

From previous City of Waynesboro Emergency Operations Plan:
SPECIAL FACILITIES ANNEX

FUNCTIONAL ANNEX K: SPECIAL FACILITIES

MISSION

To coordinate the development of emergency operation plans of special facilities with local government response agencies to ensure a prompt and effective response to hazards specific to the facility or to emergencies that may require a modified response due to the nature or character of the facility.

This coordination effort will only apply to those facilities that already have an existing facility EOP or feel that one is necessary due to the nature of the facility or because of the type and quantity of hazardous material handled at the facility.

ORGANIZATION

Special facilities requiring pre-emergency planning and coordination are listed at Tab 1. On-site emergency operations will be directed by facility management in cooperation with designated staff and key service chiefs. The management of the facility will notify and coordinate the emergency response with the Waynesboro City EOC if there is the possibility that the event could impact areas off site.

CONCEPT OF OPERATIONS

The welfare of the people employed or residing within the facility is the responsibility of facility management. The facility director/manager will be responsible for developing and implementing an effective safety program in regard to the daily operations of the facility. The facility manager would be responsible for ensuring that a prompt and effective emergency response capability is in place for the potential hazards and emergencies that could occur at the site.

The facility director/manager will be responsible for obtaining the necessary assistance from the local emergency response agencies, as well as whatever action is necessary and appropriate to protect the health and welfare of the people residing or working in or around the facility, until such time as the emergency response service agencies arrive.

If the nature of the emergency is such that it could spread off site and impact upon the surrounding area, the facility representative in charge would be required to notify and coordinate his efforts with the local EOC in order to prevent or mitigate the off-site impact of the event.

EMERGENCY MANAGEMENT ACTIONS - SPECIAL FACILITIES

1. Normal Operations

- a. Develop and implement a safety program to ensure the health and welfare of the facility population working and/or residing within the facility.
- b. Develop a facility emergency operations plan if the facility utilizes, manufactures or stores large quantities of hazardous materials, or if due to the nature of the facility it is felt that a facility EOP would be necessary.
- c. Regularly test the appropriate emergency response procedures in regard to the hazards identified at the facility and modify the plan as necessary.

2. Increased Readiness

A natural or man-made disaster is threatening the facility.

- a. Review emergency operations plans and procedures.
- b. Alert on-duty personnel and/or residents. Notify the local EOC if it appears that outside assistance may be required to contain the event on site or if on-site emergency resources are not sufficient to effectively address the event.
- c. Ensure that the appropriate mitigation and preparedness measures are being taken.
- d. Prepare to provide the necessary emergency information to the public, if required.

3. Emergency Operations

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

a. Mobilization Phase

- (1) Facility management will direct and control emergency operations and ensure that all checklist items identified in the facility plan are completed.
- (2) Disseminate emergency information and protective action guidance to facility population as well as to area population, if necessary. Recommend evacuation of facility and area surrounding the facility, if appropriate.
- (3) Notify and maintain liaison with the local EOC and surrounding jurisdictions.

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

- (1) Direct and control emergency operations in cooperation with local service chiefs, the EOC, and appropriate state and federal agencies.
- (2) Ensure that the procedures for the emergency being addressed have been initiated and are being properly executed as detailed in the facility emergency operations plan.

- (3) Provide emergency information and protective action guidance to facility population and surrounding jurisdictions, if necessary.
- (4) Provide periodic status reports to the public and appropriate local, state and federal agencies.
- (5) Ensure that an accurate record of expenses is maintained.

4. Recovery

This phase requires that priority attention be given to restoration of essential facilities and an assessment of damage effects.

- a. Coordinate with in-house emergency staff, service chiefs, the local EOC and other state and federal agencies, as required, to complete the necessary post-event investigations and restore facility operations as soon as possible.
- b. Continue to maintain a record of disaster-related expenditures.

Tab 1 to Functional Annex K

FACILITIES THAT MAY REQUIRE AN EOP

Facilities that may require an EOP due to hazardous materials, used, manufactured, or stored on site:

Private Schools

TELEPHONE

Fishburne Military School

943-1171

Retirement Homes

Avante at Waynesboro
Summit Square

949-7191
941-3100

Industries

Allied Ready Mix Company
1321 N. Commerce Avenue
P.O. Box 280
Waynesboro, Virginia 22980

949-8386

Augusta Coop. Farm Bureau, Inc.
1340 New Hope Road
Waynesboro, Virginia 22980

943-5571

Cole Tool, Inc.
949-5174
724 N. Augusta Avenue
Waynesboro, Virginia 22980

DUPONT
949-2613
Waynesboro Plant
Dupont Blvd.
Waynesboro, Virginia 22980

**FACILITIES THAT MAY REQUIRE AN EOP
(continued)**

<u>Industries</u>	<u>Telephone</u>
Genicom Corporation 949-1463 1 General Electric Drive Waynesboro, Virginia 22980	
Industrial Machine Works, Inc. 444 N. Bayard Avenue P.O. Box 1167 Waynesboro, Virginia 22980	949-6115
McClung Printing 949-8139 550 Commerce Avenue Waynesboro, Virginia 22980	
Park Newspapers of Waynesboro, Inc. The News Virginian P.O. Box 1027 544 W. Main Street Waynesboro, Virginia 22980	949-8213
Sprigs Lane Investment Corporation Virginia Metalcrafters Inc. 1010 E. Main Street Waynesboro, Virginia 22980	949-8205
Virginia Panel Corp. 949-8376 1400 New Hope Road P.O. Box 1106 Waynesboro, Virginia 22980-0798	
Wayn-Tex Inc. 943-2500	

901 S. Delphine Avenue
Waynesboro, Virginia 22980