**6. ROLES AND RESPONSIBILITIES**

A successful local emergency management program involves local government officials, local government agencies, the private sector, and non-profit organizations. For the purposes of planning and response, responsibilities are generally allocated as outlined below.

**6.1 Roles**

6.1.1 Elected Officials

a. Protect the lives and property of citizens

b. Establish the local emergency management program

c. Appoint the local emergency management staff

d. Adopt and implement the Emergency Operations Plan

6.1.2 Emergency Management Director/Emergency Management Coordinator

a. Determine need to evacuate endangered areas

b. Direct and coordinate from the EOC during disaster operations

c. Hold overall responsibility for maintaining and updating EOP

d. Ensure EOC maintains constant level of readiness

e. Identify hazards and evaluating risk

f. Communicate critical information to the public

g. Coordinate local resources before, during, and after an event

h. Work with localities agencies to establish shelters

i. Test emergency plans through training and exercises

j. Build relationships with nearby localities

6.1.3 Local Government Departments/Agencies

a. Develop and maintain detailed emergency plans and standard operating procedures (SOPs)

b. Identify sources of emergency supplies, equipment, and transportation

c. Negotiate and maintain mutual aid agreements, which are identified in the plan

d. Maintain records of disaster related expenditures, including appropriate documentation

e. Protect and preserve vital records essential for the continuity of government and delivery of essential functions

f. Establish and maintain list of succession of key personnel

**6.2 Department/Agency Responsibilities**

6.2.1 Emergency Communications Center (911)

a. Communications

b. Initial warning and alerting

6.2.2 Police Department/Sheriff's Office

a. Law enforcement

b. Communications

c. Initial warning and alerting

d. Security of vital facilities, supplies, and emergency site

e. Traffic control

f. Search and rescue

g. Evacuation and access control of threatened areas

h. Assist Health Department with identification of the dead

i. Evacuation and control of prisoners

6.2.3 Fire Departments

1. Fire prevention and suppression

b. Assist with emergency medical treatment

c. Hazardous materials incident response and training

d. Command and control

e. Assist with radiological monitoring and decontamination

1. Assist with evacuation
2. Fire Departments may be used as temporary shelters or refuges of last resort
3. Assist with search and rescue
4. Assist with warning
5. Technical rescue and search and rescue

6.2.4School Systems, Superintendent of Schools

1. Provide facilities for the reception and care of evacuees
2. Provide facilities and resources for mass feeding
3. Provide evacuation transportation

6.2.5 Virginia Department of Social Services and American Red Cross

1. Reception and care of evacuees

(1) Provide registration and record keeping

(2) Provide mass feeding

(3) Provide crisis counseling services as required

1. Provide emergency welfare services for displaced persons
2. Coordinate the services of quasi-public and volunteer relief organizations

d. Provide special assistance for the elderly and handicapped as required

6.2.6 Virginia Department of Health – Central Shenandoah Health District

1. Hazardous waste management and enforcement
2. Epidemic control measures
3. Assist with medical support to persons in shelters
4. Issue health advisories
5. Establish emergency care centers
6. Emergency mortuary and interment coordination
7. Assist with radiological monitoring
8. Insect and rodent control
9. Inspection of food, milk, and water supply, and assure the continued supply of potable water
10. Coordination and control of biological and radiological material
11. Identification of the dead, assisted by the local and State Police
12. Coordination with area hospitals
13. Assure the provision of minimum essential sanitation services

6.2.7 Emergency Medical Services (EMS)

1. Rescue operations, to include emergency medical transportation and first aid (Rescue Squad SOP)
2. Search and rescue
3. Assist with the evacuation of endangered areas
4. Assist with the dissemination of warnings
5. Assist with radiological monitoring
6. Other functions as set forth in the Central Shenandoah EMS Council Emergency Operations Plan

6.2.8 Augusta County Service Authority and County Maintenance, Staunton and Waynesboro Departments of Public Works

1. Coordinate the maintenance and continued operation of utilities
2. Assist in identifying essential facilities
3. Debris removal
4. Assist with assuring the continued supply of potable water
5. Assist with providing minimum essential sanitation service
6. Assist with damage assessment
7. Assist with hazardous materials cleanup

6.2.9Augusta Health

1. Provide emergency medical services
2. Assist in expanding medical and mortuary services to other facilities if required

6.2.10 County/City Attorneys

1. Advise the County/Cities concerning legal responsibilities, powers, and liabilities regarding emergency operations and post-disaster assistance
2. Draft emergency legislation as required

6.2.11 Planning Department/Community Development/GIS

1. Assist with resource and supply
2. Assist with damage assessment/condemnation of damaged buildings
3. Assist with reports and records
4. Provide maps, charts, and population data as necessary
5. Ensure that all repairs and rebuilding complies with local building codes and land-use regulations

6.2.12 Virginia Tech Extension Service

1. Damage assessment
2. Assist with the preparation of required reports and records

6.2.13 Local Medical Examiner/Chief Medical Examiner’s Office

1. Emergency mortuary and internment coordination
2. Coordination and control of biological items
3. Identification of the dead, assisted by the local police and sheriff offices, and the State Police
4. Coordination with area hospitals

6.2.14 Amateur Radio Emergency Services (ARES)

1. Provide emergency communications where needed

6.2.15 Other City/County Departments and Agencies

1. Assist with damage assessment
2. Assist with debris removal/clean up