



Emergency Operations Plan Annex B: Preparedness

December 22, 2020



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AUTHORITIES, ACRONYMS, AND DEFINITIONS

Legal authority to undertake the development of the Emergency Operations Plan and subsequent actions in an emergency derives from the Goochland County Emergency Manager.

RELATED AUTHORITIES

- Homeland Security Presidential Directive (HSPD) 5, “Management of Domestic Incidents” requiring the development of the National Incident Management System (NIMS) and directing the use of the NIMS as a condition of receiving federal preparedness funding

ACRONYMS

AAR	After-Action Report
CERT	Community Emergency Response Team
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPG	Emergency Policy Group
EPT	Emergency Planning Team
FE	Functional Exercise
FEMA	Federal Emergency Management Agency
FSE	Full-Scale Exercise
HSEEP	Homeland Security Exercise and Evaluation Program
HMP	Hazard Mitigation Plan
ICS	Incident Command System
IP	Improvement Plan
LEPC	Local Emergency Preparedness Committee
LCAR	Local Capability Assessment for Readiness
MYTEP	Multi-Year Training and Exercise Plan
NIMS	National Incident Management System
NOAA	National Oceanic Atmospheric Administration
POETE	Planning, Organization, Equipment, Training, and Exercise focus areas
SOP	Standard Operating Procedures
SPR	Stakeholder Preparedness Review
TEP	Training and Exercise Plan
THIRA	Threat Hazard Identification and Risk Assessment
TTX	Tabletop Exercise

DEFINITIONS

Core Capabilities: FEMA has defined 32 core capabilities needed to achieve all the elements of the National Preparedness Goal. These capabilities are referenced in many national preparedness efforts, including the National Planning Frameworks. The Goal grouped the capabilities into five mission areas (Prevention, Preparedness, Mitigation, Response, and Recovery), based on where they most logically fit. Some fall into only one mission area, while some others apply to several mission areas.

Drills: A drill is a coordinated, supervised activity usually employed to validate a specific function or capability in a single agency or organization. Drills are commonly used to provide training on new equipment, validate procedures, or practice and maintain current skills.

Functional Exercise: Functional Exercises (FEs) are designed to validate and evaluate capabilities, multiple functions and/or sub-functions, or interdependent groups of functions. FEs are typically focused on exercising plans, policies, procedures, and staff members involved in management, direction, command, and control functions. In FEs, events are projected through an exercise scenario with event updates that drive activity typically at the management level. An FE is conducted in a realistic, real-time environment; however, movement of personnel and equipment is usually simulated.

Full-Scale Exercise: Full-Scale Exercises (FSE) are typically the most complex and resource-intensive type of exercise. They involve multiple agencies, organizations, and jurisdictions and validate many facets of preparedness. FSEs often include many players operating under cooperative systems such as the Incident Command System (ICS) or Unified Command. In an FSE, events are projected through an exercise scenario with event updates that drive activity at the operational level. FSEs are usually conducted in a real-time, stressful environment that is intended to mirror a real incident. Personnel and resources may be mobilized and deployed to the scene, where actions are performed as if a real incident had occurred. The FSE simulates reality by presenting complex and realistic problems that require critical thinking, rapid problem solving, and effective responses by trained personnel.

Games: A game is a simulation of operations that often involves two or more teams, usually in a competitive environment, using rules, data, and procedures designed to depict an actual or hypothetical situation. Games explore the consequences of player decisions and actions. They are useful tools for validating plans and procedures or evaluating resource requirements.

Goochland County Community: The Goochland County Community is defined as the Staff, Residents, Businesses, and Visitors of County-owned buildings and facilities.

Multi-Year Training and Exercise Plan: A Multi-Year Training and Exercise Plan (MYTEP) documents Goochland County's overall training and exercise program priorities for a specific multi-year time period. The MYTEP identifies the training and exercises that will help the County build and sustain the core capabilities needed to address its training and exercise program priorities.

Seminars: Seminars generally orient participants to, or provide an overview of, authorities, strategies, plans, policies, procedures, protocols, resources, concepts, and ideas.

Tabletop Exercise: A tabletop exercise (TTX) is intended to generate discussion of various issues regarding a hypothetical, simulated emergency. TTXs can be used to enhance general awareness, validate plans and procedures, rehearse concepts, and/or assess the types of systems needed to guide the prevention of, protection from, mitigation of, response to, and recovery from a defined incident.

Workshops: Workshops involve more participant interactions than a seminar and more focus is placed on achieving or building a product.

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INTRODUCTION

BACKGROUND

The Goochland County Emergency Operations Plan (EOP) contains detailed responsibilities and tasks to be performed by County departments and other stakeholders during an emergency. Departments and personnel with disaster prevention/mitigation, response, recovery, and/or continuity of operations roles must prepare themselves for their responsibilities to ensure a prompt, appropriate response. Preparation should include training personnel with policies, plans, and procedures; conducting or participating in exercises; and, as appropriate, acquiring equipment or supplies.

Goochland County Department of Fire-Rescue & Emergency Services is responsible for providing preparedness education to the community (staff, residents, vendors/businesses, and visitors) to increase resilience and reduce the impacts of disasters and emergencies. The ultimate goal is to help them to become self-sufficient.

Goochland County has developed and will maintain the EOP to provide a framework of preparedness throughout the five Mission Areas (Prevention, Protection, Mitigation, Response, and Recovery).

PURPOSE

This Annex catalogs the programs and initiatives that prepare Goochland County to manage emergencies efficiently and effectively prevent or minimize disruptions to Goochland County, its programs, and the services provided to the Whole Community.

SCOPE

Goochland County preparedness programs and initiatives are those that focus on improving the readiness and resiliency of the Goochland County community. These programs and initiatives have been organized by the five preparedness elements referred to as POETE, which is an acronym for **P**lanning, **O**rganization, **E**quipment, **T**raining, and **E**xercise.

Goochland County preparedness programs include:

- **Planning** to address the range of threats and hazards likely to impact the County;
- Development and maintenance of the emergency management/services **Organization** and structure;
- Identification, acquisition, and maintenance of **Equipment** to support all phases of emergency management;
- **Training** and education tailored to the needs of the various stakeholder groups; and,
- **Exercises** to reinforce plan familiarization and test the plans.

OBJECTIVES

- Develop plans, policies, and procedures that will allow Goochland County, its departments, and stakeholders to integrate their respective capabilities into a county-wide emergency response and recovery effort.
- Build an emergency services organization that engages the whole community.
- Be adequately equipped to respond and recover from emergencies and disasters effectively.
- Train emergency services personnel and provide community disaster education.
- Validate their readiness for an emergency through internal drills and participation in ongoing preparedness training.
- Exercise results will be documented, and recommendations implemented to improve Goochland County's preparedness for an emergency.
- Revise this Annex as required to address identified gaps and build or sustain capabilities.

CONCEPT OF OPERATIONS

Goochland County Department of Fire-Rescue & Emergency Services is responsible for the coordination of the County's preparedness efforts and activities. Although Goochland County Emergency Services coordinates the process, Goochland County Departments are responsible for regularly engaging in preparedness activities as described in this Annex. Through personal and county preparedness, Goochland County will be ready to face any emergency or disaster with confidence.

GENERAL PREPAREDNESS ACTIVITIES

Goochland County Department of Fire-Rescue & Emergency Services takes an active role in emergency preparedness. The Goochland County preparedness program will include ongoing preparedness activities including:

- Conduct a Threat and Hazard Identification and Risk Assessment (THIRA) to inform the Hazard Mitigation planning process, identify capability gaps, and shape ongoing preparedness priorities.
- Conduct an annual Stakeholder Preparedness Review (SPR) to address the gaps identified in the THIRA.
- Participate in Local Capabilities Assessment for Readiness (LCAR) Survey annually for Virginia Department of Emergency Management (VDEM)
- Develop and maintain emergency plans to guide all phases of emergency management and address gaps identified in the THIRA and SPR.
- Deliver disaster education materials and programs to encourage the preparedness of the entire Goochland County community.
- Develop and maintain a Multi-Year Training and Exercise Plan (MYTEP).
- Provide basic and role-based emergency management training.
- Conduct exercises to reinforce training, test the effectiveness of emergency plans, policies, and procedures, and identify areas for improvement.

PLANNING

Goochland County Emergency Services' Planning follows the 6-step process established by FEMA's Comprehensive Planning Guide-101 (CPG-101).

In *Step 1 – Form a Collaborative Planning Team*, potential planning team members are identified. In Goochland County, the Goochland County Emergency Planning Team



Figure 1– Planning Cycle

(EPT) is comprised of stakeholders from across the County, which provides subject matter expertise and input in developing emergency management/services plans and serve in support roles during a disaster.

In *Step 2 – Understand the Situation*, the EPT will conduct an assessment to identify:

- What threats and hazards exist?
- What are the potential consequences of the threats and hazards?
- What capabilities does Goochland County need to respond and recover from the consequences?
- What gaps exist between our current capabilities and our desired capabilities?
- How do we address the gaps?

The EPT will use FEMA's Threat and Hazard Identification and Risk Assessment (THIRA) to conduct this assessment

In *Step 3 - Determine Goals and Objectives*, FEMA's Stakeholder Preparedness Review (SPR) tools will assist the EPT in analyzing the results of the THIRA to determine the goals and objectives for Goochland County disaster plans.

The THIRA and SPR help identify the threats and hazards of the most significant concern, determine the capability targets (goals) needed to be prepared against the current capability (gaps), and identifies actions to address the gaps. The THIRA should be completed once every three years, along with an annual SPR to identify what capabilities were lost, sustained, or improved. Whereas the EOP and other annexes can be updated on a less frequent basis, components of the Preparedness Annex should be reviewed and updated annually to make course corrections based on the itemized progress update obtained from the SPR.

Capabilities-based planning addresses the uncertainty of the number and type of hazards or threats Goochland County may encounter by using a wide range of possible scenarios to address all hazards. With the all-hazards approach, plans address the consequences of worst-case scenarios of the highest-ranked threats and hazards.

Prevention	Protection	Mitigation	Response	Recovery
Planning				
Public Information and Warning				
Operational Coordination				
Intelligence and Information Sharing		Community Resilience Long-term Vulnerability Reduction Risk and Disaster Resilience Assessment Threats and Hazards Identification	Infrastructure Systems	
Interdiction and Disruption			Critical Transportation Environmental Response/Health and Safety Fatality Management Services Fire Management and Suppression Logistics and Supply Chain Management Mass Care Services Mass Search and Rescue Operations On-scene Security, Protection, and Law Enforcement Operational Communications Public Health, Healthcare, and Emergency Medical Services Situational Assessment	Economic Recovery Health and Social Services Housing Natural and Cultural Resources
Screening, Search, and Detection				
Forensics and Attribution	Access Control and Identity Verification Cybersecurity Physical Protective Measures Risk Management for Protection Programs and Activities Supply Chain Integrity and Security			

Figure 2– FEMA Core Capabilities and Mission Areas

To assist in determining what capabilities are needed, FEMA has identified the 32 capabilities illustrated in **Figure 2: FEMA Core Capabilities and Mission Areas**.

In *Step 4 – Plan Development*, courses of action for meeting the goals and objectives are identified based on Goochland County capabilities and resources.

In *Step 5 – Plan Preparation, Review, and Approval*, the draft plans are reviewed by the EPT and Executive Policy Group (EPG) and vetted with representatives from the Goochland County community in a scenario-driven facilitated walkthrough of the plans. The final plans are approved by the Goochland County Board of Supervisors and promulgated as policy.

However, planning is an ongoing process that reflects the information and understanding of Goochland County at the time of writing. In effect, they are living ever-changing documents and should be revised as new information emerges and lessons are learned.

In *Step 6 – Plan Refinement and Execution*, a strategy is established for testing the plan with a timeline to review and keep plans relevant and up to date. This is discussed in greater detail in the Training and Exercise sections of this document. The preparedness update schedule is found in **Attachment 1: Plan Maintenance**.

Assignment of Planning related tasks are found in the **Preparedness Tasks** section of this document.

ORGANIZATION

It is critical to Gochland County preparedness that the organization is sufficient to meet our planning goals and objectives. Typically, disaster-resilient organizations practice an all-hazards approach to preparedness with a focus on the “Whole Community.” The whole community approach encourages individual preparedness and engaging with members of the community as collaborative resources. In addition to the EPT, the EPG, and Gochland County Department of Fire-Rescue & Emergency Services, the whole community includes anyone with a stake in the success of our preparedness activities. Other community groups to be included are the Community Emergency Response Team (CERT) and the Local Emergency Planning Committee (LEPC). Staff, residents, vendors/businesses, visitors, and partner organizations all have a role in ensuring this success. Each group within the whole community may have unique preparedness considerations and may also assist during the response and recovery from a disaster.

The EOP and its supporting annexes define the emergency management/services organization needed to be effective. Specifically, it defines the leadership and operational structure for emergency management/services and the number of personnel and skill sets required to support disaster response and recovery.

To achieve whole community readiness, Gochland County Department of Fire-Rescue & Emergency Services provides general awareness “community” disaster education for staff of Gochland County. With the relatively limited personnel supporting Gochland County Emergency Services program, providing this type of education increases personal, family, and Gochland County preparedness and resilience, allowing the Emergency Operations Center (EOC) to focus its activities on filling critical needs.

Assignment of Organization-related tasks are found in the
Preparedness Tasks section of this document.

EQUIPMENT

The **Equipment** component of preparedness refers to the equipment, systems, and supplies needed to carry out the functions and tasks identified in the emergency plans. **Attachment 3: Emergency Operations Center Activation Guidelines** provides a list of emergency services vendors with contact information and pricing. This list will be reviewed and updated annually.

Memoranda of Understanding (MOUs) with response partners are maintained as **Appendix A: Memoranda of Understanding**. MOUs will be reviewed annually and updated as appropriate.

Gochland County Department of Fire-Rescue & Emergency Services has identified equipment, supplies, and technology support needed for EOC operations during activations, which can be found in **Attachment 3: Emergency Operations Center Activation Guidelines**.

SUPPORTING SYSTEMS

Goochland County Department of Fire-Rescue & Emergency Services utilizes several tools to facilitate planning, response, alerting, and communications.

WebEOC is a web-based information management system that provides a single access point for the collection and dissemination of emergency or event-related information. WebEOC is utilized by Goochland County to share real-time information before, during, and after an event or emergency. WebEOC is used in the county's EOC to coordinate assets and resources.

The **Code Red** alerting platform allows Goochland County Department of Fire-Rescue & Emergency Services to send messages and alerts internally to county personnel via telephone, text message, and email. Access and use of the Code Red alerting platform is provided to Goochland County through a Memorandum of Agreement between Goochland County and the Virginia Department of Emergency Management.

Goochland County Department of Fire-Rescue & Emergency Services is the central point of communications during planned events and crisis situations. Goochland County Department of Fire-Rescue & Emergency Services will represent the County to provide system-wide planning, coordination and interoperability both internally to Goochland County and externally to stakeholders and partnerships.

Assignment of Equipment-related tasks are found in the **Preparedness Actions** section of this document.

TRAINING AND EXERCISES

GUIDING PRINCIPLES

Training and exercises, conducted regularly as part of a robust preparedness program, are critical to the County's ability to perform efficiently and effectively during a real-world incident. The industry

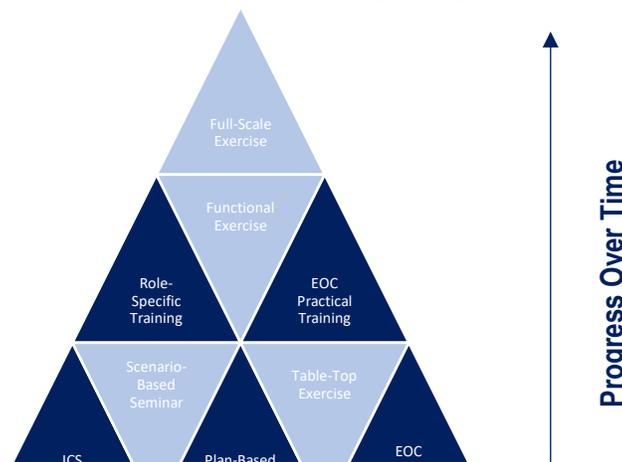


Figure 3– Building Block Approach

standard is to conduct training and exercises in a “building block” fashion in which all training and exercises build upon one another to provide well-rounded preparation to all personnel. The following diagram illustrates this principal:

To identify and prioritize needed training and exercises, Goochland County Department of Fire-Rescue & Emergency Services has developed a Multi-Year Training and Exercise Plan (MYTEP). It is considered a living document and will be updated annually based on the changing needs of Goochland County. **The MYTEP can be found in Appendix B: Multi-Year Training and Exercise Plan.**

TRAINING

Training refers to educational courses that provide the knowledge and skills necessary for EPG and EPT members to perform the tasks of their assigned role, and responsibilities.

Training can be divided into the following categories:

- **Plan-based Training**– Plan-based training provides an orientation to relevant plans such as the County’s EOP and its Annexes. Participants learn the types of information found in the Plans, how to locate necessary information within the Plans, and how the Plans relate to their roles and responsibilities.
- **ICS Training**– ICS Training provides an overview of the Incident Command System, how it works, how it can be applied to a real-world incident, and how it can be adapted to the jurisdiction’s needs.
- **Role-Specific Training**– Role-specific training provides detailed instructions for performing a specific ICS role including relevant forms, processes, and guidelines.
- **Practical Training**– Practical training typically includes jurisdiction-specific procedures such as checking in at the EOC, obtaining work tools (i.e., computers, forms, reference documents, etc.), logging in to relevant systems from the EOC (i.e., EOC computers, WebEOC, the County’s Network, role-specific systems, etc.)

At a minimum, Goochland County Emergency Services will provide appropriate training to personnel with response and/or recovery responsibilities within the Emergency Operations Center (EOC).

In addition to the training and disaster education programs offered by Goochland County Emergency Services, FEMA offers a variety of online independent study training courses. These training courses are located on FEMA’s online training platform website: <https://training.fema.gov/is/>.

Assignment of Training-related tasks are found in the **Preparedness Tasks** section of this document.

EXERCISES

Exercises serve to reinforce training, stress the plans, and identify planning gaps and areas for improvement in a controlled environment rather than during an actual emergency.

Goochland County utilizes the Homeland Security Exercise and Evaluation Program (HSEEP) as a model to plan, conduct, and evaluate disaster exercises. HSEEP provides a set of guiding principles for exercise programs as well as a common approach to exercise program management, design, development, conduct, evaluation, and improvement planning. HSEEP exercise and evaluation doctrine is flexible, adaptable, and is for use by stakeholders across the whole community.

The HSEEP doctrine applies to exercises across the prevention, protection, mitigation, response, and recovery mission areas. Exercises are categorized as follows:

Discussion-Based Exercises	Operations-Based Exercises
Seminars – Informal discussion to orient participants to plans, policies, or procedures. Similar to a briefing.	Drills – Coordinated activity to test a single function in a single agency, such as a fire drill at a school.
Workshops – Discussion used to build specific products; more structured than a seminar. Two-way communication.	Functional Exercises – Activity to test command and control among coordination centers. No field assets (“Boots on Ground”).
Tabletop Exercises – Discussion of simulated scenarios to assess policies, plans, and procedures.	Full-Scale Exercises – Multi-agency, multi-function evaluation of command and control centers and field assets.
Games – Competitive simulation involving two or more teams.	

Table 1–Exercise Types

Exercises should progress in difficulty and complexity over time and should build on previous training and exercises. This will ensure participants do not get overwhelmed early on, allow participants to practice new knowledge and skills, and provide an opportunity for participants to face challenges in their roles in a safe learning environment.

Goochland County Department of Fire-Rescue & Emergency Services will include all Goochland County Departments and key personnel in its drills and exercises to test elements of the EOP, as appropriate. Following an exercise and if necessary, Goochland County Department of Fire-Rescue & Emergency Services will update relevant plans, annexes, policies, or procedures to address any areas for improvement identified as part of the exercise.

Exercise Schedule: Exercises are planned on a 3-year cycle to determine if plans and procedures are current and comply with any changes to requirements. The MYTEP provides a detailed exercise schedule; however, at least one evaluated exercise should be planned each calendar year.

Department Participation: Departments with emergency responsibilities should participate to the fullest extent possible in Goochland County exercises. When a department or function-specific drills are conducted, only the Departments responsible for those functions will participate.

Exercise Evaluation and Improvement Planning: Each exercise will be assessed to evaluate the effectiveness of current plans, policies, procedures, and training. An After-Action Report (AAR) will

be developed for each exercise to identify strengths and areas for improvement objectively. Through this process, individual departments may be tasked with corrective actions, which will be recorded and tacked in an Improvement Plan (IP). Goochland County Emergency Management/Services will work with each department to implement corrective actions.

Assignment of Exercise-related tasks are found in the
Preparedness Tasks section of this document.

PREPAREDNESS TASKS

PLANNING TASKS

Responsible Stakeholder	Actions
<p style="text-align: center;">Whole Community</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Create a family disaster plan <input type="checkbox"/> Establish an out-of-state contact <input type="checkbox"/> Have an evacuation plan, learn the evacuation routes <input type="checkbox"/> Create a list of essential phone numbers <input type="checkbox"/> Establish weather alerts on personal cell phone <input type="checkbox"/> Establish a family/friend unification point <input type="checkbox"/> Familiarize yourself with potential hazards and threats and stay informed of emerging threats and notifications <input type="checkbox"/> Attend emergency preparedness education training when offered <input type="checkbox"/> Participate in planning initiatives to ensure stakeholder considerations are adequately addressed (i.e., disabilities, access and functional needs, etc.)
<p style="text-align: center;">Emergency Services</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct a THIRA every three years to identify likely threats and hazards, provide context for their potential consequences, and identify capability targets within each mission area <input type="checkbox"/> Conduct an annual SPR to identify Goochland County's current capabilities and goals, objectives, and strategies to address gaps <input type="checkbox"/> Establish a clear concept of operations including lines of authority and communications for disaster response and recovery activities <input type="checkbox"/> Engage the EPG and in the development and/or update of required emergency plans and annexes <input type="checkbox"/> Engage the Whole Community to ensure planning needs are addressed <input type="checkbox"/> Stay abreast of trends and best practices in emergency management/services <input type="checkbox"/> Stay abreast of local hazardous information through Tier II reports provided to the Local Emergency Planning Committee (LEPC), annually

County Board of Supervisors	<input type="checkbox"/> Promulgate Goochland County disaster plans and annexes
Executive Policy Group (EPG)	<input type="checkbox"/> Provide a policy-level review of all Goochland County disaster plans and annexes <input type="checkbox"/> County Attorney to assist with review and approval of Memorandum of Understanding agreements <input type="checkbox"/> County Attorney to draft/review pre-event contracts for services and supplies entered into by the County
Emergency Planning Team	<input type="checkbox"/> Serve as a member of the collaborative planning team for the development of Goochland County disaster plans and annexes <input type="checkbox"/> Lead the development of any department-specific plans
All Departments	<input type="checkbox"/> Provide staff to participate in the development of Goochland County disaster plans and annexes <input type="checkbox"/> Review and update Departmental COOP Annex on an annual basis <input type="checkbox"/> Participate in the review and update to all Goochland County disaster plans and annexes

ORGANIZATION TASKS

Responsible Stakeholder	Actions
Whole Community	<input type="checkbox"/> Engage in Goochland County-sponsored preparedness activities
Emergency Services	<input type="checkbox"/> Identify and engage stakeholder groups and members (whole community) through outreach activities <input type="checkbox"/> Recruit and engage members of the EPG and <input type="checkbox"/> Develop and maintain relationships with community response partners <input type="checkbox"/> Ensure Goochland County and all departments understand the Emergency Management/Services program and are engaged in their activities. <input type="checkbox"/> Develop and/or deliver community disaster education to strengthen the preparedness and resiliency of the Whole Community
Executive Policy Group (EPG)	<input type="checkbox"/> Establish and enforce institutional policy for Emergency Management/Services activities <input type="checkbox"/> Ensure the appropriate funding to support mitigation, preparedness, response, and recovery programs, services, and activities

	<input type="checkbox"/> Provide a policy-level review of all disaster plans and annexes
Emergency Planning Team	<input type="checkbox"/> Serve as a member of the collaborative planning team for the development of Goochland County disaster plans and annexes <input type="checkbox"/> Lead the development of any department-specific plans
All Departments	<input type="checkbox"/> Foster a “disaster-resistant” Goochland County by supporting and encouraging personal crisis and disaster preparedness <input type="checkbox"/> Encourage the participation of all departmental staff in disaster preparedness activities

EQUIPMENT TASKS

Responsible Stakeholder	Actions
Whole Community	<input type="checkbox"/> Develop and maintain personal and/or family disaster supplies kit
Emergency Services	<input type="checkbox"/> Maintain disaster plans, annexes, and procedures <input type="checkbox"/> Maintain updated contact information in the Code Red alerting system <input type="checkbox"/> Identify and maintain a list of equipment, supplies, and technology to support the Emergency Management/Services Program and the operation of Goochland County EOC (Attachment 3: Emergency Operations Center Activation Guidelines) <input type="checkbox"/> Work with assigned departments to ensure the testing and good working condition of generators, radio, telephone, IT systems, Goochland County -wide fire, safety, and police/security systems
Law Enforcement	<input type="checkbox"/> Ensure testing and maintenance of radio and dispatch equipment <input type="checkbox"/> Maintain an inventory of replacement parts and spare radios
Fire-Rescue	<input type="checkbox"/> Identify and maintain an inventory of medical equipment and supplies <input type="checkbox"/> Maintain inventory and location of all hazardous materials and containment/clean-up supplies
Public Utilities	<input type="checkbox"/> Conduct regularly scheduled testing of backup generators <input type="checkbox"/> Ensure an adequate inventory of parts and supplies for vehicle and equipment repair

	<input type="checkbox"/> Ensure an adequate supply of fuel for extended emergency use during hurricane season
Finance Departments	<input type="checkbox"/> Ensure an adequate supply of fuel for extended emergency use during hurricane season
General Services/Convenience Centers	<input type="checkbox"/> Conduct regularly scheduled testing of backup generators <input type="checkbox"/> Ensure an adequate inventory of parts and supplies for vehicle and equipment repair <input type="checkbox"/> Ensure an adequate supply of fuel for extended emergency use during hurricane season
Emergency Planning Team (EPT)	<input type="checkbox"/> Ensure a one-week supply of potable water and non-perishable food for response personnel during hurricane season

TRAINING TASKS

Responsible Stakeholder	Actions
Whole Community	<input type="checkbox"/> Participate in Goochland County disaster education activities
Emergency Services	<input type="checkbox"/> Develop a Multi-Year (3) Training and Exercise Plan (MYTEP) with annual review and updates to determine the training needs in support of the Emergency Services Program <input type="checkbox"/> Arrange for or develop and deliver general and role-specific training for members of the EPG and EPT <input type="checkbox"/> Arrange for or develop general disaster education materials and programs for current employees and new hire onboarding in preparation for Hurricane season <input type="checkbox"/> Engage community citizens in preparedness readiness activities for themselves and their neighbors through Goochland's CERT program
All Departments	<input type="checkbox"/> Ensure all department staff are trained on the concepts of Goochland County's EOP and support annexes, and in their particular department emergency and continuity of operations plans and procedures <input type="checkbox"/> Provide cross-training to ensure adequately trained personnel mission-essential departmental functions and services

EXERCISE TASKS

Responsible Stakeholder	Actions
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Whole Community	<input type="checkbox"/> Participate in Goochland County disaster preparedness drills and exercises
Emergency Services	<input type="checkbox"/> Develop a Multi-Year (3) Training and Exercise Plan (MYTEP) with annual review and updates to determine the exercise needs in support of the Emergency Services Program <input type="checkbox"/> Participate in regional emergency exercises as provided <input type="checkbox"/> Arrange for or develop and deliver at least one Goochland County -wide exercise annually, locally or through regional exercises <input type="checkbox"/> Provide support for departmental drills <input type="checkbox"/> Engage response partners in Goochland County - sponsored exercises <input type="checkbox"/> Arrange for or develop general disaster education materials and programs for current employees and new hire onboarding in preparation for Hurricane season <input type="checkbox"/> Support GART routine communication activities
All Departments	<input type="checkbox"/> Ensure all department staff are trained on the concepts of Goochland County's EOP and support annexes, and in their particular department emergency and continuity of operations plans and procedures <input type="checkbox"/> Provide cross-training to ensure adequately trained personnel mission-essential departmental functions and services

ATTACHMENT 1: PLAN MAINTENANCE SCHEDULE

PLAN MAINTENANCE AND UPDATE SCHEDULE

Assessment or Plan Component	Schedule
Threat and Hazard Identification and Risk Assessment (THIRA)	<input type="checkbox"/> Statistical and historical data maintained on an ongoing basis <input type="checkbox"/> Assessment is completed every three years
Stakeholder Preparedness Report (SPR)	<input type="checkbox"/> Analysis of capabilities lost, built, or sustained is completed annually
Emergency Operations Plan (EOP), support annexes and attachments	<input type="checkbox"/> EOP Base Plan and Annexes reviewed for minor updates annually; major updates and promulgation every four years <input type="checkbox"/> Attachments for base plan and annexes have ongoing updates as information changes and reviewed at least annually
Hazard Mitigation Plan (HMP)	<input type="checkbox"/> Statistical and historical data maintained on an ongoing basis <input type="checkbox"/> Plan is reviewed annually to update mitigation project status and changes in threats and hazards <input type="checkbox"/> Plan is updated and promulgated every 5 years
Continuity of Operations Plan (COOP) and Departmental Annexes	<input type="checkbox"/> Departmental COOP Annexes are reviewed and updated annually <input type="checkbox"/> Roll-up data is updated annually in the Goochland County EOP
Multi-Year Training and Exercise Plan (MYTEP)	<input type="checkbox"/> Training schedule updated annually <input type="checkbox"/> MYTEP updated annually in preparation for the next three years
After-Action Reports (AARs)	<input type="checkbox"/> After-Action Reports completed immediately following an exercise or real-world incident to memorialize best practices and areas for improvement, and corrective actions
Improvement Plan (IP)	<input type="checkbox"/> A master Improvement Plan is maintained on an ongoing basis to track agreed-upon corrective actions, responsible party/parties, and the timeline for completion

ATTACHMENT 2: PROPOSED ANNEX CHANGE FORM

Instructions: This form is used to request a change to the Preparedness Annex. Please complete the top portion of the form and email to: rhillman@goochlandva.us

PREPAREDNESS ANNEX CHANGE FORM		Date:
Name:	Department:	
Phone:	Email:	
CHANGE REQUESTED		
Annex Page(s)	Reason for Change:	
	Proposed Change Language:	
COUNTY EMERGENCY SERVICES USE		
Reviewed by:	Change Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Approved Change Language:		
<input type="checkbox"/> Recorded in Record of Changes Date: _____ <input type="checkbox"/> Updated Annex Sent to Plan Holders		

APPENDIX A: MEMORANDA OF UNDERSTANDING

This space has been provided to attach applicable Goochland County Memoranda of Understandings (MOUs).

APPENDIX B: MULTI-YEAR TRAINING AND EXERCISE PLAN

This space has been provided to attach Goochland County's Multi-Year Training and Exercise Plan.