succession at least annually or when changes occur in that line of succession. The MCDHSEM Director shall make each section's lines of succession an integral part of the section's files at the EOC.

4. **Facilities:** The Marion County Emergency Operation Center is a building compound that is designed to serve the community in specific countywide disaster or emergency situations. The EOC is the designated facility for the location of personnel that are responsible for the coordination and management of such disasters or emergency situations. Because of the critical role of the EOC, MCDHSEM had designated that there be a primary and alternate EOC.
 - a. **Primary EOC.** The primary Marion County EOC is located at 50 Centerview Drive, Fairmont, West Virginia. The primary EOC building also is the location of the Marion County 911 Communications Center. The building is constructed of steel and masonry building materials. The primary EOC has the necessary communications equipment required to conduct emergency management operations directly from the EOC. The primary EOC has alternate electrical power (a backup generator), communications and computer system redundancy, provisions for auxiliary water and food supplies, and the necessary facilities to allow for 24 hour per day operation for a several day period of time. The primary EOC shall be equipped with the necessary electronic and technological equipment, resources, and materials to assist the decision making process. The equipment, resources, and materials shall be maintained and operationally ready at all times. The equipment, resources, and materials shall be updated and/or replaced according to need and functionality of the equipment, resources, and materials.
 - b. **Alternate EOC.** In the instance that the primary EOC can no longer be capable of functioning as the primary EOC, an alternate EOC shall be activated to assume the



function of the primary EOC until the primary EOC can re-assume control. The alternate EOC for Marion County may be the Mobile Command Center. The alternate EOC shall have an alternate electrical power supply (a backup gasoline generator), provisions for auxiliary water and food supplies, and the necessary facilities to allow for 24 hour per day operation for a several day period of time. The alternate EOC shall be equipped with the necessary electronic and technological equipment, resources, and materials to assist the decision making process. The equipment, resources, and materials shall be maintained and operationally ready at all times. The equipment, resources, and materials shall be updated and/or replaced according to need and functionality of the equipment, resources, and materials.

5. **EOC Incident Management Team:** There are critical functions that must be accomplished in an operational Marion County EOC facility, whether it is the primary EOC or the alternate EOC utilizing the Mobile Command Post. The primary focus of the Marion County EOC is the setting of priorities and the allocation of resources to support local government emergency operations as well as the coordination and implementation of protective actions. The EOC shall serve as a partner with the on-scene incident management personnel and structure. The following operational guidelines for the EOC shall be followed following the partial or full activation of the EOC.
 - a. **Direction and Control.** Setting policy and providing broad guidance, not tactical direction. This function is primarily a function of the executive section of the Marion County EOC.
 - b. **Establishment of Priorities.** Determining the relative importance of multiple needs to facilitate focusing operational response or recovery activities to the most critical concerns (i.e. deciding what should be done first). This function is also primarily the responsibility of the executive section, in coordination with the operations section and on-scene ICS.
 - c. **Situation Assessment.** Collecting and analyzing information about the situation, needs, damage, and/or developing action plans. Displaying information for use by EOC management and State EOC staff. This function is the primary responsibility of the Marion County EOC operations section.
 - d. **Coordination.** Resource assignment/action tracking that links specific local government requests for assistance/needs with resources, technical advice, or



industry contacts of state or volunteer agencies or businesses. This function is the primary responsibility of the Marion County EOC Operations Section.

- e. **Resource Management.** Acquisition and allocation of resources, providing technical advice, or industry contacts in support of specific local government requests. This function is the primary responsibility of the state or volunteer agencies or businesses that have been assigned and tasked to manage the function, with close coordination and quality control provided by Marion County EOC resources section.
- f. **EOC Staffing (General).** A listing of EOC staff responsibilities is contained in Annex A, Appendix 1 of this plan. Further, the EOC Manager and appropriate section chiefs within the EOC are given the flexibility to amend job descriptions based on the needs of the incident. Further, the EOC Manager or section chiefs can create positions under their sections, again based on the needs of the incident.

6. Reports: To gather information quickly and accurately reflecting the severity and scope of the emergency or disaster situation and to submit this information using three standard reports forms. As provided for in the EOP, the EOC Manager, or his designee, shall be responsible for the completion of the necessary reports relative to the functions and operations of the EOC. These reports, and the associated information collection methodologies, should provide the EOC staff the capability to collect data about the incident, assimilate that data into an approved format, and submit the reports and information to the State EOC as required.

- a. **Types of Reports** - There are three types of Local EOC "Rapid Assessment" Reports:
 - i. Local Situation Report
 - ii. Resource Request
 - iii. Initial Damage Assessment Report

Following is an explanation of each report. A sample of each form to be used is included in the "EOC Reports" section of this plan. The EOC Manager, or his designee, shall be responsible for the coordination of distribution, completion, collection, and informational management of these reports. Following the completion of these reports, they shall be submitted to the EOC Manager, or his designee, for processing.



- a. **Local Situation Report** - In response to an incident, emergency responders at all levels of government should initially assess the situation and identify the need for response operations. A situation assessment should be undertaken in order to:
 - i. Provide a gross estimate of the impact of the disaster, including the identification of boundaries of the damaged area and the distribution, type, and severity of damages.
 - ii. Provide a general assessment of the status of local government operations, to include police, fire, rescue, and the local EOC.
 - iii. Summarize the status of essential facilities (e.g., electric power, water and sewer, telephone service, road access, hospitals, airfields, public shelters, etc.).

Correct and timely assessments of the situation permit local governments to prioritize response activities, allocate limited resources, and quickly request aid from state, federal, and volunteer agencies. Situation Reports from the county may be used by the State EOC to determine the scope of the problem.

Initial situation reports should be prepared as soon as possible after the emergency with updates daily and when the situation changes in any category.

- b. **Resource Request Report** - During an emergency or disaster, county agencies may need to request specific kinds of resources in order to receive proper assistance in a timely manner. Frequently, requests made to the EOC are too general and as result, victims do not receive the right kind of assistance or experience delays in receiving it. Being specific in asking for help may ease suffering and directly help victims begin the recovery process. The resource request report (ICS form 259-3) may assist those individuals, business entities, and/or local government agencies in deciding the size, amount, location, type and time of resources they need. A copy of this form should be available to each person who requests resources or needs in the jurisdiction.
- c. **Damage Assessment Reports** – Damage assessment reports are necessary in determining what type of assistance is needed during the recovery phase of the disaster. In an effort to streamline the reporting process, Marion County utilizes the forms standardized by the *West Virginia Emergency Operations Plan*. Copies of those forms are contained in the “EOC Reports” section of this plan.



- d. **Additional Reports** - At the discretion of the EOC Manager, additional reporting requirements may become part of the incident reporting process.

