



**COMMONWEALTH of VIRGINIA**  
*Department of Emergency Management*

MICHAEL M. CLINE  
State Coordinator

JACK E. KING  
Chief Deputy Coordinator


BRETT A. BURDICK  
Deputy Coordinator

10501 Trade Court  
North Chesterfield, Virginia 23236-3713  
(804) 897-6500  
(TDD) 674-2417  
FAX (804) 897-6506

November 18, 2013

**MEMORANDUM**

**TO:** Honorable Governor Robert F. McDonnell  
Members of the Virginia General Assembly

**FROM:** Michael M. Cline 

**SUBJECT:** Status of Emergency Response Plans

The following report on the status of state and local emergency management in the Commonwealth of Virginia is required by the Code of Virginia §44-146.18B3. It is based on data provided to the Virginia Department of Emergency Management (VDEM) by November 15, 2013.

**COMMONWEALTH OF VIRGINIA EMERGENCY OPERATIONS PLAN (COVEOP)**  
The State Planning Assistance Program within the Preparedness Division of the VDEM maintains the COVEOP and presents the plan to the Governor for promulgation at least once every four years. In preparation for the 2012 promulgation of the plan, members of the Virginia Emergency Response Team comprised of state agencies, non-governmental, and private sector partners, conducted a comprehensive review and update of the basic plan, 17 emergency support function annexes, five support annexes, and six hazard specific annexes in 2011. This review included a newly developed Technological Hazards Annex that addresses special considerations posed by low-frequency, high impact technological hazards resulting in extended power and/or communications outages. The 2012 version of the COVEOP was promulgated by Governor McDonnell on August 20, 2012, and has undergone several updates since that time. One update of note is the addition of an Earthquake Annex in November 2012 that addresses the unique response needs, capabilities, and considerations not addressed elsewhere in the plan, and an alteration to the Hurricane Evacuation timeline in May 2013.

*"Working to Protect People, Property and Our Communities"*

## LOCAL ANNUAL EMERGENCY MANAGEMENT ASSESSMENT

Each local jurisdiction is required to report an assessment of its emergency management program annually by July 1, pursuant to Code of Virginia §44-146.19F. Each year, the Program Manager of the Local Planning Assistance Program (LPA) of the Preparedness Division notifies the jurisdictions and provides access to a web based system to facilitate this process.

The Local Capability Assessment of Readiness process is an opportunity for each jurisdiction to assess its capabilities and identify strengths and challenges in its emergency management program. The results present a statewide view of local preparedness and an opportunity for VDEM to deploy resources to the jurisdictions to help improve local emergency management programs. The reporting form addresses 10 aspects of an emergency management program including Planning; Operations; and Public Education and Outreach via 80 questions. A 100 point scale is applied.

The following average scores are based on 139 completed reports, or 100% of the jurisdictions that have independent emergency management programs. The average score for each category is provided. The number in parentheses is the average score for the 2012 results for comparison.

Hazard Identification and Risk Assessment: 70% (68%)

- Resource Management and Logistics: 73% (71%)
- Planning: 87% (85%)
- Direction, Control, and Coordination: 82% (80%)
- Communications and Warning: 84% (82%)
- Operations: 82% (77%)
- Training: 70% (67%)
- Exercise, Evaluations, and Corrective Actions: 67% (62%)
- Crisis Communications, Public Education and Information: 71% (69%)
- Administration and Finance: 72% (71%)

• **Average of All Categories: 77% (73%)**

The overall average assessment improved in each category. It seems that VDEM's efforts to support and partner with the local governments, continues to have a positive impact on local emergency management throughout the Commonwealth. In particular, VDEM regularly devotes time and resources to the following program areas in local government:

- Planning
- Training
- Exercise Evaluation and Corrective Action
- Crisis Communications, Public Education and Information.

## LOCAL EMERGENCY OPERATIONS PLANS

There are 139 jurisdictions with independent local emergency management programs and each is responsible for maintaining and keeping current a local emergency operations plan (LEOP). An LEOP is deemed current if it is comprehensively reviewed, revised, and adopted by the local governing board every four years, pursuant to Code of Virginia, §44-146.19E. As of October 15, 2013, all jurisdictions in the Commonwealth have current LEOPs, achieving a goal Governor McDonnell set for his administration.

LPA in the Preparedness Division at VDEM assists local governments in order to facilitate the process of plan development and revision. This aid consists of, but is not limited to:

- Two LPA planners each are dedicated to three VDEM regions (planning services are delivered to local governments in VDEM Region 7 by Local Support Services Staff).
- A Local Emergency Operations Plan (LEOP) template document, which addresses consideration of citizens with special needs has been made available and presented through a series of grant funded workshops.

The outreach efforts, as well as the guidance available on the VDEM website, contributed to 100% of local government emergency management programs having current EOPs. It is the intent of LPA staff, as well as the Preparedness Division, to help jurisdictions maintain current, viable EOPs.

## INSTITUTIONS OF HIGHER EDUCATION

There are 40 state institutions of higher education (IHEs) in Virginia. Each state IHE is responsible for adopting and maintaining a current crisis and emergency plan pursuant to the Code of Virginia §23-9.2:9. The plan must be reviewed and revised every four years and adopted by the Board of Visitors (or other governing board). This law became effective on July 1, 2008, and VDEM advised the state IHEs that they should have a current, adopted plan in place by July 1, 2012, to allow the IHEs time to comply by revising or developing a plan.

With support from the Office of the Secretary of Education, the following 31 institutions or 78% submitted documentation that the governing board of the IHE adopted the crisis and emergency plan as of October 15, 2013:

### **Four-year institutions**

- Richard Bland College
- Virginia Commonwealth University
- Longwood University
- University of Virginia
- James Madison University
- College of William and Mary
- Eastern Virginia Medical School
- Virginia Military Institute
- Virginia Tech
- Radford University
- University of Mary Washington
- George Mason University

*“Working to Protect People, Property and Our Communities”*

### **Community Colleges:**

- J. Sargeant Reynolds Community College
- Southside Virginia Community College
- Germanna Community College
- Lord Fairfax Community College
- Blue Ridge Community College
- Danville Community College
- Patrick Henry Community College
- John Tyler Community College
- Dabney Lancaster Community College
- New River Community College
- Central Virginia Community College
- Mountain Empire Community College
- Wytheville Community College
- Southwest Virginia Community College
- Tidewater Community College
- Thomas Nelson Community College
- Eastern Shore Community College
- Northern Virginia Community College

The following institutions have not provided documentation of plan adoption to VDEM as required by the Code of Virginia as of October 15, 2013:

### **Four-Year Institutions:**

- Virginia State University
- College of the University Virginia at Wise
- Christopher Newport University
- Norfolk State University
- Old Dominion University

### **Community Colleges:**

- Piedmont Virginia Community College
- Paul D. Camp Community College
- Virginia Western Community College

The Code of Virginia §23-9.2:9 was amended in 2010 requiring the President and Vice President of each institution of higher education to annually review the crisis and emergency plan and to certify this review in writing to VDEM. This requirement only applies during the interim years between plan adoptions, as it is expected that the President and Vice President should review the plan as part of the plan revision process.

The following IHEs adopted EOPs prior to 2013 but did not submit the annual certification of the executive review by October 15, 2013:

### **Four Year Institutions:**

- Longwood University
- George Mason University

### **Community Colleges:**

***“Working to Protect People, Property and Our Communities”***

- John Tyler Community College
- Lord Fairfax Community College
- Southside Virginia Community College
- Dabney Lancaster Community College
- Danville Community College
- Patrick Henry Community College
- Blue Ridge Community College
- Rappahannock Community College
- Virginia Highlands Community College
- Northern Virginia Community College

An additional amendment of Code of Virginia §23-9.2:9 in 2010 requires the IHEs to conduct a functional exercise of the emergency and crisis plan every year and document to VDEM that the exercise has been done. As a reminder, this code amendment is directly tied to the settlement of the Virginia Tech mass shooting incident in 2007. The following institutions have not complied as of October 15, 2013:

Four Year Institutions:

- Virginia Commonwealth University
- University of Mary Washington
- Longwood University
- Virginia State University
- Old Dominion University
- Virginia Military Institute

Community Colleges:

- John Tyler Community College
- Southside Virginia Community College
- Germanna Community College
- Lord Fairfax Community College
- Rappahannock Community College
- Virginia Highlands Community College
- Wytheville Community College
- Dabney Lancaster Community College
- Danville Community College
- Blue Ridge Community College
- College of the University of Virginia at Wise
- Paul D. Camp Community College
- Thomas Nelson Community College
- Virginia Western Community College
- Northern Virginia Community College

LPA staff offers similar assistance to the IHEs that they offer the local governments including:

- The two LPA planners are available to review plans of the institutions in the VDEM regions they are assigned.
- A template was posted on the VDEM website and revised in 2012 based on the needs of the IHEs, available at: <http://www.vaemergency.gov/em-community/plans/eop-templates-college>.

To further assist the IHEs, the Preparedness Division drafted a set of Frequently Asked Questions (FAQs) to clarify the requirements stated in Code of Virginia §23-9.2:9 and sent them via email on September 18, 2013. The FAQs explain the requirements for plan adoption, review by the President and Vice President and the exercise requirement. They are available on the VDEM website: <http://www.vaemergency.gov/em-community/plans/eop-templates-college>.

MMC

Copy: Secretary of Public Safety  
Division of Automated Legislative Services  
VDEM's Legislative Liaison