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# COVEOP SUPPORT PLAN FOR [AGENCY NAME]

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AGENCY SEAL

[DATE]

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## INTRODUCTION

Executive Order Number Forty-One (2019) requires all executive state agencies to participate in the Commonwealth's emergency management program through participation with the Virginia Emergency Support Team (VEST). The VEST is the interagency coordinating group that operates the Virginia Emergency Operations Center (VEOC) and carries out emergency response and recovery activities throughout the Commonwealth.

EO 41 requires each executive agency to appoint a VEST Liaison to coordinate the agency's emergency management responsibilities with the VEST. The Commonwealth of Virginia Emergency Operations Plan (COVEOP) and EO 41 describe the duties of the VEST liaison officer, which includes development and maintenance of an agency support plan, which should describes the agency's emergency management roles and responsibilities. The purpose of this template is to provide guidance for the agency's plan development and maintenance.

## Purpose

The purpose of this document is to provide a guideline for Agencies to submit their additions to the COVEOP in a uniform and easily referenced format. It is not intended to limit input in any way, rather, it allows easy adaptation of the plans Agencies already have to the COVEOP and any subsequent updates.

## References

See PG. 7 for Authorities and References

# PLAN ELEMENTS

The Basic plan of the COVEOP identifies emergency response policies, describes the response organization, and assigns tasks. These items should also be included in the agency’s COVEOP support plan.

## 1. Introductory Items.

These items enhance accountability and ease of use should preface the agency’s plan introductory material includes the following components:

- **Cover Page:** The cover page has the title of the plan. It should include a date and identify the jurisdiction(s) covered by the plan.
- **Promulgation Document.** Promulgation is the process that officially announces and declares a plan. It gives both the authority and the responsibility to agency staff to perform their tasks. It mentions the responsibilities of tasked organizations with regard to preparing and maintaining their own procedures/guidelines. In addition, the promulgation document allows agency leadership to affirm their support for the agency’s emergency management role in the Commonwealth of Virginia and indicates that this plan supersedes all previous plans.
- **Approval and Implementation Page.** The approval and implementation page introduces the plan, outlines its applicability, and indicates that it supersedes all previous plans. It should include a delegation of authority for specific types of plan edits, which are allowable without signature of the agency administrator.
- **Record of Changes:** Track each update or change to the plan. The record of changes, usually in table format, contains, at a minimum, a change number, the date of the change, the name of the person who made the change, and a summary of the change. This page identifies the point of contact and includes their contact information.

**Table 1**

**Record of Changes**

Change Number	Section and Page Number	Description of Change	Date of Change	Posted By
1	Page 15	Updated responsibilities of new position	3/19/20	Jane Doe

- **Record of Distribution:** The record of distribution, usually in table format, indicates the title and the name of the person receiving the plan within the agency and VEST and anyone outside of these entities. The record of distribution proves that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the plan. The agency may provide copies of the plan to the public and media without SOPs/SOGs, call-down lists, or other sensitive information.

**Table 2**

**Record of Distribution List**

<b>Name</b>	<b>Title</b>	<b>Agency or Organization</b>	<b>Record of receipt of plan</b>	<b>Number of Copies</b>
<b>John Doe</b>	<b>Plans Chief</b>	<b>VDEM</b>	<b>JD-2/15/20</b>	<b>1</b>

- **Table of Contents:** The table of contents should be a logically ordered and clearly identify the layout of major sections and subsections of the plan. The table of contents facilitates easy access to information in the plan.

**2. Purpose, Scope, Situation Overview and Planning Assumptions**

These items are included in the COVEOP and defined as follows:

- **Purpose:** The purpose is a general statement of what the Support Plan should accomplish.
- **Scope:** The plan applies to the agency leadership and staff who have emergency management roles and responsibilities stated in the Commonwealth of Virginia Emergency Operations Plan (COVEOP) and Executive Order Number Forty-One.
- **Situation Overview:** The situation section characterizes the “planning environment”. The COVEOP includes a detailed situation overview that describes probability and impact of hazards, geographic areas, populations and critical facilities. For purposes of this plan, the situation overview should address expertise and capabilities the agency would bring to an emergency response.
- **Planning Assumptions:** Parameters that are expected and used as a context, basis, or requirement for the development of response and recovery plans, processes, and

procedures. If a planning assumption is not valid for a specific incident's circumstances, the plan may not be adequate to ensure response success and alternative methods may be needed. For example, if a decontamination capability is based on the planning assumption that the facility is not within the zone of release, this assumption must be verified at the beginning of the response. The planning assumptions included in this plan should be specific to agency staff fulfilling VEST duties.

### **3. Concept of Operations (CONOPS)**

The CONOPS allows the audience to visualize the sequence and scope of the planned emergency response. It may include a brief discussion of the activation levels identified by the COVEOP and identifies which by position and which personnel will respond when notified.

### **4. Organization and Assignment of Responsibilities**

This section provides a basic description of the positions within the agency that have responsibilities assigned by EO 41 and the COVEOP. They are as follows:

- All state Agencies shall:
  - Include emergency preparedness planning, training, and exercises as basic responsibilities
  - Include emergency preparedness in its strategic planning and performance management process
  - Develop a continuity of operations plan (COOP)
  - Use all resources and capabilities to support statewide response and recovery efforts
  - Provide emergency public information resources
  - Include the standard emergency preparedness and assistance statement found in DHRM's website in the state EWP of all state employees.
  - DHRM and VDEM shall identify a method to leverage effectively the state employee work force in anticipation of disaster response and recovery operations
- Each Agency Administrator designee will ensure the agency fulfills its responsibilities and appoints a VEST Liaison Officer:
  - Executive Branch agencies shall appoint at least one VEST Liaison Officer (VLO) and at least one alternate to serve as the primary point of contact for all disaster preparedness, response, and recovery matters. VLOs shall be subject matter experts to

staff relevant ESFs, have the authority to dedicate resources, and the ability to fulfill other assignments upon activation of the VEST.

- VEST Liaison Officer (VLO)/Alternate VEST Liaison Officer (AVLO) has the following responsibilities:
  - Be familiar with the COVEOP which is available on the VDEM website
  - Preparation and maintenance of a written internal plan, which is compliant with this template
  - Submit Agency's COVEOP Support Plan to VDEM by May 1 each year
  - Maintain a current roster of personnel to staff with skill-sets designated to VEST
  - Manage agency's collection of disaster related costs; follow procedures to submit cost recovery reports to Finance and Administration Section of the VEST
  - Ensure agency's compliance with National Incident Management System (NIMS)
  - Complete emergency managements course as determined by VDEM
  - Participate in monthly VEST training and exercises
  
- EMCs shall:
  - Ensure the development, adoption, and maintenance, of a current written Occupant Emergency Action Plan consisting of building evacuation, shelter-in-place, active threat, and other hazards
  - Coordinating the Occupant Emergency Action Plan with appropriate local emergency managers
  - Developing, adopting, and maintaining a written Crisis and Emergency Management Plan
  
- EMCs also have the following duties relative to COOP:
- Creating and updating the COOP annually in order to conform to the latest VDEM template
- Conducting continuity awareness briefings (or other means of orientation) of all newly hired personnel including host or contract personnel within 90 days of hiring
- Conducting an annual continuity awareness briefing for agency leadership, focusing at a minimum on: individual continuity plan duties, mission essential functions, and orders of succession
- Maintaining current roster of State Agency Personnel required to implement the COOP.
- Conducting an annual test or exercise of the COOP

- Completion of an AAR within three months of the COOP test, exercise, or actual event and monitoring of the correction of identified deficiencies
- The annual submission of the list of COOP alternate facilities to DGS by July 1
- **Public Information Officer: Responsible for staffing the Joint Information Center**
- Agency staff to fill roles in ESFs relevant to the agency's emergency management roles, as assigned by the VLO. For example, the VLO of the Department of Conservation and Recreation will identify staff to support the following Emergency Support Functions (ESFs):
  - ESF 3 Public Works and Engineering
  - ESF 4 Fire Fighting
  - ESF 9 Search and Rescue
  - ESF 11 Agriculture and Natural Resources
  - ESF 15 External Affairs

**5. Direction, Control and Coordination:**

This section describes the framework for all direction, control and coordination activities as they relate to VEST and its supporting agencies. **This is where feedback loops go I think. We are just calling it something different.**

**6. Information Collection Analysis and Dissemination.**

This section describes the critical or essential information common to all operations identified during the planning process. It identifies the type of information needed, the source of the information, who uses the information, how the information is shared, the format for providing the information, and any specific times the information is needed.

**7. Communications.**

This section describes the communication protocols and coordination procedures used between response organizations during emergencies and disasters. It discusses the framework for delivering communications support and is applicable to the agencies that provide communications support to the VEST.

**8. Administration, Finance and Logistics.**

This section describes general support requirements and the availability of services and support for all types of emergencies, as well as general policies for managing

resources. The COVEOP provides overall financial management and support to assist in incident management. The agency plan should describe oversight of the agency's collection of disaster-related costs coordination with the Finance and Administration Section of the VEST.

## **9. Plan Development and Maintenance.**

This section describes the overall approach to planning and the assignment of plan development and maintenance responsibilities.

## **10. Authorities and References.**

Authorities identify the legal basis for the plan, which includes the list of laws, statutes, regulations and formal agreements relevant to emergencies. This includes the following:

- Title 44 of the Code of Virginia provides general and specific statutory authority for the development, maintenance, and implementation of the COVEOP and the Commonwealth of Virginia Emergency Operations Plan.
- §2.2-222.1 of the Code of Virginia requires the preparation and maintenance of a written internal agency plan to fulfill the responsibilities designated in the COVEOP and to be compliant with VDEM's template and submitted to VDEM annually by May 1.
- Executive Order Number Forty-One (2019) requires each executive state agency to have roles and responsibilities in the Commonwealth of Virginia's emergency management program.
- Identify particular relevant regulations that apply to the agency's role in emergency management

References include the sources used to develop the template and ultimately the agency response plan including:

- Commonwealth of Virginia Emergency Operations Plan (COVEOP), May 2019
- Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide, (CPG) 101, V. 2
- Include references that are specific to the development of the agency plan.