

Office of Emergency Management

Emergency Management

Mission

In cooperation with internal and external partners, enhance public protective actions and promote domestic preparedness through a comprehensive and effective emergency management program that will adequately mitigate, prepare for, respond appropriately to and quickly recover from natural, technological and terrorist-related emergencies that may impact the residents of Fairfax County.

Focus

The Office of Emergency Management (OEM) provides emergency management services for Fairfax County including the Towns of Herndon, Vienna, and Clifton. The major areas of focus include emergency management planning and policy; the countywide emergency training and exercise program; public preparedness and education; and enhancement of response and recovery capabilities. OEM is committed to preparing for, responding to, recovering from, and mitigating new and challenging threats, particularly including terrorism, disasters, and major emergencies. OEM coordinates emergency management activities with all Fairfax County agencies, as well as the Metropolitan Washington Council of Governments, the Northern Virginia Regional Commission, private organizations, and other local, state and federal agencies.

OEM provides vision, direction and subject matter expertise in the field of emergency management in order to heighten the County's state of emergency readiness. In the event of an emergency, OEM activates and manages the County's Alternate Emergency Operations Center (AEOC). When activated, the AEOC becomes the command and coordination point for all County emergency management activities. Furthermore, the agency serves as the County's coordination point for federal disaster relief, recovery and mitigation programs. In addition, the agency acts as the liaison to County, regional, state, federal, volunteer, and private partners in order to prepare for, effectively respond to, and quickly recover from significant emergency events. These partnerships are enhanced through mutual aid and inter-local agreements. The current AEOC is located in the Government Center and became operational on September 13, 2004, replacing the old Emergency Operations Center located at the Pine Ridge Facility. The AEOC is equipped with the latest information management systems such as a Geographic Information System (GIS); WebEOC, an Emergency Operations Center information management system;

THINKING STRATEGICALLY

Strategic issues for the department include:

- Seeking to ensure consistency and continuity of emergency operations both vertically and horizontally throughout County government and the public safety community;
- Continuing to use technology to enhance service delivery and improve knowledge management; and
- Enhancing public safety and public safety awareness through partnering with the community and civic groups, businesses and the public.

Office of Emergency Management

emergency management records and information software; and an audio/visual system. The new Public Safety and Transportation Operations Center (PSTOC) will host a new emergency operations center and regional consolidated emergency communication center. Construction is anticipated to be completed in spring/summer 2008.

OEM develops reviews and coordinates identified emergency management programs to meet the County's homeland security goals and objectives. OEM ensures County security and emergency plans are consistent and compatible with the regional and state emergency plan guidelines, as well as the County's Continuity of Operations Plan and emergency procedures and guidelines. OEM also develops and maintains the County's Comprehensive Emergency Operations Plan (EOP) and provides emergency management planning for the entire County. The EOP guides strategic organizational behavior before, during, and following a significant emergency. In addition, the agency coordinates emergency training, simulations, and exercises necessary to prepare first responders to carry out their roles in the County EOP. In FY 2007, an amount of \$1,150,000 was included in Fund 303, County Construction, to begin to address on-going and projected County Emergency Planning Initiatives such as updating the County Emergency Operations Plan and the Regional Mitigation Plan, planning for public health outbreaks, updating business operations plans, and several other emergency planning efforts. Many of these initiatives will be supplemented by applied grant funding, however General Fund monies are required to continue both local and regional emergency planning efforts.

OEM also conducts public emergency management outreach programs necessary to increase awareness in emergency preparedness and homeland security. Through the Fairfax County Citizen Corps program, OEM manages recruitment, registration and identification of volunteer emergency workers necessary to support emergency response and recovery efforts. Moreover, OEM and the Office of Public Affairs notify emergency responders, County employees, private partners, and County residents in the event of a significant emergency that may affect the public's safety. Through the Watch Center program, OEM provides a 24/7 point of vigilance to enhance the emergency notification and alerting system. The Watch Center personnel monitor national, regional, and local events and when appropriate, provide notification to emergency responders, emergency partners, county leadership inclusive of the Board of Supervisors and the County Executive, identified target groups (such as private schools, malls, and community groups), and the general public in the event of a major emergency.

Budget and Staff Resources

Agency Summary		
Category	FY 2007 Actual	FY 2008 Adopted Budget Plan
Authorized Positions/Staff Years		
Regular	15/ 15	15/ 15
Expenditures:		
Personnel Services	\$1,215,703	\$1,245,682
Operating Expenses	430,721	676,345
Capital Equipment	0	0
Total Expenditures	\$1,646,424	\$1,922,027

Office of Emergency Management

SUMMARY OF ALL AGENCY LOBS (FY 2008 Adopted Budget Data)

<i>Number</i>	<i>LOB Title</i>	<i>Net LOB Cost</i>	<i>Number of Positions</i>	<i>LOB SYE</i>
93-01	Overview/Management	\$194,186	2	2.0
93-02	Emergency Management	\$608,618	5	5.0
93-03	Finance/Grants Administration	\$556,679	2	2.0
93-04	Training/Resource Management/Planning	\$562,544	6	6.0
TOTAL		\$1,922,027	15	15.0

LOBS SUMMARY

93-01: Overview/Management

<i>Fund/Agency: 001/93</i>		<i>Office of Emergency Management</i>	
<i>LOB #: 93-01</i>		<i>Overview/Management</i>	
Personnel Services		\$194,186	
Operating Expenses		\$0	
Recovered Costs		\$0	
Capital Equipment		\$0	
Total LOB Cost:		\$194,186	
Federal Revenue		\$0	
State Revenue		\$0	
User Fee Revenue		\$0	
Other Revenue		\$0	
Total Revenue:		\$0	
Net LOB Cost:		\$194,186	
Positions/SYE involved in the delivery of this LOB		2 / 2.0	

► LOB Summary

The Office of Emergency Management (OEM) is responsible for the development and coordination of the Emergency Operation Plan for immediate use of all facilities, equipment, staffing and other resources of the County for the purpose of minimizing or preventing the loss of life, property damage or damage to critical infrastructure. Additionally, OEM manages the Emergency Operations Center which provides a space for key government decision makers to work in order to manage any type of event that impacts Fairfax County or the region. One of our key contributions to the county residents and employees is to have a fully operational and coordinated Emergency Operations Center (EOC) with trained staff and integrated technology. OEM contributes to the continuity of Government services and functions of the County Government before, during and after a disaster. Further, OEM acts as the primary liaison with state and federal emergency management authorities to ensure effective disaster preparedness, response and recovery efforts as well as mitigation planning are practiced.

Office of Emergency Management

On a day to day basis the Coordinator of OEM reports directly to the Deputy County Executive for public safety. During an emergency or disaster in Fairfax County, the Office of Emergency Management reports directly to the Director of Emergency Management, who by Code is the County Executive. Additional duties include the regular evaluation of weather conditions impacting Fairfax County, consultation with the federal government and surrounding jurisdictions on regional events or concerns, participation in regional and state wide training, exercises, meetings and policymaking initiatives that could affect the County. OEM is also responsible for making notifications at multiple levels in the region and Fairfax County.

The goal of Management is to ensure the efficient daily operation of the Office of Emergency Management (OEM) as well as to provide leadership and vision to the organization in order to focus on innovation and resource optimization.

The **Coordinator's Office** is comprised of the Coordinator and the Deputy Coordinator for Emergency Management. These positions, in collaboration with the Chief of Operations, Training and Logistics, EOC Manager, Planning and Fiscal Administrator comprise the senior leadership team that formulates the overall mission of OEM, articulating its vision, and establishing the framework for the organization.

The OEM senior leadership team actively participates in numerous Fairfax County and regional meetings to include: Emergency Management Coordination Committee (EMCC), Northern Virginia Regional Commission (NVRC), Fairfax County K8 Leadership, Fairfax County Homeland Security Taskforce, and the Public Safety Transportation Center (Leadership, Operations, West Ox Leadership and Public Safety Information Technology). Regionally we participate in the Council of Government Committee (COG) Emergency Management, Transportation, EOC Interoperability, Emergency Planning Committee and Chief Information Officer (CIO).

OEM was created in July 2004. It has become one of the driving forces in Fairfax County government and the region. OEM is involved at all levels of local government to include partnering with state, federal and regional agencies. The senior leadership team in OEM brings together a vast background of experience in federal and local government and military services. As OEM continues to evolve in its leadership role within Fairfax County and the region, our long term commitment is to our residents becomes significantly more important. Agency highlights:

- Completion of the Fairfax County Comprehensive Emergency Operations Plan, hazardous mitigation plan, COOP plan and evacuation plan
- Successfully local, state and regional integration of an incident management software program (WebEOC)
- Regional interoperability projects to include satellite phone, video conferencing, emergency messaging and notification systems
- Regional grant management for homeland security grant programs (Roam Secure, WebEOC, EMNet)
- Local and regional leadership in training and exercise (WebEOC, National Incident Management System, NIMS, Patriot Challenge, TOPOFF)

Office of Emergency Management

- 24 hour Watch officer operations center providing a first line of vigilance for county government as well as a means in which to provide notifications to our residents and local government
- OEM continues to strive for excellence and efficiency as we begin the process of the Balanced Scorecard initiative

► Method of Service Provision

Services are provided primarily by merit County employees, Monday through Friday, 8:00 a.m. to 4:30 p.m. Some specialized projects are contracted to private vendors.

► Mandate Information

This LOB is state and federally mandated. The percentage of this LOB's resources utilized to satisfy the mandate is 100 percent. See the January 2007 Mandate Study, reference page 27 for the specific state and federal codes and a brief description.

93-02: Emergency Operations

<i>Fund/Agency: 001/93</i>	<i>Office of Emergency Management</i>
<i>LOB #: 93-02</i>	<i>Emergency Operations</i>
Personnel Services	\$423,364
Operating Expenses	\$185,254
Recovered Costs	\$0
Capital Equipment	\$0
Total LOB Cost:	\$608,618
Federal Revenue	\$0
State Revenue	\$0
User Fee Revenue	\$0
Other Revenue	\$0
Total Revenue:	\$0
Net LOB Cost:	\$608,618
Positions/SYE involved in the delivery of this LOB	5 / 5.0

► LOB Summary

Emergency Operations Center: Currently, Fairfax County; through the Office of Emergency Management operates the Alternate Emergency Operations Center (AEOC) located in the Government Center. This facility provides a location where key government decision makers and private sector partner agencies can assemble during emergencies. In coordination with the Watch Officer/Center information gathering, the Emergency Operations Center (EOC) shares information between the AEOC and identified county facilities (government centers, police stations, fire stations, department operation centers and other locations). The AEOC is linked to Fairfax County's television studio and can send real time operational briefings to the residents at any time. The

Office of Emergency Management

Public Safety and Transportation Operations Center (PSTOC) facility will provide a state-of-the-art new EOC, work areas for OEM personnel, a watch center, consolidated public safety operations area, training/meeting space, senior policy facility, secured communication capabilities plus an approximately 6,000 square foot operations floor. The EOC will enhance Fairfax County's ability to facilitate virtual interoperability and connectivity with regional, state and federal partners.

Watch Officer/Center: The Watch officer program is designed to enhance the communications interoperability within Fairfax County, surrounding Northern Virginia localities, the National Capitol Region (NCR) and federal partner agencies. In addition, the Watch Center keeps Fairfax County employees, local businesses and residents aware of any significant emergency events which may impact them through the Emergency Alert Network (EAN) or Community Emergency Alert Network (CEAN). The Watch Center serves as the county's warning point and is equipped to receive and transmit Homeland Security and emergency information to state, regional and federal partners. The Watch Officer/Center monitors a variety of informational resources to keep abreast of activities that are occurring locally, regionally, nationally and internationally. Watch Officers are able to make appropriate notifications to ensure that the county is prepared to respond to and address situations which deal directly with the safety of those who work, live and visit Fairfax County.

Duty Officer Program: OEM personnel are trained and prepared to respond to the scene of an event within the Incident Command Structure (ICS). Upon request, we respond to the scene of emergencies to assist first responders. Services provided could be Red Cross information and support, serving as a liaison between internal and external agencies, checklists for residents affected, etc. Duty officers maintain direct contact with the Watch Center and the EOC. In the event of a major emergency, OEM activates and manages the county's Emergency Operations Center (EOC). When activated, the EOC becomes the command and control point from which all strategic planning, resource management and continuity of operations are coordinated.

Public Safety and Transportation Operations Center: This multi-faceted public use campus will consolidate the county's Department of Public Safety Communications (DPSC), Office of Emergency Management (OEM) – in addition to the new Emergency Operations Center (EOC), the Fairfax County Police Department forensic facility, Virginia Department of Transportation's Smart Traffic Center and the Virginia State Police Division 7 Emergency Communications Center. With the new facility, the EOC will have virtual interoperability and connectivity with regional, state and federal partners, neighboring jurisdictions, utility companies and volunteer agencies and private sector business. Opening in the summer of 2008, this facility will improve the capabilities of the county to respond to the needs of the community by having the ability to share real time response and planning information from a single location.

► Method of Service Provision

Services are provided primarily by merit County employees, Monday through Friday, 7:30 a.m. to 4:30 p.m. Additional services are provided by exempt limited term County employees as required.

The Watch Center is staffed with one watch officer 24/7 and the Duty Officer Program assigns OEM personnel to on-call shifts to ensure availability 24/7 to respond to an event.

Office of Emergency Management

► Mandate Information

This LOB is state and federally mandated. The percentage of this LOB's resources utilized to satisfy the mandate is 100 percent. See the January 2007 Mandate Study, reference page 27 for the specific state and federal codes and a brief description.

93-03: Finance and Grants Administration

<i>Fund/Agency: 001/93</i>	<i>Office of Emergency Management</i>
<i>LOB #: 93-03</i>	<i>Finance/Grants Administration</i>
Personnel Services	\$226,075
Operating Expenses	\$330,604
Recovered Costs	\$0
Capital Equipment	\$0
Total LOB Cost:	\$556,679
Federal Revenue	\$0
State Revenue	\$0
User Fee Revenue	\$0
Other Revenue	\$0
Total Revenue:	\$0
Net LOB Cost:	\$556,679
Positions/SYE involved in the delivery of this LOB	2 / 2.0

► LOB Summary

Financial Administration manages OEM's allocation of County funds in accordance with the highest standards of government accounting. The goal is to ensure the appropriate and adequate acquisition of goods and services for OEM personnel so that they can provide quality emergency management services and training to the citizens of Fairfax County. Management and oversight of all fiscal functions ensures that agency requirements are appropriately planned for and addressed through annual budget processes, and that funds are utilized in compliance with government finance, accounting, and purchasing policies.

Grants Administration manages and administers grant and alternative funding resources received by the agency. In addition the oversight of all Department of Homeland Security funds, Grants Administration oversees domestic preparedness and emergency management grant programs for all agencies within the county. The Grants Administrator performs research on alternative funding opportunities that benefit Fairfax County's emergency preparedness efforts, develops and coordinates submission of an application, and develops budgets for the applications. Currently, funding sources include the Department of Homeland Security (DHS), the Virginia Department of Emergency Management (VDEM), and the U.S. Federal Emergency Management Agency (FEMA). Grants Administration processes award documents and obtains acceptance authorization and spending authority in compliance with the required actions by the Board of Supervisors, complies with all financial and program reporting requirements, issues grant adjustment notices, and closes out grants in accordance with established procedures.

Office of Emergency Management

Homeland Security Funds for Fairfax County			
Funding Source	2005	2006	2007
DHS (federal)	15.2	4.7	8.2
VDEM (state)	1	1.9	N/A
Totals in Millions	16.2	6.6	8.2

The Grants Administrator also serves as the lead that coordinates the financial aspects of responses to or recovery from significant emergency events following a federal and state declarations.

► Method of Service Provision

Services are provided primarily by two merit County employees, Monday through Friday, 7:30 a.m. to 4:30 p.m. Additional services are provided by two exempt limited term County employees.

► Mandate Information

There is no federal or state mandate for this LOB; however, the receipt of federal grant dollars requires the county's compliance to the Department of Homeland Security Presidential Directives.

93-04: Training/Resource Management/Planning

Fund/Agency: 001/93	Office of Emergency Management
LOB #: 93-04	Training/Resource Management/Planning
Personnel Services	\$402,057
Operating Expenses	\$160,487
Recovered Costs	\$0
Capital Equipment	\$0
Total LOB Cost:	\$562,544
Federal Revenue	\$0
State Revenue	\$0
User Fee Revenue	\$0
Other Revenue	\$0
Total Revenue:	\$0
Net LOB Cost:	\$562,544
Positions/SYE involved in the delivery of this LOB	6 / 6.0

Office of Emergency Management

► LOB Summary

Training Section: The Training Section strives to provide the highest quality training, education and certifications to our staff, other County agencies and our local and federal partners. It develops, hosts, and participates in local, regional and national exercises and is an active member of multiple training groups; County Training Advisory Group (TAG), National Capitol Region Council of Government's Exercise and Training Operations Panel (NCR COG ETOP) and NCR's Training and Exercise Consortium (TEC). Its mission includes development, assistance and full County participation in the two yearly NCR exercises, a variety of County agency exercises, National Incident Management System (NIMS) training and certification, WebEOC training, certification and project management of WebEOC for all of the 11 Northern Virginia jurisdictions. This section also assists other agencies to implement improvements identified through training opportunities.

Its Volunteer initiatives include the management of volunteers in cooperation with the Fairfax County Citizen Corps Council and other partners; OEM provides leadership in the recruitment, registration and identification of emergency-oriented volunteers and manages spontaneous volunteers in times of disaster as necessary to support emergency response and recovery efforts.

It conducts and coordinates public emergency management outreach and educational programs to increase awareness on emergency preparedness and homeland security. It champions preparedness initiatives to promote family emergency planning; business continuity of operations; and disaster resistance and recovery.

Volunteer Initiatives: The role of the Volunteer and Public Education Coordinator (VPEC) is to act as a liaison, coordinator and programmatic consultant primarily to the county's five core Citizen Corps programs and 13 affiliated volunteer organizations. In relation to Citizen Corps, the VPEC is staff support to the Citizen Corps Council, fund manager for its grants and program manager for its web and database project. In addition, the VPEC helps lead efforts within the county's volunteer management ranks to create a more coordinated approach to increasing volunteerism within the county.

Community Outreach / Public Education: The role of the Volunteer and Public Education Coordinator (VPEC) is to conduct outreach events including tours of the AEOC for groups ranging from elementary school classes to international government delegations and presentations to civic groups on emergency preparedness and OEM's role in Fairfax County. In addition, to plan and coordinate OEM's participation in the Celebrate Fairfax Festival, Fall for Fairfax and a myriad of other events, write/edit news releases independently and in conjunction with region, state and nationwide media campaigns, write content and code for OEM's county website, write content and create layout for OEM publications, act as a contributing writer to the Courier, coordinate and participate in Channel 16 programming related to emergency preparedness and volunteering, create and maintain contents of OEM photo library and assist in budget preparation.

Resource Management Section: The Resource Management Section provides logistics, communications and transportation for the office, the Emergency Operations Center (AEOC) and to the County in times of emergency. This section conducts yearly audits of capital equipment as well as tangible assets. In compliance with the National Incident Management System (NIMS), required for federal preparedness funds, it is the single point of contact within the County to serve as the principal coordinator for NIMS implementation, coordination, inventory resource typing and mandatory status reporting using NIMS Capability Assessment and Support Tool, or NIMCAST.

Office of Emergency Management

Planning Section: The Planning Section provides County-wide emergency management planning and policy services, coordinates the agency's Balanced Score Card initiative, and evaluates planning and policy efforts, to include oversight of the Emergency Management Accreditation Program for the County. In addition, this section is responsible for developing and maintaining the County's Comprehensive Emergency Operations Plan, the Fairfax County Hazard Mitigation Plan, the County's Post Disaster Strategic Program Initiative, various Mutual Aid Agreements, the Fairfax County Hazard Identification and Risk Analysis, all Special Needs Planning Initiatives within the County, oversight of the Special Needs Medical Registry, and most recently, by order of the County Executive, review of and suggest amendments to, the facility emergency plans of nursing homes, assisted living facilities, child care facilities and adult day care centers. The planning section is also involved in the development of regional plans such as the Metropolitan Medical Response System, Regional Mitigation Plan and the National Capitol Region's Interoperability Communication Plan.

► Method of Service Provision

Services are provided by six merit County employees, Monday through Friday, 8:00 a.m. to 4:30 p.m. Training is provided through classroom instruction and practical field exercises. Training is conducted by County employees who are state certified instructors. Some specialized training is contracted to private vendors.

► Mandate Information

This LOB is state and federally mandated. The percentage of this LOB's resources utilized to satisfy the mandate is 100 percent. See the January 2007 Mandate Study, reference page 27 for the specific state and federal codes and a brief description.

AGENCY PERFORMANCE MEASURES

Objectives

- To participate with the 28 County, volunteer and partner agencies identified in the County's Emergency Operations Plan (EOP) by providing access to emergency management-related training and exercise opportunities, thus increasing participation to 85 percent, working toward a target of 100 percent.
- To enhance public emergency notifications through effective use of the Community Emergency Alert Notification (CEAN) system by recruiting 4,500 additional subscribers within the next twelve months which will include the addition of the business community component.

Office of Emergency Management

Indicator	Prior Year Actuals		Current Estimate	Future Estimate	LOB Reference Number
	FY 2006 Actual	FY 2007 Estimate/Actual	FY 2008	FY 2009	
Output:					
Tabletop exercises conducted	6	8 / 10	10	15	93-04
Functional exercises/drills conducted	2	3 / 4	4	5	93-04
Community outreach preparedness presentations/programs/CEAN sessions conducted	42	50 / 64	55	55	93-02
Efficiency:					
Staff hours per community outreach presentation/program/CEAN session	2	2 / 2	2	2	93-02
Service Quality:					
Percent of County and volunteer agencies satisfied with training received	94%	95% / 95%	95%	95%	93-04
Percent of CEAN users satisfied with information	98%	98% / 98%	98%	98%	93-02
Outcome:					
Percent of County and volunteer agencies identified in EOP that received training	75%	80% / 85%	85%	85%	93-04
New CEAN subscribers added to OEM database	7,407	2,500 / 4,000	4,000	4,500	93-02