CUMBERLAND COUNTY
BOARD OF SUPERVISORS

Regular Monthly Meeting
Circuit Courtroom, Cumberland Courthouse
17 Courthouse Circle, Cumberland, VA

February 10, 2026
7:00 p.m.

7:00 p.m. –

1. Call to Order

2. Roll Call of Members

3. Welcome and Pledge of Allegiance

4. Invocation

5. County Administrator Comments — **Information**

6. Approval of Agenda — **Motion**

7. Consent Agenda — **Motion**

a. Approval of Bills
b. Approval of Minutes (January 13, 2026 and February 5, 2026) (pg. 1-38.4)

8. State & Local Departments/Agencies/Community Service Provider Reports — **Information**

a. Cumberland County Public Schools — **Information**
b. VDOT
c. Finance Report — **Information**
   i. Monthly Budget Report (pg. 39-48) — **Motion**
   ii. Appropriation for CuCPS (pg. 49-52) — **Motion**
   iii. Appropriation for Animal Control (pg. 53) — **Motion**
   iv. Appropriation for Emergency Services Department (pg. 54-56)
   v. Appropriation for Cumberland Volunteer Fire Department (pg. 57-60) — **Motion**
d. Planning and Zoning Report — **Information**
   i. Planning Project Updates
e. County Attorney's Report

9. Old Business

10. New Business

a. EOP Resolution (pg. 61) **Motion**

11. Public Hearings

a. CUP 25-03 Arcola Towers (pg. 62-188) **Motion**

12. Additional Information – (pg. 189-198)

a. Treasurer's Report
b. DMV Report
c. Monthly Building Inspections Report
d. Monthly Business License Report
e. Commonwealth Regional Council Report
f. Approved Planning Commission meeting minutes – N/A
g. Approved Economic Development Authority minutes
h. Approved BZA minutes – N/A

13. Public Comment

14. Chairman and Board Member Comments

15. Adjourn – **Motion**

At a meeting of the Cumberland County Board of Supervisors held at 7:00 p.m. on the 13th day of January 2026, at the Cumberland County Circuit Courtroom:

Present:	Bryan Hamlet, District 1 John Newman, District 2 Eurika Tyree, District 3 Paul Stimpson, District 4 Robert Saunders, Jr., District 5 Derek Stamey, County Administrator Jennifer Crews, Assistant County Administrator/Finance Director Kemper Beasley, County Attorney Tiana Branch, Deputy Clerk Stephany Johnson, Planning/Zoning Administra
Absent:	None

1. Adjourn into Closed Meeting

On a motion by Supervisor Newman, seconded by Supervisor Stimpson and carried unanimously, the Board entered into closed meeting pursuant to the Virginia Code Section set forth below to discuss the subjects identified:

Subject Matter: Discussion of Legal Matters in Regards to Current Litigation and Contracts.
Purpose of Meeting: Allow Board Members to consult with legal counsel regarding county business.
Exemption: Pursuant to VA. Code § 2.2-3711.A.8: Consultation with Legal Counsel – Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

Subject Matter: Consideration of Prospective Candidate for Employment
Purpose of Meeting: Allow Board Members to Consider a Prospective Candidate for Employment
Exemption: Pursuant to VA. Code § 2.2-3711.A.1: Personnel – Discussion,

consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.

Vote:	Mr. Hamlet – aye	Mr. Newman – aye
	Mrs. Tyree – aye	Mr. Stimpson – aye
	Mr. Saunders – aye	

2. Reconvene in Open Meeting

The Board reconvened to open meeting on a motion by Supervisor Newman, seconded by Supervisor Hamlet, and adopted by the following vote:

Mr. Hamlet –	aye
Mr. Newman –	aye
Mrs. Tyree –	aye
Mr. Stimpson –	aye
Mr. Saunders -	aye

that the following Certification of a Closed Meeting be adopted in accordance with The Virginia Freedom of Information Act:

WHEREAS, the Board of Supervisors of Cumberland County has convened a closed session on this date pursuant to an affirmation recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Cumberland County hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed session to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed or considered by the Board of

Supervisors of Cumberland County; and (iii) no action was taken in closed session.

3. Adjourn until 7:00 pm

4. Roll Call of Members

The County Administrator, Derek Stamey called the meeting to order at 7:00 p.m.

Tiana Branch, Deputy Clerk, called the roll.

5. Welcome and Pledge of Allegiance

The Pledge of Allegiance was led by the County Administrator, Derek Stamey.

6. Invocation

The Invocation was led by the Supervisor Newman.

7. Election of Chairman

County Administrator, Derek Stamey, opened the floor for nominations for the position of Chairman.

Supervisor Stimpson nominated Supervisor Newman.

Supervisor Hamlet nominated Supervisor Stimpson.

On a motion by Supervisor Tyree, seconded by Supervisor Stimpson, and carried by the following vote, the Board appointed Supervisor Newman as Chairman of the Board for 2026:

Vote:	Mr. Hamlet – nay	Mr. Newman – abstain
	Mrs. Tyree – aye	Mr. Stimpson– aye
	Mr. Saunders – aye	

8. Election of Vice-Chairman

County Administrator, Derek Stamey opened the floor for nominations for the position of Vice-Chairman.

Supervisor Saunders nominated Supervisor Tyree.

On a motion by Supervisor Stimpson, seconded by Supervisor Newman, and carried by the following vote, the Board appointed Supervisor Tyree as Vice-Chairman of the Board for 2026:

Vote:	Mr. Hamlet – aye	Mr. Newman – aye
	Mrs. Tyree – abstain	Mr. Stimpson– aye
	Mr. Saunders – aye	

9. County Administrator Comments

County Administrator, Derek Stamey, provided the Board with a report on the following:

- Board Vacancies
  - Piedmont Senior Resources
  - Economic Development Authority
  - Planning Commission
  - Crossroads Community Services Board
  - Board of Zoning Appeals
- January 2026 Employee of the Month – Cortney Brown, Chief Deputy Treasurer

10. Approval of Agenda

On a motion by Supervisor Tyree, seconded by Supervisor Stimpson and carried unanimously, the Board amended the agenda to include Public Comment for Agenda Items Only directly after the approval of agenda.

Vote:	Mr. Hamlet – aye	Mr. Newman – aye
	Mrs. Tyree – aye	Mr. Stimpson– aye
	Mr. Saunders – aye	

On a motion by Supervisor Saunders, seconded by Supervisor Newman and carried by the following vote, the Board approved the agenda as amended.

Vote: Mr. Hamlet – nay; Mr. Newman – aye; Mrs. Tyree – aye; Mr. Stimpson– aye; Mr. Saunders – aye

11. Public Comment – Agenda Items Only

Betty Myers addressed her concern regarding the changes in the By-Laws presented in the packet.

12. Organizational & Administrative Matters

a. Review and approve By-laws

CUMBERLAND COUNTY, VIRGINIA
BOARD OF SUPERVISORS
Adopted January 13, 2026

Statement of Intent and Purpose

The intent of these By-laws of the Cumberland County, Virginia Board of Supervisors is as follows:

(1). To establish ways and means by which the Board of Supervisors as the governing body of Cumberland County, Virginia shall conduct itself in the performance of its duties and responsibilities;

(2). To establish certain procedures to be followed by the Board of Supervisors as individual members and as a governing body, and by appointed officials and employees of the Board of Supervisors, to help ensure legality, fairness and consistency in the conduct of governance of Cumberland County; and

(3). To establish certain rules and guidelines considered vital to the conduct of the Cumberland County government and the proper functioning of its elected and appointed officials, employees, agencies, departments, organizations; and the promotion and protection of the interests of the citizens of the county.

To these ends these By-laws are so adopted.

By-laws Definitions

As used in these By-laws, the following terms are defined:

Action of Record: An action taken, or decision made by the Board recorded in the Minutes of the Meetings. Action of Record may take the following forms:

a. Motions with votes of the members of the Board recorded.
b. Consensus agreement of the Board without vote by the Board.
c. Directive of the Chairman in the exercise of that office during the conduct of an official meeting of the Board.

Advisory Board: Pursuant to § 15.2-1411 of the Virginia Code, a designated group of persons other than members of the Board formed by the Board for the purpose of undertaking work on matters germane to the interests of the Board or county.

Board: The Cumberland County Board of Supervisors.

Committee: Pursuant to § 15.2-1411 of the Virginia Code, a designated group of persons that may be formed by the Board for the purpose of undertaking work on matters germane to the interests of the Board or county.

County Code: The *Cumberland County Code*.

Directive: An exercise of discretionary authority granted to the Chairman from the Board empowering the Chairman as follows:

a. To enforce the protocols of Article 8.5. of these By-laws for the conduct of business and discourse before the Board to ensure proper decorum, civility, fairness and order.
b. To cause the removal of any person or persons without charge of civil or criminal offense for misconduct, disruption or disturbance of a meeting of the Board of Supervisors consistent with adopted policies and procedures of the Board;
c. To charge any person or persons with civil or criminal offenses pursuant to federal, state or local laws for the misconduct, disruption or disturbance of a meeting of the Board.

Ex-officio: A form of membership or appointment to a body or group where the individual may participate in proceedings or discussions but shall not serve in an official leadership capacity nor vote in an official manner.

Item of Business: A matter to be presented before the Board at an official meeting, specified on the Meeting Agenda or modification thereof, and which may be subject to an Action of Record.

Meeting or official meeting: Any Annual, Regular, or Special Meeting of the Board of Supervisors. The following terms may also be used to further define and specify purposes

for meetings. Meetings as defined herein are not exclusive of each other and may be concurrently conducted.

a. Annual Meeting: Pursuant to § 15.2-1416 of the Virginia Code, the Board's first meeting in the month of January.

b. Joint Meeting: A Joint Meeting may be conducted simultaneously with one or more corporate and politic bodies for the purpose of review, inquiry and discussion of matters of mutual interest or in the interest of expedient disposition of public business matters. Action of Record may be taken at said meeting, and a quorum of both the Board and other body(ies) is required to Call to Order and conduct a Joint Special Meeting.

c. Public Information Meeting: A Public Information Meeting shall be limited to the dissemination of information to and/or from the public where the Board of Supervisors will take no Action of Record at said meeting. A quorum of the Board of Supervisors is not required to Call to Order and conduct a Public Information Meeting. Public Information Meetings may be called in the name of the Board of Supervisors or administratively by the County Administrator or his designee.

d. Public Hearing: A public hearing shall be conducted at said meeting and the Board of Supervisors may take Action of Record on such matters as may arise from the Public Hearing. A quorum of the Board of Supervisors is required to Call to Order and conduct a Public Hearing.

e. Recessed Meeting: A meeting conducted at a date, place and time set by the Board of Supervisors as a continuation of a previously held meeting. A Recessed Meeting shall be scheduled no later than the date of the next Regular Meeting.

f. Rescheduled Meeting: A Rescheduled Meeting shall be for the purpose of conducting a meeting of the Board of Supervisors where, by virtue of necessity or at the discretion of the Board of Supervisors, the originally scheduled meeting cannot be conducted on its prescribed date or time or at its prescribed location pursuant to these By-laws. Action of Record may be taken on any Item of Business presented at a Rescheduled Meeting, and a quorum of the Board of Supervisors is required to Call to Order and conduct a Rescheduled Meeting.

g. Workshop Meeting: A Workshop Meeting shall be for the purpose of in-depth review, inquiry and discussion of specified Items of Business where Action of Record may be taken by the Board of Supervisors. A quorum of the Board of Supervisors is required to Call to Order and conduct said meeting. Workshop Meetings may also be called and scheduled for the purposes of presentations to the Board of Supervisors for educational and informational purposes.

Primary Motion: The first motion presented following informal discussion of any Item of Business at a Board meeting.

Substitute Motion: A motion presented succeeding and in lieu of a primary motion on any Item of Business at a Board meeting.

Virginia Code: The 1950 Code of Virginia, as amended.

Construction

As used in these By-laws, the masculine shall include the feminine, and the singular the plural unless otherwise specified herein. The word "shall" is mandatory and not discretionary; the word “may” is permissive and discretionary. The word "approve" shall be considered to be followed by the words "or disapprove".

Article 1. General

1.1. The County of Cumberland is a political subdivision of the Commonwealth of Virginia and is bestowed all powers and authorities granted generally to counties without charters as set forth in the Virginia Code.

Article 2. Board of Supervisors

2.1. The County of Cumberland is governed by a Board consisting of five (5) Supervisors elected from the citizenry of Cumberland County, one (1) Supervisor from each of the county’s five (5) Election Districts. Terms of each Supervisor are for four (4) years and may be successive. Qualifications for election to the Board of Supervisors are prescribed in the Virginia Code and Election Districts shall be defined by ordinance and set out in the County Code.

2.2. The Board of Supervisors is the governing body of the County of Cumberland and exercises all powers and authorities granted generally to counties without charters as set forth in the Virginia Code.

2.3. The Board of Supervisors at its discretion may authorize by appropriate action and annually provide for such sums for their salaries and expenses as members of the Board pursuant to the Virginia Code.

Article 3. Officers of the Board of Supervisors

3.1. Pursuant to § 15.2-1422 of the Virginia Code, the Board shall elect annually from its membership a Chairman and Vice-Chairman.

3.2. The term of office of the Chairman and Vice-Chairman shall be one (1) calendar year beginning immediately upon being elected at the Annual Meeting until the election at the Board’s next Annual Meeting the following calendar year.

Article 4. Election of Officers

4.1. Election of officers of the Board shall be held at the Annual Meeting. In the absence of a quorum of the Board at the Annual Meeting, the current seated officers shall continue to exercise their offices until such time as a quorum is present at a subsequent Regular Meeting of the Board, at which time election of officers shall be held. The Board may defer election of officers to a Recessed Meeting from the Annual Meeting upon motion and vote of a majority of Board members present.

4.2. Election of officers of the Board shall be the first Item of Business at the Annual Meeting when elections are to be held.

4.3. Nominations for officers shall be conducted in open session upon motion by Board members and acceptance of the nomination. A motion with a majority vote of the Board members present is required to close nominations, at which time election of officers will be conducted in reverse order of the discussion of nominations. A majority vote of a quorum of the Board is needed to elect officers.

4.4. In the event of a tie vote during the election of officers, either by an abstaining vote or an even quorum of the Board present and voting, election of that officer shall be tabled to the next Regular Meeting of the Board and the Board shall proceed with other officer elections. In the event of a subsequent tie vote, a single blind lot drawing from the slate of seconded nominations shall select the officer. Officers selected in this manner shall be fully vested with all duties and powers accorded the office pursuant to the Virginia Code and these By-laws. The current seated officers shall continue to exercise their offices until new officers are elected or selected in this event.

4.5. Upon election of new officers, the new Chairman and Vice-Chairman shall preside at that meeting and all other meetings during the term for so which elected.

Article 5. Duties and Powers of Officers of the Board of Supervisors

5.1. In accordance with accepted rules of order and parliamentary practice, the Chairman is to preside at all meetings of the Board. The Vice-Chairman shall act with the full power and authority of the Chairman in the absence of the Chairman at any meeting of the Board. In the absence of the Chairman and Vice-Chairman, the remaining Board members shall choose an Acting Chairman for the meeting. Where an Acting Chairman is needed for a meeting, the Board need not designate an Acting Vice-Chairman. Where used in these Bylaws, Chairman shall also be construed to mean Acting Chairman.

5.2. When the Board is engaged in official meetings, whether held in the Board of Supervisors Meeting Room or at some other location, the building and associated grounds constituting the meeting place are under the control of the Chairman for the orderly conduct of the meeting. In addition to the exercise of parliamentary powers, the Chairman or Acting Chairman is empowered to issue Directives that shall be recorded as an Action of Record in order to facilitate orderly conduct of meetings.

5.3. The Chairman of the Board is empowered to administer oaths pursuant to § 15.2-1410 of the Virginia Code and shall be the head of the county government pursuant to § 15.2-1423 of the Virginia Code.

5.4. The Chairman shall adhere to and is empowered to enforce the protocols of Article 8.5 during official meetings of the Board. The Chairman shall act as parliamentarian of the Board and shall seek the advice of the County Attorney or, in his absence, the County Administrator in the interpretation of the provisions of these By-laws and other established procedures for the conduct of meetings.

5.5. In the event of a vacancy in the office of Chairman due to death, resignation or removal from office as a member of the Board, the Vice-Chairman shall assume the position of

Acting Chairman until a chairman is appointed. In the event of a similar vacancy in the office of Vice-Chairman, the most recent past Vice-Chairman of the Board shall assume the position of Acting Vice-Chairman. In the event of concurrent vacancies in both the office of Chairman and Vice-Chairman, the most recent past Chairman and Vice-Chairman shall respectively assume these offices. Election of new officers shall occur pursuant to Article 4 of these By-Laws at the first Regular Meeting after the vacancy on the Board has been filled pursuant to § 15.2-1424 of the Virginia Code. In this event, such newly elected officers shall serve until the next Annual Meeting of the Board. Officers selected in this manner shall be fully vested with all duties and powers accorded their office pursuant to the Virginia Code and these By-laws.

5.6. The Chairman shall be an ex-officio member of all Committees and Advisory Boards of the Board, privileged to attend and participate in all meetings of such Committees and Advisory Boards, including closed meetings, but shall not vote on Committee matters unless appointed as a Committee member.

Article 6. Meetings of the Board of Supervisors

6.1. The Annual Meeting of the Board shall be held on the second Tuesday of January. The Regular Meetings of the Cumberland County Board of Supervisors for shall be on the second Tuesday of each month. These Annual and Regular Meetings shall be Called to Order at 6:00 p.m. and shall be held at Cumberland County Circuit Court Room in the County Courthouse Building on Rt. 60, Cumberland C.H., Virginia. The Annual and Regular Meeting date, place and time shall continue indefinitely unless changed by appropriate action of the Board.

6.2. The Board will attempt to complete all Items of Business at the Annual and Regular Meetings by 11:00 p.m. The Board may recess such meetings from day to day, or from time to time or from place to place not beyond the time fixed for the next Regular Meeting, until the business before the Board is complete.

6.3. If the Annual or any Regular Meeting day falls on a legal holiday, the meeting may be held on the holiday or rescheduled as determined by the Board by Action of Record taken at the Annual Meeting or any Regular or Special Meeting prior to the holiday. If rescheduled other than at the Annual Meeting, public notice shall be served pursuant to § 15.2-1416 of the Virginia Code.

6.4. Special Meetings of the Board may be approved and scheduled, or a Called Special Meeting conducted by the Board pursuant to § 15.2-1417 and § 15.2-1418 of the Virginia Code. A special meeting of the governing body shall be held when called by the chairman or requested by two or more of the members of the board of supervisors. The call or request shall be made to the clerk and shall specify the matters to be considered at the meeting. Upon receipt of such call or request, the clerk of the governing body, after consultation with the chairman, shall immediately notify each member of the Board and the county attorney, as appropriate in writing delivered in person or to his place of residence or business to attend such meeting at the time and place stated in the notice. Such notice shall specify the matters to be considered at the meeting. No matter not specified in the notice shall be

considered at such meeting, unless all members are present. The notice may be waived if all members of the Board of Supervisors attend the special meeting or sign a waiver.

A Special Meeting may also be scheduled or called for specific purposes, as follows:

a. Joint Special Meeting;
b. Public Information Meeting;
c. Public Hearing;
d. Rescheduled Meeting;
e. Workshop Meeting.

Special Meetings of the Board may be scheduled at the Annual Meeting for the calendar year and set out in the Operational Procedures of the Board.

6.5. The Annual, Regular and Special Meetings of the Board shall be open to the public. The Board reserves the right to enter into Closed Meeting pursuant to the Virginia Code at any official meeting.

6.6. Closed meetings will be restricted for those proper purposes enumerated in the Virginia Code and all Closed Meetings will be held in strict accordance with Virginia law.

6.7. No gathering of members of the Board of Supervisors, whether there be a number equal to or exceeding a quorum of the Board or a lesser number, shall be considered an official meeting of the Board unless such gathering takes place at a bona fide Annual, Regular or Special Meeting as set forth in these By-laws. No Action of Record may be taken on any matter outside of the time, place and location of an official meeting of the Board. Similarly, when a quorum, (3) three or more members is gathered in one place outside an official meeting, those Board Members present may not discuss any past, current or future county business.

6.8. The Sheriff of Cumberland County shall, upon request, provide at least one (1) deputy to attend the Annual and Regular Meetings of the Board and, upon request of the Board or County Administrator, at any other official meeting. When in attendance of any official meeting, deputies shall be under the direction of the Chairman of the Board during the period of the official meeting (including any brief recess thereof), and under the direction of the County Administrator, Acting County Administrator, or his designee during the period prior to the meeting's Call to Order and immediately upon final Recess or Adjournment of the meeting.

Article 7. Agendas for Board of Supervisors Meetings

7.1. The Annual and Regular Meetings of the Board shall have a formal Meeting Agenda prepared by the County Administrator or his designee. The County Administrator at his (her) discretion, and the County Attorney and Board members individually may by request to the County Administrator place matters of business on the Agenda for discussion, information and /or action by the Board as are germane to the affairs and interests of the

Board and county. Agendas for Special Meetings are optional at the discretion of the Board of Supervisors or County Administrator.

7.2. The Order of Business of the Meeting Agenda for the Annual and Regular Meetings of the Board shall be generally as follows:

- Call to Order and Determination of Quorum
- Roll Call of Members
- Welcome, Invocation and Pledge of Allegiance
- County Administrator's Report
- Approval of the Agenda
- Organizational & Administrative Matters
- Presentations from Department/Agencies/Organizations

Finance Report

- Planning and Zoning Report

County Attorney's Report

- Consent Agenda
- Old Business
- New Business
- Public Hearings / Public Comment
- Additional Information
- Public Comments
- Board Member Comments
- Adjournment

Deviations from the Order of Business may be made at the discretion of the County Administrator during the preparation of the Meeting Agenda, and by the Board as a modification of the Meeting Agenda at the time of Approval of the Agenda. The Board by motion and majority vote of those present may eliminate any of the above items in the Order of Business for a specific meeting or meetings, or through the time of the next Annual Meeting in its entirety and may also restore any item so eliminated or add other items by like Action of Record at any meeting.

7.3. A request for modification of the Meeting Agenda shall be made from the Board Table and only by members of the Board, County Administrator, or County Attorney. Approval of modification requires majority vote of Board members present. A modification made at the time of Approval of the Agenda shall be reflected in the Minutes of the Meeting at which the modification was made. Items scheduled for action on the Meeting Agenda may be deferred to a later time in the meeting by consensus agreement of a majority of Board members present. Items previously acted upon during the course of the meeting may be revisited at a later time in the meeting by a motion to reconsider and a majority vote of Board members present. An item may not be reconsidered more than twice.

7.4. The Board shall take no Action of Record on any matter that is not on the Meeting Agenda unless a modification to the Meeting Agenda is requested at the time of Approval of

the Agenda. Modification of the Meeting Agenda requires a majority vote of Board members present.

7.5. Closed Meetings and business matters brought before the Board under Board Member Reports exempt from the provisions of this article.

7.6. The Meeting Agenda and supporting documents comprising the Meeting Agenda Book should be delivered to members of the Board a minimum of five (5) calendar days in advance of the meeting date. The supporting documentation should include recommendations on actions prepared by county administrative personnel and other county officials if a recommendation is available and appropriate. The Meeting Agenda Book may be rendered in electronic format for use by the Board at its discretion.

Article 8. Conduct of Meetings of the Board of Supervisors

8.1. The Board shall generally follow Roberts' Rules of Order Newly Revised, Procedure in Small Boards but failure to follow Robert's Rules of Order shall not invalidate any Board action, the provisions of Article 8.4 notwithstanding. In following these rules of parliamentary procedure, the Board intends that special attention will be given to the following:

a. Protecting the rights of each individual member of the Board, county administrative employees and the public.

b. Preserving and ensuring a spirit of harmony and cooperation within the Board, and between individual Board members.

c. Allowing full and free discussion among the members of the Board in order to ensure that all viewpoints are considered prior to taking action on behalf of the county.

8.2. Where provisions of these By-laws differ from similar procedures established by Robert's Rules of Order, provisions of these By-laws shall prevail.

8.3. Repealed. (This section referenced seating at meetings for Board Members)

8.4. The following rules and procedures shall prevail at meetings of the Board:

a. A quorum of the Board is a majority of the membership comprising at least three (3) of the five (5) members of the Board. A quorum must be present to Call to Order and continue an official meeting and to take Action of Record.

b. The Chairman shall Call to Order an official meeting at the designated time and determine a quorum. If a quorum is not present at the designated time, the Chairman may direct a delay of up to fifteen (15) minutes in the start of the meeting

at his discretion. Any further delay in the start of the meeting may be made only with the consensus agreement of the majority of those Board members present.

c. Should for any reason a quorum not be maintained continuously during any official meeting, the meeting shall adjourn at that time. A Board member's physical presence on the grounds of the location of the meeting shall be considered as being present at the meeting and satisfactory for the maintenance of a quorum. Board members shall notify the Chairman if required to leave the grounds of the location of the meeting, either temporarily or for the remainder of the meeting.

d. All informal and formal discussions of Items of Business and Actions of Record must be made from the Board Table. Any Board member away from the Board Table but maintaining physical presence at the meeting location at the time of an Action of Record will be counted as having cast an abstaining vote.

e. Informal discussion of an Item of Business by Board members is permitted while no primary or substitute motion is pending.

f. A second to a primary and substitute motion is required in order to formally discuss and/or vote upon the motion. Voting shall be by show of hands. The Chairman shall verbally summarize the vote upon conclusion of an Action of Record, noting by individual name those Board members abstaining or voting in the minority on the Item of Business.

g. Any member of the Board may terminate debate or discussion of an Item of Business and call for a vote on a pending motion by "calling for the question" after being recognized by the Chairman.

h. An abstaining vote is neither an affirmative nor a negative vote and has no effect on the vote, or the status of the quorum.

i. A tie vote fails. The Board does not designate a tiebreaker pursuant to § 15.2-1421 of the Virginia Code.

j. A substitute motion will be voted on prior to the primary motion, in reverse order (i.e. the substitute motion will be voted on first). Only one (1) substitute motion will be considered prior to a vote on the primary motion.

k. The Chairman is authorized to speak in discussions, can make and/or second a motion, and can vote on all motions and/or all questions but may not call for the question. The Chairman may temporarily relinquish the position. The Chairman may do so by passing the gavel to the Vice-Chairman or Acting Vice-Chairman prior to the start of discussion of an Item of Business. Upon completion of the Item of Business, the gavel shall be returned to the Chairman.

l. A primary motion may be amended prior to vote with the concurrence of the originating Supervisor of the primary motion. The amended primary motion is then treated as the primary motion, and not a substitute motion. A primary motion may not be amended if a substitute motion is pending until conclusion of vote on the substitute motion. An amendment to a primary motion opposed by the originating Supervisor shall not be voted on until action is taken on the original primary motion.

m. If a primary or substitute motion is made at a Board meeting where at least four (4) members are present and the motion is voted on and fails, the same or a substantively similar motion cannot be reconsidered by the Board during that fiscal year except by a primary or substitute motion made by a member of the Board who voted on the prevailing side where there are no less than four (4) Board members present, and only if two-thirds (2/3) of the Board members present vote to reconsider the motion again.

n. A primary or substitute motion may be made to tentatively act upon an Item of Business where a final Action of Record is anticipated at a later date. All Items of Business tentatively acted upon by the Board shall be considered bound by the tentative action if not otherwise reconsidered by the Board within three (3) calendar months of the date of the tentative action.

o. A motion to Table an Item of Business for consideration at a future meeting, or to remain Tabled indefinitely may be made either as a primary or substitute motion but not by consensus agreement. An action to Table an Item of Business to a later time within the same meeting may be passed by consensus agreement of a majority of Board members present.

8.5. The following protocols will be followed at meetings of the Board:

a. Official meetings of the Board are open to public observation and, as set out herein, public participation. When not addressing the Board and/or attending public as herein described, those present at an official meeting shall be respectful of the rights of others.

b. Board members are to be polite and courteous in addressing other members of the Board and all those present at Board meetings, and all Board members are to maintain proper decorum in their conduct at meetings of the Board (i.e., refrain from "name calling", derogatory remarks and other forms of personal affronts).

c. Those persons and organizations with Items of Business before the Board should be represented at an official meeting if so requested by the Board of Supervisors, individual members of the Board, the County Administrator, County Attorney, or any person acting on behalf of these.

d. Those persons and organizations with Items of Business before the Board may address the Board upon recognition and invitation of the Chairman to approach the

Podium, where upon they shall identify themselves, any title and organization they represent, and provide a mailing address to facilitate any correspondence needed subsequent to the Item of Business. As a guideline, presentations to the Board pursuant to an Item of Business should be limited to ten (10) minutes. The Chairman at his discretion may end a presentation after such time has elapsed or may permit continuation of it. The Board by Action of Record may overrule the Chairman's decision in this regard.

e. The discourse of those presenting at the Podium shall be made part of the Minutes of the Meeting subject to Article 9 of these By-laws.

f. Those individuals of the public attending any official meeting of the Board of Supervisors without an approved Item of Business on the Meeting Agenda or modification thereof shall not be permitted at the Podium at any time other than during the open portion of a public hearing or during the public comment period. No person shall address the Board during an official meeting from the audience unless recognized by the Chairman.

g. Individuals of the public desiring to speak at a public hearing or during the public comment period must first provide their identifying information on a signup sheet prior to the public hearing or public comment period. Only residents of Cumberland County or individuals owning real property in Cumberland County are permitted to speak at a public hearing or during the public comment period. A resident who speaks more than once during a meeting shall not be repetitive.

h. At any official meeting of the Board where a public hearing is set on the Meeting Agenda, the Chairman shall first permit general presentation and discussion of the matter of the public hearing from the Podium and/or from the Board Table. At the conclusion of such presentation/ discussion, the Chairman shall open the public hearing and invite those of the public who have signed up to speak to the Podium to comment.

i. At the discretion of the Clerk or Chairman, any Item of Business may include a public comment period. The public comment period will be noted on the Agenda and will be subsequent to the presentation on the Item of Business and any informal discussion by the Board, but prior to any motions or vote on the Item of Business.

j. At the discretion of the Chairman, or with the consensus agreement of the majority of the Board, those speaking during the open portion of a public hearing or during an open public comment period, may be limited to a specified length of time for comments at the Podium. The Chairman at his discretion may provide a verbal advisory to a speaker at the Podium when thirty (30) seconds remain of the specified time to conclude comments. During public hearings, speakers may address the Board only on matters pertaining or germane to the issue for which the public hearing is being held. No speaker is to engage in political statements, personal attacks upon members of the Board of Supervisors, county employees or officials, or

any other person, nor are speakers entitled to use abusive language or discuss matters outside the issue for which the public hearing is being held. Violation of this rule shall enable the Chairman by directive to take appropriate measures to rule the speaker out of order and to have the speaker removed from the meeting, if necessary and take such other steps the Chairman deems appropriate, including bringing appropriate charges against the person and bringing the charges in the name of the Board of Supervisors.

k. No discourse at a public hearing, whether during general presentation and discussion or during the open portion of the hearing is required to be entered into the Minutes unless conducted at the Podium.

l. Upon conclusion of speakers at the Podium, the Chairman shall close the public hearing. A motion and majority vote of a quorum of Board members present at a public hearing shall overrule the Chairman's decision to close the public hearing or to limit speakers, in which event speakers may continue until the Board by majority vote ends the public hearing. A motion and majority vote of a quorum of Board members present shall also close the public hearing in this event. An Action of Record may be taken at the close of a public hearing at the discretion of the Board. Board Member Reports shall facilitate the presentation of comments, reports and proposed Items of Business not otherwise part of the Meeting Agenda by individual Board members in round table fashion. Matters may be presented for information, discussion and action and/or scheduled for further consideration as an Item of Business at a future meeting of the Board. When speaking during Board Member Reports, Board members shall be limited to ten (10) minutes, at which time the Chairman may at his discretion suspend further presentation from the Board member and request action by consensus agreement of Board members present at the Board Table to permit additional time to conclude the presentation. No Board member shall yield time or place under Board Member Reports to any other Board member or other person. No member of the Board shall have any other position reserved for them on the Meeting Agenda other than under Board Member Reports.

8.6. The Board may at its discretion adopt specific rules and procedures relative to the conduct of certain types of public hearings other than those set forth in this Article. Such specific rules and procedures shall be adopted in the manner prescribed for amendment of these By-Laws set forth in Article 13 and shall become part of these By-Laws upon adoption. Where a public hearing is conducted by another party on behalf of or before the Board, the rules and procedures governing that public hearing shall be as prescribed by the party conducting it.

Article 9. Minutes of the Meetings of the Board of Supervisors

9.1. At all official meetings of the Board at which a quorum is present Minutes of the meeting shall be taken and shall be approved by the Board and recorded in the office of the Cumberland County Administrators Office.

9.2. Public Information Meetings and Workshop Meetings as defined in these By-laws may be recorded as Minutes at the direction of the Board. At any such meeting where an Action of Record is taken, Minutes shall be taken and approved by the Board and recorded.

9.3. Pursuant to § 15.2-1536 and § 15.2-1538 of the Virginia Code, the County Administrator shall serve as Clerk of the Board and shall carry out the duties specified in § 15.2-1539 of the Virginia Code. The County Administrator may designate a Recording Clerk to take and prepare the Minutes of the Board and to assist in the exercise of the office of Clerk of the Board. Minutes shall be prepared on the basis of both written notes and audio recordings. Where technically possible, audio recordings shall be made of all official meetings of the Board, subject to the provisions of Paragraph 9.2 of this Article. The specific language of the Minutes of any given meeting shall be at the discretion of the County Administrator, who shall endeavor to render the Minutes in the most accurate and neutral way possible. The County Administrator shall review and correct all Minutes prior to dissemination to the Board for adoption.

9.4. The Board may at its discretion generally prescribe the form and content of the Minutes of its meetings in keeping with professionally accepted standards for it. At minimum, the Minutes shall contain the styling of the Item of Business stated on the Meeting Agenda or modification thereof, the Action of Record, the vote by individual member or consensus expression of the Board, or directive of the Chairman. Where practical, a brief synopsis of any discussion of the Item of Business shall also be included.

9.5. Minutes of any meeting shall generally be presented at the next or following Regular Meeting of the Board where at least five (5) working days exist between the successive meetings.

9.6. Minutes shall not be considered official until approved by the Board and recorded. After approval of the Board but prior to recordation, the County Administrator may make additions or corrections to the Minutes that do not materially affect the substance or content of the Minutes. These include but are not limited to: correction of mis-spellings, typographical errors and incorrect grammar; page renumbering; clarification of content and errors of omission. Should evidence of an error in a recorded vote be discovered after approval but prior to recordation, the County Administrator shall attempt to verify it and correct by the best available means, including corroboration by individual Board members and other reliable witnesses to the meeting.

9.7. Should an error or evidence of an error in the Minutes of any Meeting of the Board be discovered after recordation, the County Administrator shall bring the error before the Board at the next official meeting as is practical. The Board by vote of a majority of those members present at the meeting at which the error was made shall correct the Minutes by amendment. Members of the Board not present at said meeting shall abstain from voting on the correction. Should no majority of Board members present at the meeting in which an error was made in the Minutes be or remain seated as members of the Board, a majority vote of the presently seated Board members shall then correct the Minutes by amendment.

9.8. Amendment to the recorded Minutes of any Meeting shall be entered as an Action of Record in the Minutes of the Meeting at which the amendment was made. In addition, and where practical as determined by the County Administrator or Recording Clerk, the recorded Minutes shall be altered to include the amendment, either by insertion of a new, corrected page in sequence or by separate Amendment Addendum at the beginning or first page of the recorded Minutes of the Meeting to be corrected. Whether by insertion of a new corrected page or by Amendment Addendum, the correction shall be clearly documented as a correction of previously recorded Minutes, indicating the first date of recordation, the date of Board action to amend the Minutes, and the date of recordation of the amended Minutes.

9.9. When audio recordings of Board meetings are made, the County Administrator shall cause their preservation for a period of time not to exceed two (2) calendar years from the date of the meeting, at which time they may be discarded. Where preserved, audio recordings shall be considered publicly accessible without charge upon prior appointment for review through the office of County Administrator.

9.10. When video recordings of Board meetings or portions thereof are made, the preservation of said recordings shall be at the discretion of the County Administrator. The Board may at its discretion direct the preservation of specific recordings, and the County Attorney may request preservation of specific recordings only if such recordings are needed to support legal proceedings, pending or anticipated.

9.11. Verbatim transcription of the proceedings of any meeting in its entirety shall not be undertaken except by majority vote of the Board and only in instances where excerpted verbatim transcriptions of a portion or portions of the proceedings are insufficient to address the need. Any verbatim transcription generated, whether of an entire meeting or portion(s) thereof, shall not be adopted or made part of the official Minutes of any meeting.

9.12. Individual members of the Board and the County Attorney may request excerpted verbatim transcription of a portion or portions of any meeting through the County Administrator. If requested by a member of the Board, the County Administrator and/or the Recording Clerk will make a reasonable effort to generate a requested transcription prior to any subsequent meeting of the Board; the generation of such transcription is subordinate to the preparation and review of the Minutes and other duties and responsibilities of the involved personnel. A request by the County Attorney shall be made only if such transcription is needed to support legal proceedings, pending or anticipated. The County Administrator at his discretion may make any verbatim transcription requested generally available to all members of the Board.

9.13. Unapproved Minutes shall be released publicly upon incorporation into and completion of the Meeting Agenda Book. At the discretion of the County Administrator, unapproved Minutes may be released publicly at an earlier time; availability of completed unapproved Minutes shall not compel release at such earlier time.

9.14. No recording device shall be used during any Closed Meeting of the Board unless the majority of the members of the Board present at the meeting vote to allow recording of the Closed Meeting. Any such recording shall remain in the sole custody of the County Administrator, County Attorney, Chairman or other member of the Board designated by the Board.

Article 10. Appointments of the Board of Supervisors

10.1. The Board at its discretion may, and where required and in accordance with the Virginia Code or other law, shall from time to time establish and make appointments of its members and other persons to various positions, groups, organizations, committees, advisory boards and other bodies, both formal and informal, for such purposes as are in the interest of the Board and county.

10.2. Except as otherwise provided in these By-laws or other law, appointments of the Board may be made at any official meeting upon motion and majority vote of a quorum of the Board and recorded as an Action of Record.

10.3. Except as otherwise provided by Action of Record or by law, all appointees of the Board shall be authorized and expected to represent the interests of the Board and county in all matters to which their appointment is charged.

10.4. Except as otherwise provided by law, all appointments of the Board shall discharge their duties with diligence and may be removed prior to the end of the term of said appointment by motion and majority vote of a quorum of the Board and recorded as an Action of Record. Any vacancy in an appointment shall be filled in the manner as the original and for the remainder of the original term of the appointment.

10.5. Pursuant to § 44-146.19 B. 2. of the Virginia Code, the Board at the Annual Meeting shall appoint one of its members or the County Administrator to be Director of Emergency Services of the county. The Director shall serve in that capacity until the next Annual Meeting, at which time he may be reappointed, or a successor appointed at the pleasure of the Board. A vacancy in the Director's position may be filled by a majority vote of the Board at any Regular or Special Meeting. The Director may be removed from that position and a successor appointed to fill the remainder of the original term by majority vote of the Board at any official meeting. During an impending or declared state or local emergency, in the absence of the Director of Emergency Services, the Chairman or Vice-Chairman of the Board shall assume the duties and responsibilities of that position pursuant to the Virginia Code. In the event either the Chairman or Vice-Chairman is the Director, the County Administrator shall serve as the third designee to assume responsibility in the absence of the Chairman or Vice-Chairman. In the absence of the Chairman, Vice-Chairman and County Administrator, any member of the Board may act in the capacity of Director of Emergency Services until such time as one of these three officials is able to assume the position. The Director of Emergency Services or any member of the Board acting in such capacity shall exercise only those powers granted in § 44-146.21 of the Virginia Code. The Emergency Services Coordinator of the county shall be an administrative employee of the office of County Administrator, subject to the

personnel policies of the Board.

10.6. The Board shall officially recognize no prerogative of any of its members to make or nominate appointments to any group, organization, committee, advisory board or other body except in accordance with the provisions of these By-laws or other law.

Article 11. Committees and Advisory Boards of the Board of Supervisors

11.1. Pursuant to § 15.2-1411 of the Virginia Code, the Board may at its discretion establish Committees of the Board and Advisory Boards by Resolution and vote of a majority of the Board members at any official meeting. Committees may be solely composed of members of the Board or may be jointly composed of Board members and other individuals appointed or otherwise authorized to participate in Committee activities. Board approval of such other individuals is not required unless specified by Resolution. Advisory Boards shall be composed persons other than members of the Board and may include other individuals appointed by Advisory Board members to participate in Advisory Board activities. Board approval of such other individuals is not required unless specified by Resolution. Board members may be appointed as ex-officio members of Advisory Boards.

11.2. A Resolution establishing any Committee shall state the purpose and scope of activities of the Committee, including any specific responsibilities for and grant of authority to pursue the matter for which it has been established. The Resolution shall state the composition of the members of the Committee, either by name or title, and may designate who shall chair the Committee, by name or title. No member of the Board shall be appointed to a Committee if not present at the meeting at which appointments are made. A majority vote of a quorum of the Board is needed to appoint Committee members.

11.3. Unless otherwise specified within the establishing Resolution, Committees shall be reestablished, and Committee appointments made at each Annual Meeting of the Board. Failure to reestablish dissolves the Committee as of adjournment of the Annual Meeting. Appointments to Committees may be for successive terms.

11.4. Unless otherwise specified within the establishing Resolution, Committees shall organize and direct their own affairs in the manner that their members deem appropriate to the matters that they are charged. These include, but are not limited to, adoption of Committee by-laws or procedures, designation of Committee officers, the taking of Minutes of Committee meetings, the appointment of sub-committees or working groups, solicitation of assistance in pursuit of Committee matters, and such other things as deemed appropriate by Committee members.

11.5. Meetings and activities of Committees shall be open to the public and notice shall be given of the meeting. Any Committee, when conducting business matters which are exempt from public disclosure pursuant to the Virginia Code may sequester itself for all or a portion of the Committee meeting at which such matters are being discussed.

11.6. Advisory Boards shall be subject to the provisions governing Committees of the Board as set forth in this Article.

11.7. The Board at its discretion may establish compensation for all Committee and Advisory Board members not to exceed fifty ($50.00) dollars per meeting pursuant to § 15.2-1411 of the Virginia Code. Such compensation shall be specified in the Resolution establishing the Committee or Advisory Board, subject to Board appropriation of funds. Unless specified, no Committee or Advisory Board member shall receive compensation.

11.8. Committees of the Board and Advisory Boards shall only be established pursuant to this Article. Nothing herein shall be construed so as to prevent meetings or consultations by and between members of the Board, county administrative officials and employees and other parties for the purpose of pursuing matters of interest to the Board and county which are otherwise consistent with Virginia law.

Article 12. Offices of County Administrator and County Attorney

12.1. Pursuant to § 15.2-1536 of the Virginia Code, the Board shall appoint a County Administrator and a County Attorney. The County Administrator and County Attorney shall be employees of the Board, serving at the pleasure of the Board, and shall have their compensation established by the Board.

12.2. The County Administrator shall be the chief administrative officer for the county pursuant to § 15.2-1540 of the Virginia Code. The County Administrator shall exercise all powers, duties and responsibilities pursuant to § 15.2-407 and § 15.2-1541 of the Virginia Code and in accordance with the County Code and Board policies.

12.3. The County Attorney shall exercise all powers, duties and responsibilities pursuant to § 15.2-1542 of the Virginia Code and in accordance with the County Code and Board policies.

12.4. In the event of vacancy in the office of County Administrator due to death, resignation or removal from office, the Assistant County Administrator shall assume responsibility as Acting County Administrator until such time as the Board shall again fill that office. At the Board's discretion upon motion and vote of a majority of Board members at any Regular or Special Meeting, a county administrative employee other than the Assistant County Administrator may be designated as Acting County Administrator. The Assistant County Administrator is designated Deputy Clerk of the Board pursuant to § 15.2-1502 of the Virginia Code for the limited purpose of serving as Clerk to the Board in the temporary absence or unavailability of the County Administrator.

12.5. In the event of vacancy in the office of County Attorney due to death, resignation or removal from office, the Board may engage the services of private legal counsel to serve in the capacity of Acting County Attorney until such time as the Board shall again fill that office. In the event of the temporary absence or unavailability of the County Attorney, the Board authorizes the County Administrator at his discretion to engage the services of private legal counsel as necessary to represent the Board and county.

Article 13. Adoption and Amendment of By-laws of the Board of Supervisors
13.1. Upon adoption, the provisions of these By-laws shall take effect immediately and shall continue until amended or re-adopted. The full text of these By-laws shall be made part of the Minutes of the Meeting at which they were adopted.

13.2. Amendment to these By-laws may be made as an Item of Business on the Meeting Agenda or modification thereof at any Regular Meeting, Adjourned Meeting, Special Meeting, Called Special Meeting, and/or Rescheduled Meeting of the Board. Amendment to these By-laws shall be by vote of a majority of Board members and recorded as an Action of Record. Unless otherwise specified, any amendment is effective upon adoption; no amendment shall be made retroactively effective. The full text of an amendment to these By-laws shall be made part of the Minutes of the Meeting at which they were adopted.

Article 14. Limitations of By-laws of the Board of Supervisors
14.1. If any provision or requirement of these By-laws be found inconsistent with the provisions of the Virginia Code, the County Code, or any other law or statute, it shall be deemed void. In this event, all remaining provisions of these By-laws shall remain in full force and effect.

Article 15. Adoption and Amendment of General Policies and Operational Procedures of the Board of Supervisors
15.1 The Board may from time to time adopt such other General Policies and Operational Procedures as it deems necessary and appropriate to its conduct and to matters under its charge, such policies and procedures being consistent with these By-laws and other law.

15.2. Matters that the Board may address by General Policies and Operational Procedures generally shall be those not otherwise addressed by law, but which are material to the conduct, operation and interests of the Board or county.

15.3. Adoption and amendment of General Policies and Operational Procedures shall be made in a manner similar to that prescribed for the By-laws of the Board as set out in Article 13 and subject to the limitations set out in Article 14 herein.

--- NOTHING FOLLOWS --

Supervisor Hamlet questioned why the version of By-Laws was posted for approval based on the request of only one Board member.

County Attorney, Kemper Beasley, clarified.

Members of the Board agreed to adopt the existing By-Laws; no changes as presented.

On a motion by Supervisor Tyree, and seconded by Supervisor Saunders, the Board approved the Board's By-laws as they were originally:

Vote: Mr. Hamlet – aye
Mrs. Tyree – aye
Mr. Saunders – aye
Mr. Newman – aye
Mr. Stimpson – aye

b. Review and approve Code of Ethics and Standards of Conduct

CODE OF ETHICS AND STANDARDS OF CONDUCT
FOR MEMBERS OF
THE CUMBERLAND COUNTY BOARD OF SUPERVISORS

Adopted January 13, 2026

CODE OF ETHICS

Recognizing that persons who hold public office have been given a public trust and that the stewardship of such office demands the highest levels of ethical and moral conduct, any person serving on the Cumberland County Board of Supervisors will adhere to the following Code of Ethics:

1.) Uphold the Constitution, laws and regulations of the United States, the Commonwealth of Virginia, and Cumberland County, and never knowingly be a part of their evasion.

2.) Put loyalty to the highest moral principles and to the county as a whole above loyalty to individuals, district, or particular groups.

3.) Give a full measure of effort and service to the position of trust for which stewardship has been granted; giving earnest effort and best thought to the performance of duties.

4.) Seek to find and use the most equitable, efficient, effective, and economical means for getting tasks accomplished.

5.) Adopt policies and programs that support the rights and recognize the needs of all citizens regardless of race, sex, age, religion, creed, Country of origin or disability.

6.) Avoid adopting policies, supporting programs, or engaging in activities that discriminate against or offend individuals because of race, sex, age, religion, creed, Country of origin, or disability

7.) Ensure the integrity of the actions of the Board of Supervisors by avoiding discrimination through the dispensing of special favors or unfair privileges, to any one whether for remuneration or not. A member should never accept for himself or family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.

8.) Make no private promises of any kind binding upon the duties of any office, since a public servant has no private word which can be binding on a public duty.

9.) Engage in no business with the County Government, or the school system either directly or indirectly, which is inconsistent with the conscientious performance of government duties except as may be consistent with the conflictof-interest statutes in the Code of Virginia.

10.) Never use any information gained in confidentiality in the performance of governmental duties as a means of making private profit.

11.) Expose through appropriate means and channels, corruption, misconduct, or neglect of duty whenever discovered.

12.) Adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Freedom of Information Act using closed sessions only to deal with the sensitive personnel, legal matters, contractual matters, and other matters allowed by the Code of Virginia.

13.) Avoid using the position of public trust to gain access to the media for the purposes of criticizing colleagues, citizens or personnel, impugning their integrity, or vilifying their personal beliefs.

14.) Make sure, when responding to the media, that a clear distinction is made between personal opinion or belief and a decision made by the Board.

15.) Review these principles orally and in public session at the annual organizational meeting each year.

16.) Pledge to honor and uphold these principles, ever conscious that public office is a public trust.

STANDARDS OF CONDUCT

Recognizing that persons holding a position of public trust are under constant observation by the media and interested county residents, and recognizing that maintaining the integrity and dignity of the public office is essential for maintaining high levels of public confidence in our institutions of

government, every current and future member of the Board of Supervisors will adhere to the following Standards of Conduct:

1.) Avoid during public meetings and during the performance of public duties the use of abusive, threatening, or intimidating language or gestures directed at colleagues, citizens, or personnel.

2.) Pay all taxes due to the County, State, or National Government.

3.) Avoid a private lifestyle that causes public doubt upon the integrity and competence of the County Government.

4.) Make a conscientious effort to be well prepared for each meeting.

5.) Recognizing the dignity of each individual, the Board shall attempt to avoid offering public criticism of colleagues or County employees.

6.) Work to create a positive environment in public meetings where citizens will feel comfortable in their roles as observers or participants.

7.) Maintain an attitude of courtesy and consideration toward all colleagues and staff during all discussions and deliberations.

8.) Be tolerant. Allow citizens, employees or colleague's sufficient opportunity to present their views.

9.) Be respectful and attentive. Avoid comments, body language or distracting activity that conveys a message of disrespect for the presentations from citizens, personnel, or colleagues.

10.) Be concise. Avoid the practice of taking more time to address an issue before the body than is necessary and essential for an adequate consideration of those matters being discussed.

11.) Provide appropriate mechanisms for disciplining members who violate the code of ethics and standards of conduct by using, as a final measure of discipline, censure or removal from the position.

12.) Board members will follow the procedure of communicating directly with the County Administrator and/or the Chairman of the Board on all County matters.

CITIZENS AND MEDIA CONTACTS

1.) In responding to questions, from the media or citizens, Board members should:

a.) Remind the listener that they are not speaking for the entire Board;

b.) Clarify their position on a particular item;

c.) Make "no public comment" on closed session matters in reference to individuals, real estate, and other areas addressed pursuant to Section 2.2-3711 of the Code of Virginia.

2.) Each Board member must remember that personnel matters are to remain confidential and that it is the obligation of the Board and its membership to protect the privacy of the individual.

3.) The Board will focus on issues and avoid making public comments about individuals, staff members, fellow Board members, community residents or media representatives. The Board Chairman should be the main contact for County matters. When requested to do any interview, the Board member asked, should contact the Chairman and the County Administrator to tell them of the nature of the interview. In turn, they will tell the other Board members of the circumstances of the interview. This procedure does not preclude any member from responding to individual questions from the media.

On a motion by Supervisor Stimpson, and seconded by Supervisor Saunders, the Board approved the Code of Ethics and Standards of Conduct:

Vote: Mr. Hamlet – aye
Mr. Newman – aye
Mrs. Tyree – aye
Mr. Stimpson – aye
Mr. Saunders – aye

c. Review Committee Appointments

Cumberland County Board of Supervisors

Calendar Year 2024 Board and Commission Assignments

Board / Commission	Board Representative	Staff/Citizen Representative
Commonwealth Regional Council	Mr. Newman/Mrs. Tyree	Derek Stamey
Community Policy Management Team		Tiana Branch
Crossroads Community Services	Mr. Saunders	
Farmville Area Chamber of Commerce	Mr. Stimpson	
Heartland Authority	Mr. Newman	
Economic Development Authority	Mr. Hamlet/Mr. Newman	Derek Stamey
Piedmont Court Services	Mr. Saunders	Sheriff Darrell Hodges
Piedmont Regional Jail Authority	Mr. Saunders	Derek Stamey
Piedmont Juvenile Detention Center Board	Mr. Saunders	Derek Stamey
Piedmont Senior Resources	Mr. Stimpson	Derek Stamey
Planning Commission	Mr. Stimpson	Stephany Johnson

Social Services Board	Mrs. Tyree	Jerry Seal
STEPS	Mr. Stimpson	Derek Stamey
Workforce Development Board	Mrs. Tyree	Derek Stamey

Community Policy Management: As set forth in VA Code § 2.2-5206, The Children's Services Act (CSA) requires that each local government establish a Community Policy and Management Team (CPMT). The CPMT manages and approves expenditures brought to them by Family Assessment and Planning Team (FAPT). They institute local policy and confirm state policies are followed. CPMT ensures eligible at-risk youth receive access to appropriate services. FAPT assesses at-risk children and families referred by local agencies for mental health treatment and other related services that provide assistance to children and families facing a mental health crisis, or other challenges, that requires assistance beyond what can be provided by private insurance or assistance through other agencies. The FAPT develops an individualized family service plan and provides the CPMT with a funding request designed to meet the need for services. The Children's Services Act Program Coordinator assists both teams in carrying out the day-to-day implementation of the CSA program. CPMT members are typically agency Directors and FAPT members are often Supervisors. Both Teams are made up of members of Cumberland Social Services, Cumberland Schools, Piedmont Health Department, Crossroads Community Services Board, The 10th District Court Services Unit, a Private Provider and a Parent Representative. (Meets at 1:30PM on the third Monday of every other month)

Crossroads Community Services: Crossroads Community Services Board was organized in 1973 as a cooperative venture among the counties of Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway, and Prince Edward. The Services Board, the governing body over the agency's programs, consists of representatives appointed by the Board of Supervisors in each of the counties and includes elected officials, individuals receiving services, family and community members. The focus of the Crossroads Community Services Board is to prevent and treat the occurrence of mental illness, intellectual disabilities, substance use and co-occurring disorders and to enhance the functioning of individuals and families who experience these conditions.
The major efforts of Crossroads are directed toward the transformation into a true community-based system of care. Funding which supports the service delivery system comes from a variety of sources: state, local and federal governments, and fees for service (over 75% of revenue). (Meets on the 4th Tuesday of the month, committee meetings at 6PM, regular board meetings at 7PM-At the Farmville Crossroads Location; No regular meeting in December)

Farmville Area Chamber of Commerce: The County provides the Farmville Area Chamber of Commerce with information about the county for distribution (Meets on the 2nd Monday of each month at 11:45AM at the Community Center of The Woodland; Do not meet in July, August, or December)

Heartland Authority: Regional Economic Development group – Connected to Virginia's Growth Alliance (Typically held on the 4th Tuesday at either 2 or 3PM and held quarterly (January, April, July, October); Held at Heartland Business Park, 200 Heartland Road, Keysville, VA)

Piedmont Court Services: Sheriff Hodges represents Cumberland County on this Board (Meets twice a year on a Wednesday at 6PM: location varies and goes to different counties)

Piedmont Regional Jail Authority: Comprised of six Counties, Cumberland, Buckingham, Amelia, Prince Edward, Nottoway, and Lunenburg. Each County provides three voting members, the Sheriff, the County Administrator, and one Supervisor. This Authority oversees the operation of the Piedmont Regional Jail and approves all expenditures. The Authority meets once a month in Farmville. (Meets on the 3rd Wednesday of the month at 1PM: -location at the Farmville Train Station)

Piedmont Juvenile Detention Center Board: This Board is a part of the Regional Jail Authority, but only the County Administrators sit on this Board. (meets on the 3rd Wednesday of every month at 11:30AM)

Planning Commission: The Planning Commission is a seven-member body, appointed by the Board of Supervisors, responsible for the review of land use and zoning matters for Cumberland County. The Planning Commission reviews applications submitted for changes to zoning districts, conditional use permits, zoning ordinance and plan amendments, and other land use and zoning matters. The Commission makes a recommendation on each item to the Board of Supervisors, who then makes the final determination on the recommended items during one of their regular meetings. (Meets the 4th Monday of the month at 6:30PM in the Circuit Courtroom and has 4 workshops a year at 6:30PM in the Board meeting Room)

Economic Development Authority: The Authority shall be governed by, and exercise the powers granted by, the provisions of the "Economic Development and Revenue Bond Act", Title 15.2 of the Code of Virginia, as amended and as may hereafter be amended, subject to the provisions of that certain Ordinance creating the Authority adopted by the Board of Supervisors of Cumberland County, Virginia. The Authority shall be governed by a Board of Directors in which all powers of the Authority shall be vested, and which Board shall be composed of seven directors, appointed by the Board of Supervisors of Cumberland County, Virginia. (Meets on the 4th Tuesday of every other month at 9AM: Regular meetings are held in the Circuit Courtroom, workshops are typically held in the Board meeting Room)

Social Services Board: Virginia law mandates a Local Department of Social Services in every political subdivision of the state and specifies the duties and responsibilities of the Local Board. As a board member, you will learn about programs such as Medical Assistance, the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families, (TANF), Energy Assistance, Child and Adult Protective Services, Foster Care, Adoption, Child Care Subsidy, and countless partnerships and initiatives designed to embrace, educate, and empower our citizens and neighbors. Cumberland Department of Social Services strives to provide excellent services to individuals, families, and the community in a respectful manner, by encouraging self-sufficiency, striving to preserve and restore families and protecting the wellbeing of children, the elderly and disabled. (Held on the 4th Tuesday of each month at 9AM; located at Cumberland Social Services)

On a motion by Supervisor Stimpson, and seconded by Supervisor Tyree, the Board approved the Committee appointments:

Vote: Mr. Hamlet – aye
Mrs. Tyree – aye
Mr. Saunders – aye
Mr. Newman – aye
Mr. Stimpson – aye

d. Approval of 2026 Proposed Meeting Schedule

Cumberland County Board of Supervisors 2026 Meeting Schedule

Second Tuesday of each month at 7:00 p.m.,

Circuit Courtroom of the Cumberland Courthouse unless otherwise noted

January 13, 2026

***January 27, 2026 (6:30 p.m.)**

February 10, 2026

***February 17, 2026 (10:00 a.m.)**

***February 19, 2026 (10:00 a.m.)**

***March 3, 2026 (6:30 p.m.)**

March 10, 2026

****April 07, 2026**

April 14, 2026

*****April 21, 2026**

May 12, 2026

June 09, 2026

July 14, 2026

August 11, 2026

September 08, 2026

October 13, 2026

November 10, 2026

December 08, 2026

January 12, 2027

***Budget Workshops (Located in Administration Conference Room)**

****Budget Public Hearing**

*****Adoption of Fiscal Year Budget, Tax Rates and CIP**

On a motion by Supervisor Tyree, and seconded by Supervisor Stimpson, the Board approved the 2026 Board meeting schedule:

Vote: Mr. Hamlet – aye; Mr. Newman – aye; Mrs. Tyree – aye; Mr. Stimpson – aye; Mr. Saunders – aye

e. Remote Attendance Policy

CUMBERLAND COUNTY POLICY FOR PARTICIPATION IN A PUBLIC MEETING THROUGH ELECTRONIC COMMUNICATION

A. A member of the Cumberland County Board of Supervisors (also known as "Board") may participate in a public meeting, both in open session and in closed session, through electronic communication from a remote location, not open to the public, on the following terms and conditions:
    a. Temporary or permanent disability or other medical condition.
        i. The Board member requesting to participate in the meeting through electronic communication must:
            1. Notify the Board Chairman, in advance of the meeting, the he or she will be unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the Board's physical attendance at the meeting.
        ii. The Board must:
            1. Record in its minutes the fact that the Board member is absent due to a disability or a medical condition; and
            2. Record in its minutes the remote location from which the member participated, which can be identified by a general description.
    b. A medical condition of a Board member's family that requires the Board member to provide care and prevents the Board member's physical attendance.
        i. The Board requesting to participate in the meeting through electronic communication must:
            1. Notify the Board Chairman, in advance of the meeting, that he or she will be unable to attend the meeting due to a family member's medical condition that requires the Board member to provide care for such family member.
        ii. The Board must:
            1. Record in its minutes the fact that the Board member is absent due to a family member's medical condition that required the Board member to provide care for such family member; and

2. Record in its minutes the remote location from which the member participated, which can be identified by a general description.

c. The Board member's principal residence is more than Sixty (60) miles from the meeting location identified in the required notice for such meeting.
    i. The Board member requesting to participate in the meeting through electronic communication must:
        1. Notify the Board Chairman, in advance of the meeting, that he or she will be unable to attend the meeting due to the meeting location listed in the required meeting notice being more than sixty (60) miles from his or her primary residence.
    ii. The Board must:
        1. Record in its minutes the fact that the Board member is absent due to the distance between the members principal residence and the meeting location; and
        2. Record in its minutes the remote location from which the member participated, which can be identified by a general description.
d. Emergency or personal matter.
    i. The Board member requesting to participate in the meeting through electronic communication must:
        1. Notify the Board Chairman, in advance of the meeting, that he or she will be unable to attend the meeting due to an emergency or personal matter; and
        2. Specify to the Chairman the nature of the emergency or personal matter.
    ii. The Board must:
        1. Record in its minutes the specific nature of the Board member's emergency or personal matter; and
        2. Record in its minutes the remote location from which the member participated, which can be identified by a general description.
    iii. Participation in a public meeting through electronic communication by a Board member due to an emergency or personal matter will be limited each calendar year to two meetings or 25 percent of the total meetings held per calendar year rounded up to the next whole number, whichever is greater.

B. Electronic participation by a Board member as provided in Section A above shall be allowed only when all of the following conditions are met:
    a. A quorum of the Board is assembled pursuant to Virginia Code Section 2.2-3708.3; and
    b. The Board has made arrangements for the voice of the remote Board member to be heard by all persons at the meeting location; and
    c. Following confirmation from the Board Chairman (or the Vice Chairman if the Chairman is making the request) that he or she has received notification as required in Section A, a majority of the Board who are present and voting approve

the motion to allow the requesting Board member to participate in the meeting through electronic communication from a remote location not open to the public. If the participation by the Board member by electronic communication is not approved because such participation would violate this Policy, such denial shall be recorded in the minutes with specificity. In deciding whether to approve a Board member's request to participate in a public meeting through electronic communication from a remote location, the Board shall not consider the identity of the Board member making the request or the matters that will be considered or voted on at the meeting.

On a motion by Supervisor Saunders, and seconded by Supervisor Stimpson, the Board approved the Remote Attendance Policy:

Vote:	Mr. Hamlet – aye	Mr. Newman – aye
	Mrs. Tyree – aye	Mr. Stimpson – aye
	Mr. Saunders – aye	

13. Consent Agenda

a. Approval of Bills
b. Approval of Minutes (December 22, 2025 and January 8, 2026)
c. 2025 Annual Business License Report

On a motion by Supervisor Tyree, seconded by Supervisor Stimpson and carried unanimously, the Board approved the consent agenda as presented:

Vote:	Mr. Hamlet – aye	Mr. Newman – aye
	Mrs. Tyree – aye	Mr. Stimpson– aye
	Mr. Saunders – aye	

14. State and Local Departments/Agencies

a. Cumberland County Public Schools

Missy Shores, Superintendent, provided the Board with an update.

b. Cumberland Public Library

Rick Ewing, Director of Central Virginia Regional Library, provided the Board with a monthly report.

c. VDOT

Assistant Residency Administrator, Brian Lokker, provided the Board with the following monthly report:

- FY 26 – Budget Update
  - Routine Maintenance Budget
    - $1,623,052 planned
    - $715,128 expended
- Construction Project Update

  UPC 127078 – PM3C26 – Plant Mix

  Rt 45

  Salem Church Rd to Bee Dr –2.9 mi
  Farmville Town Line to Jamestown Rd – 2.2 mi
  Oak Forest Rd to Pipjunge Rd – 1.4 mi
  Jennings Rd to Columbia Rd – 2.0 mi

  Rt 600

  S. Airport Rd to Bear Branch Rd – 3.4 mi
- Miscellaneous Items
  - General Maintenance
  - Buggy Signage/Beacons
  - Citizens Inquiries
    - Rt 601 – Clinton Rd – Study Ongoing
    - Rt 675 – Crowder Rd – Rural Rustic
  - Rt 60 School Photo Enforcement

d. Finance Director's Report

i. Monthly budget Report:

There was no discussion regarding this item.

ii. CuCPS Appropriation

On a motion by Supervisor Saunders, seconded by Supervisor Tyree, and carried unanimously, the Board the approved the appropriation in the amount of $10,000 to Cumberland County Public Schools for purposes as outlined in the

grant:

Vote: Mr. Hamlet – aye Mr. Newman – aye
Mrs. Tyree – aye Mr. Stimpson – aye
Mr. Saunders – aye

iii. Appropriation for Clerk of Circuit Court

On a motion by Supervisor Newman, seconded by Supervisor Hamlet, and carried unanimously, the Board the approved the appropriation in the amount of $5,193.20 to the Circuit Court Clerk's FY '26 budget to reimburse for the cost of the system incurred and paid in the first half of FY '26:

Vote: Mr. Hamlet – aye Mr. Newman – aye
Mrs. Tyree – aye Mr. Stimpson – aye
Mr. Saunders – aye

iv. Appropriation for Emergency Services Department

On a motion by Supervisor Tyree, seconded by Supervisor Hamlet, and carried unanimously, the Board approved the appropriation request in the amount of $1,870.97 to the Department of Emergency Services FY '26 budget:

Vote: Mr. Hamlet – aye Mr. Newman – aye
Mrs. Tyree – aye Mr. Stimpson – aye
Mr. Saunders – aye

e. Planning and Zoning Administrator's Report

ii. Planning Project Updates

There was no discussion regarding this item.

f. County Attorney's Report

County Attorney, Kemper Beasley, had nothing to report.

15. Old Business

16. New Business

a. Consideration of Employment Contract

County Attorney, Kemper Beasley, provided an overview.

On a motion by Supervisor Stimpson, seconded by Supervisor Tyree, and carried by the following vote, the Board approved the terms of an Employment Contract between Cumberland County Board of Supervisors and Mr. Don Unmussig; effective February 1, 2026:

Vote:	Mr. Hamlet – nay	Mr. Newman – aye
	Mrs. Tyree – aye	Mr. Stimpson – aye
	Mr. Saunders – aye	

b. Request to Set Public Hearing
   i. CUP 25-03 Arcola Towers

On a motion by Supervisor Tyree, seconded by Supervisor Stimpson, and carried unanimously, the Board approved the request to set public hearing for CUP 25-03 Arcola Towers for February 10, 2026:

Vote:	Mr. Hamlet – aye	Mr. Newman – aye
	Mrs. Tyree – aye	Mr. Stimpson – aye
	Mr. Saunders – aye	

17. Public Hearings

a. Hecate Easement Agreement

County Administrator, Derek Stamey, presented the Board with an overview.

Betty Myers

With no other citizen signed up to speak, the Chairman closed the Public Hearing.

Supervisor Hamlet asked that conditions be added to require assistance with the maintenance of Samuels Drive.

On a motion by Supervisor Hamlet, seconded by Supervisor Stimpson, and carried unanimously, the Board approved the Hecate Easement Agreement as presented; under the conditions that they will assist with the maintenance of Samuels Drive:

Vote:	Mr. Hamlett – aye	Mr. Newman – aye
	Mrs. Tyree – aye	Mr. Stimpson – aye
	Mr. Saunders – aye	

18. Additional Information

a) Treasurer's Report
b) DMV Report
c) Monthly Business License Report
d) Monthly Building Inspections Report
e) Commonwealth Regional Council Report – December 2025 and Annual Report
f) Approved Planning Commission meeting minutes – N/A
g) Approved EDA meeting minutes – N/A
h) Approved BZA minutes – N/A

19. Public Comments

Betty Myers thanked the adjuster to the website in reference to the Agendas and Minutes being readded to the main page. She also questioned why the landfill was left off of the Board's Joint Workshop agenda the prior week. She also requested the By-Laws be added to the website. Mrs. Myers also added that she believed the county needed to form a contract on the landfill to include the monitoring of trash as well as the amount of revenue to the County.

Thomas Schwarts introduced himself and his wife as the new practitioners that are opening a clinic in the county (1883 Anderson

Hwy). He stated that they intend to open their offices by April 2026.

Gina Martin provided the Board with an update on the Animal Control Department. She also informed everyone of the interest meeting to help support her non-profit. She also questioned by the Chairman/Vice Chairman seat was not rotated as previously discussed.

April Morris spoke on behalf of the Volunteer Cartersville Squad and invited everyone to their upcoming events.

20. **Chairman and Board Member Comments**

Supervisor Hamlet provided a statement.

Supervisors Tyree and Newman thanked everyone for their attendance.

21. Adjourn –

On a motion by Supervisor Tyree and seconded by Supervisor Hamlet, the Board adjourned until the budget workshop of the Board to be held at 6:30 p.m. on January 27, 2026 in the Board Meeting Room located at 1 Courthouse Circle, Cumberland, Virginia.

_____

John Newman, Chairman

_____

Derek Stamey, County Administrator

At a budget workshop of the Cumberland County Board of Supervisors scheduled for 6:30 p.m. on the 5th day of February 2026 at the Cumberland County Board of Supervisor Meeting Room, 1 Courthouse Circle, Cumberland, Virginia:

Present:	Bryan Hamlet, District 1 John Newman, District 2, Chairman Eurika Tyree, District 3, Vice-Chairman, Remote Participation Paul Stimpson, District 4 Derek Stamey, County Administrator Jennifer Crews, Assistant County Administrator of Finance Tiana Branch, Deputy Clerk
Absent:	Robert Saunders, Jr., District 5
Also Present:	Dr. Andrew Hoyt, Cumberland County Public Schools Mr. Sanderson. Davenport Public Finance

1. Call to Order

The Chairman called the meeting to order at 6:30 p.m.

2. Roll Call of Members

Tiana Branch, Deputy Clerk, called the roll.

3. Adjourn into Closed Meeting

On a motion by Supervisor Stimpson, seconded by Supervisor Hamlet and carried by the following vote, the Board entered into closed meeting pursuant to the Virginia Code Section set forth below to discuss the subjects identified:

Subject Matter: Consideration and Interview of Prospective Candidate for Employment
Purpose of Meeting: Allow Board Members to Consider and Interview a Prospective Candidate for Employment
Exemption: Pursuant to VA. Code § 2.2-3711.A.1: Personnel – Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.

Vote:	Mr. Hamlet – aye	Mr. Newman – aye
	Mrs. Tyree – remote	Mr. Stimpson – aye
	Mr. Saunders – absent	

4. Reconvene in Open Meeting

The Board reconvened to open meeting on a motion by Supervisor Stimpson, seconded by Supervisor Newman, and adopted by the following vote:

Mr. Hamlet –	nay
Mr. Newman –	aye
Mrs. Tyree –	remote
Mr. Stimpson –	aye
Mr. Saunders -	absent

that the following Certification of a Closed Meeting be adopted in accordance with The Virginia Freedom of Information Act:

WHEREAS, the Board of Supervisors of Cumberland County has convened a closed session on this date pursuant to an affirmation recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Cumberland County hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed session to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed or considered by the Board of Supervisors of Cumberland County; and (iii) no action was taken in closed session.

5. Invocation

The Invocation was led by the Chairman.

6. Welcome and Pledge of Allegiance

The Pledge of Allegiance was led by the Chairman.

7. Approval of Agenda

On a motion by Supervisor Stimpson, seconded by Supervisor Hamlet and carried by the following vote, the Board approved the agenda as presented.

Vote:	Mr. Hamlet – aye	Mr. Newman – aye
	Mrs. Tyree – remote	Mr. Stimpson– aye
	Mr. Saunders – absent	

8. Workshop Presentations

The Board was presented with requests from the following:

a. Davenport Financial Presentation – County Debt Service
b. PPEA Policy/Process
c. FY 27 Budget Overview

d. FY 27-31 Capital Improvement Plan
e. Board By-Laws and Code of Ethics

6. Adjourn

After the presentations, the Board adjourned until next regularly scheduled monthly meeting on Tuesday, February 10, 2026 at 7:00 p.m.

_____
John Newman, Chairman

_____
Derek Stamey, County Administrator

DATE: **February 10, 2026**

TO: **Cumberland County Board of Supervisors**
Mr. Derek Stamey, County Administrator

FROM: **Jennifer Crews, Assistant County Administrator for Finance and Administration**

RE: **Monthly Budget Reports for January 2026**

Summary of Information

The year-to-date budget reports for revenues and expenditures are presented on the following pages.

Board Action Requested

No Board action requested, for information only.

** GENERAL FUND REVENUES**

Monthly Financial Report To Council For January 2026

	Estimated 2025/2026 Budget to Date	Actual 2025/2026 Budget to Date	(Over) or Under Budget to Date
Revenue			
Balance Forward		11,797,322.09	
Fund Revenue	55,892,216.06	30,078,084.38	25,814,131.68
Total Revenue	55,892,216.06	41,875,406.47	14,016,809.59
Expenditures			
* Board of Supervisors *	54,540.00	34,016.55	20,523.45
* County Administrator *	296,979.00	175,804.62	121,174.38
* Legal Services *	57,550.00	89,596.81	(32,046.81)
* Independent Auditor *	103,000.00	99,379.75	3,620.25
* Commissioner of Revenue *	336,593.00	177,645.89	158,947.11
* Equalization Board *	1,100.00		1,100.00
* Treasurer *	431,420.00	257,087.56	174,332.44
* Accounting *	254,670.00	156,525.18	98,144.82
* Data Processing *	389,202.00	189,225.72	199,976.28
* Electoral Board *	35,552.00	15,656.68	19,895.32
* Registrar *	159,058.00	83,936.32	75,121.68
* Circuit Court *	18,690.00	19,536.60	(846.60)
* General District Court *	6,525.00	3,901.56	2,623.44
* Magistrate *	1,080.00	226.44	853.56
* Clerk of Circuit Court *	409,434.20	272,097.66	137,336.54
* Law Library *	1,200.00	1,104.36	95.64
* Victim and Witness Assistance *	74,058.00	39,433.66	34,624.34
* Commonwealth's Attorney *	292,409.00	167,587.44	124,821.56
* Sheriff *	2,370,966.00	1,373,362.35	997,603.65
* School Resource Officer *	213,655.00	60,810.84	152,844.16
* E911 *	116,750.00	152,304.14	(35,554.14)
* Forestry Service *	8,804.00	8,433.99	370.01
* CUMBERLAND FIRE & EMS *	1,615,224.22	920,597.78	694,626.44
* Probation Office *	1,200.00		1,200.00
* Correction & Detention *	489,000.00	418,520.14	70,479.86
* Building Inspections *	196,047.00	116,401.49	79,645.51
* Animal Control *	246,484.00	156,200.24	90,283.76
* Medical Examiner *	200.00	60.00	140.00
		1,315.06	(1,315.06)
* Refuse Disposal *	1,089,119.00	639,812.92	449,306.08
* General Properties *	1,181,463.00	784,973.40	396,489.60
* Supplement of Local Health Dept *	133,379.00	101,389.41	31,989.59
* Piedmont Senior Resources *	12,770.00	6,385.00	6,385.00
* Chapter 10 Board - Crossroads *	46,334.00	34,750.50	11,583.50
* Free Clinic of Powhatan *	10,000.00	10,000.00	
* Heart of Virginia Free Clinic *	2,000.00		2,000.00
* CSA Management *	22,130.00	12,291.18	9,838.82
* Community Colleges *	10,375.00	4,530.00	5,845.00
* Recreation *	152,441.00	86,129.19	66,311.81
Cumberland Youth Athletic Assoc.	8,000.00		8,000.00
* Local Library *	178,463.00	178,463.00	
* Planning Commission *	11,607.00	1,910.75	9,696.25

** GENERAL FUND REVENUES**

Monthly Financial Report To Council For January 2026

	Estimated 2025/2026 Budget to Date	Actual 2025/2026 Budget to Date	(Over) or Under Budget to Date
Expenditures			
* Planning/Zoning Dept. *	109,113.00	63,706.89	45,406.11
* Community & Economic Developmnt *	1,000.00	250.00	750.00
* Board of Zoning Appeals *	1,270.00	1,423.95	(153.95)
Steps	31,745.00	31,745.00	
Commonwealth Regional Council	19,000.00	19,000.00	
VA Heartland Regional Econ. Dev.	25,000.00	25,000.00	
Piedmont Area Veterans Council	10,000.00	10,000.00	
* Farmville Area Chamber of Commerc	1,500.00	1,500.00	
* Longwood Small Bus. Dev. Ctr. *	3,000.00	3,000.00	
Piedmont Habitat for Humanity	5,000.00	5,000.00	
*Southside VA Alcohol Safety -VASAP	5,000.00	5,000.00	
SCAN	5,000.00	5,000.00	
Peter Francisco SWD	15,000.00	7,500.00	7,500.00
* Extension Agents *	67,928.00	32,789.55	35,138.45
* NONDEPARTMENTAL *	20,500.00	9,904.34	10,595.66
TRANSFERS	10,887,778.62	4,856,020.56	6,031,758.06
COMMONWEALTH'S ATTORNEY	10,000.00		10,000.00
SHERIFF	20,000.00	2,019.00	17,981.00
* Administration *	2,610,198.00	1,104,527.33	1,505,670.67
	24,439,883.02	10,485,161.93	13,954,721.09
	1,491,734.00	603,059.31	888,674.69
* SEWER *	499,167.00	201,662.00	297,505.00
* CUMBERLAND RESCUE SQUAD *		362,561.00	(362,561.00)
* COURTHOUSE *		247.30	(247.30)
* COMMUNICATIONS PROJECT *		41,917.00	(41,917.00)
* Elementary School-Truist Loan *	57,959.00	46,753.15	11,205.85
* High/Middle School - VPSA Loan *	788,499.00	787,500.69	998.31
* HS/MS-VPSA LOAN #2 *	1,596,318.00	1,596,242.50	75.50
* PUBLIC FACILITY BOND 2020 *	362,065.00	181,072.43	180,992.57
* Communications Equipment Loan *	130,295.00	102,218.55	28,076.45
	675,671.00	473,395.74	202,275.26
* SEWER FUND - Enterprise Fund *	374,217.00	223,459.09	150,757.91
* WATER FUND - ENTERPRISE FUND *	243,749.00	153,701.96	90,047.04
BROADBAND		90,415.51	(90,415.51)
COMMUNITY CENTER PURCHASE	163,155.00	128,791.46	34,363.54
SHELL BUILDING	4,000.00	1,200.00	2,800.00
	150,000.00	150,000.00	
	28,000.00	12,307.84	15,692.16
Total Expenditure	55,892,216.06	28,676,458.26	27,215,757.80
Total Revenues			
Less Total Expenditures		13,198,948.21	(13,198,948.21)

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% UNCOLLECTED
FUND #-100	** GENERAL FUND REVENUES**						
1101	** Real Estate Taxes **	7,536,212.00	7,536,212.00	33,081.31	3,480,883.88	4,055,328.12	53.81
1102	* Real/Personal Public Service *	835,000.00	835,000.00	.00	414,601.96	420,398.04	50.34
1103	* Personal Property Taxes *	3,688,509.00	3,688,509.00	86,784.44	2,888,821.50	799,687.50	21.68
1104	* Machinery & Tools *	191,000.00	191,000.00	.00	158,396.23	32,603.77	17.07
1106	* Penalties & Interest *	334,000.00	334,000.00	17,558.45	172,890.82	161,109.18	48.23
1201	* Local Sales & Use Taxes *	832,000.00	832,000.00	75,881.49	501,426.77	330,573.23	39.73
1202	* Consumer' Utility Taxes *	192,700.00	192,700.00	15,625.19	109,745.18	82,954.82	43.04
1203	* Business License Taxes *	155,000.00	155,000.00	20,891.98	57,796.78	97,203.22	62.71
1204	* Franchise License Taxes *	21,000.00	21,000.00	.00	.00	21,000.00	100.00
1205	* Motor Vehicle License Tax *	255,186.00	255,186.00	6,480.08	208,272.30	46,913.70	18.38
1207	* Taxes On Recordation & Wills *	129,250.00	129,250.00	8,197.79	87,745.23	41,504.77	32.11
1301	* Animal Licenses *	3,500.00	3,500.00	780.00	1,574.00	1,926.00	55.02
1303	* Permits & Other Licenses *	158,225.00	158,225.00	7,689.98	108,964.95	49,260.05	31.13
1401	* Court Fines & Forfeitures *	95,000.00	95,000.00	4,611.58	26,928.52	68,071.48	71.65
1501	* Revenue From Use Of Money *	455,000.00	455,000.00	.00	226,031.03	228,968.97	50.32
1502	* Revenue From Use Of Property *	12,900.00	12,900.00	10,176.14	11,537.14	1,362.86	10.56
1601	* Court Costs *	49,610.00	49,610.00	4,095.94	25,051.14	24,558.86	49.50
1602	* Commonwealth's Attorney Fees *	1,200.00	1,200.00	107.29	629.75	570.25	47.52
1604	*Charges for Fire & Rescue Service	350,000.00	350,000.00	39,967.11	246,503.23	103,496.77	29.57
1606	* Charges For Other Protection *	1,000.00	1,000.00	20.00	220.00	780.00	78.00
1608	* Charges Sanitation & Removal *	2,000.00	2,000.00	114.00	1,076.00	924.00	46.20
1612	* REC DEPT - ADULT LEAGUE FEES *	1,000.00	1,000.00	.00	1,215.00	215.00-	21.50-
1613	* Charges For Parks & Recreation *	16,500.00	16,500.00	803.60	2,598.01	13,901.99	84.25
1616	* Charges For Planning / Com Dev *	24,800.00	24,800.00	1,270.00	19,475.00	5,325.00	21.47
1899	* Miscellaneous *	2,105,003.00	3,272,315.84	5,456.90	1,246,827.14	2,025,488.70	61.89
1902	* Recovered Costs *	340,000.00	340,000.00	.00	334,738.55	5,261.45	1.54
2101	* Service Charges *	69,000.00	69,000.00	.00	59,324.77	9,675.23	14.02
2201	**NON-CATEGORICAL AID**	1,188,702.00	1,188,702.00	20,053.32	869,432.82	319,269.18	26.85
2301	* Commonwealth Attorney *	232,406.00	232,406.00	18,456.32	131,719.82	100,686.18	43.32
2302	* Sheriff *	897,211.00	897,211.00	77,995.10	529,031.57	368,179.43	41.03
2303	* Commissioner Of Revenue *	137,516.00	137,516.00	9,854.01	78,851.36	58,664.64	42.66
2304	* Treasurer *	143,634.00	143,634.00	11,498.13	85,785.05	57,848.95	40.27
2306	* Registrar/Electoral Boards *	61,838.00	61,838.00	.00	.00	61,838.00	100.00
2307	* Clerk Of The Circuit Court *	286,653.00	291,846.20	32,816.47	185,653.26	106,192.94	36.38
2308	* DMV License Agent *	32,000.00	32,000.00	2,548.09	20,770.00	11,230.00	35.09
2404	**GRANT FUNDS**	71,229.00	71,229.00	4,799.05	70,104.94	1,124.06	1.57
3301	**GRANT FUNDS**	169,016.00	169,016.00	.00	43,517.19	125,498.81	74.25
	--FUND TOTAL--	21,074,800.00	22,247,306.04	517,613.76	12,408,140.89	9,839,165.15	44.22
FUND #-150	* Asset Forfeiture Revenue *						
1501	INTEREST-STATE	.00	.00	.00	18.19	18.19-	100.00-
2402	ASSET FORFEITURE REVENUE (STATE)	30,000.00	30,000.00	.00	421.01	29,578.99	98.59
	--FUND TOTAL--	30,000.00	30,000.00	.00	439.20	29,560.80	98.53

REVENUE SUMMARY TIME 16:32

7/01/2025 - 2/04/2026

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT		BALANCE	% UNCOLLECTED
FUND #-201 ** SOCIAL SERVICES FUND (REVENUE)**								
1899	* Miscellaneous Revenue *	.00	.00	2.42	2,629.84		2,629.84-	100.00-
2401	* Welfare *	891,799.00	891,799.00	50,164.34	350,560.70		541,238.30	60.69
3305	* Social Services *	1,165,666.00	1,165,666.00	82,060.77	596,045.41		569,620.59	48.86
4105	* Fund Transfers *	552,733.00	552,733.00	.00	132,844.09		419,888.91	75.96
	--FUND TOTAL--	2,610,198.00	2,610,198.00	132,227.53	1,082,080.04		1,528,117.96	58.54
FUND #-205 ** SCHOOL FUND (REVENUES) **								
1803	* Expenditure Refunds *	.00	.00	49,993.34	268,463.83		268,463.83-	100.00-
1899	* Miscellaneous Revenue *	322,132.00	322,132.00	5.47	16,155.27		305,976.73	94.98
2402	* State Education *	14,555,592.00	14,576,610.40	1,190,058.82	7,725,970.21		6,850,640.19	46.99
2403	* State Education *	.00	58,750.00	47,419.33	199,435.35		140,685.35-	239.46-
2404	* State Education *	.00	204,500.00	54,674.71	221,313.71		16,813.71-	8.22-
3302	* Education *	2,395,260.00	2,842,556.00	71,256.31	1,511,108.28		1,331,447.72	46.83
4105	* Fund Transfers *	5,721,541.00	6,435,334.62	.00	1,956,123.26		4,479,211.36	69.60
	--FUND TOTAL--	22,994,525.00	24,439,883.02	1,413,407.98	11,898,569.91		12,541,313.11	51.31
FUND #-207 ** GOVERNOR'S SCHOOL REVENUE **								
1501	** INTEREST ON BANK DEPOSITS **	.00	.00	.00	7,687.71		7,687.71-	100.00-
1899	** MISC REVENUE **	160,000.00	160,000.00	.00	18,255.00		141,745.00	88.59
1901	** LOCAL CONTRIBUTIONS **	425,000.00	425,000.00	.00	404,380.00		20,620.00	4.85
2404	** STATE FUNDS **	906,734.00	906,734.00	70,600.08	560,911.56		345,822.44	38.13
	--FUND TOTAL--	1,491,734.00	1,491,734.00	70,600.08	991,234.27		500,499.73	33.55
FUND #-302 ** CAPITAL PROJECTS FUND REVENUE **								
1501	* Interest On Bank Deposits *	.00	.00	.00	4,044.96		4,044.96-	100.00-
3302	NFWF GRANT	.00	201,662.00	.00	201,662.00		.00	.00
4105	* Fund Transfers *	.00	297,505.00	.00	.00		297,505.00	100.00
	--FUND TOTAL--	.00	499,167.00	.00	205,706.96		293,460.04	58.78
FUND #-401 * Debt Service Fund Revenues *								
4105	** Transfers **	2,935,136.00	2,935,136.00	.00	2,530,054.21		405,081.79	13.80
	--FUND TOTAL--	2,935,136.00	2,935,136.00	.00	2,530,054.21		405,081.79	13.80
FUND #-500 **CSA FUND REVENUE**								
2404	*REVENUE FROM STATE*	455,600.00	455,600.00	1.63	401,569.17		54,030.83	11.85
4105	*TRANSFERS*	220,071.00	220,071.00	.00	.00		220,071.00	100.00
	--FUND TOTAL--	675,671.00	675,671.00	1.63	401,569.17		274,101.83	40.56

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% UNCOLLECTED
FUND #-501	**UTILITY FUND REVENUE**						
1501	**INTEREST REVENUE**	.00	.00	.00	165.26	165.26-	100.00-
1619	**CHARGES & FEES**	414,470.00	414,470.00	30,131.35	252,473.00	161,997.00	39.08
1620	SEWER LATE PAYMENT PENALTY	8,896.00	8,896.00	798.67	5,360.52	3,535.48	39.74
1630	**ADMIN FEES/CHARGES**	16,921.00	16,921.00	1,365.00	9,537.50	7,383.50	43.63
1803	MISCELLANEOUS	1,500.00	1,500.00	.00	1,327.60	172.40	11.49
4105	**TRANSFERS**	176,179.00	176,179.00	.00	116,179.00	60,000.00	34.05
	--FUND TOTAL--	617,966.00	617,966.00	32,295.02	385,042.88	232,923.12	37.69
FUND #-515	*SEWER RESERVE FUND REVENUE*						
1501	INTEREST SEWER RESERVE	.00	.00	.00	2,959.38	2,959.38-	100.00-
	--FUND TOTAL--	.00	.00	.00	2,959.38	2,959.38-	100.00-
FUND #-540	*WATER RESERVE FUND REVENUE*						
1501	INTEREST WATER RESERVE	.00	.00	.00	431.77	431.77-	100.00-
	--FUND TOTAL--	.00	.00	.00	431.77	431.77-	100.00-
FUND #-545	**WATERLINE EXT DSR REVENUE**						
1501	INTEREST	.00	.00	.00	739.89	739.89-	100.00-
	--FUND TOTAL--	.00	.00	.00	739.89	739.89-	100.00-
FUND #-570	**ARP Fund Revenue**						
1501	*INTEREST*	.00	.00	.00	4,091.50	4,091.50-	100.00-
	--FUND TOTAL--	.00	.00	.00	4,091.50	4,091.50-	100.00-
FUND #-580	* IPR REVENUE *						
1501	INTEREST REVENUE	.00	.00	.00	35.88	35.88-	100.00-
	--FUND TOTAL--	.00	.00	.00	35.88	35.88-	100.00-
FUND #-715	** EDA FUND REVENUE **						
1899	Rent of General Property	46,335.00	46,335.00	5,722.50	30,028.75	16,306.25	35.19
4105	Transfer from General Fund	120,820.00	270,820.00	.00	120,820.00	150,000.00	55.38
	--FUND TOTAL--	167,155.00	317,155.00	5,722.50	150,848.75	166,306.25	52.43

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT		BALANCE	% UNCOLLECTED
FUND #-733 ** SPECIAL WELFARE FUND REVENUE **								
1899	* Miscellaneous Revenue *	28,000.00	28,000.00	11,858.00	16,139.68		11,860.32	42.35
	--FUND TOTAL--	28,000.00	28,000.00	11,858.00	16,139.68		11,860.32	42.35
	--FINAL TOTAL--	52,625,185.00	55,892,216.06	2,183,726.50	30,078,084.38		25,814,131.68	46.18

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
FUND #-100	** General Fund **							
11010	* Board of Supervisors *	54,540.00	54,540.00	3,397.04	34,016.55	.00	20,523.45	37.63
12100	* County Administrator *	296,979.00	296,979.00	24,862.90	175,804.62	.00	121,174.38	40.80
12210	* Legal Services *	57,550.00	57,550.00	9,057.50	89,596.81	.00	32,046.81-	55.68-
12240	* Independent Auditor *	103,000.00	103,000.00	69,001.25	99,379.75	.00	3,620.25	3.51
12310	* Commissioner of Revenue *	336,593.00	336,593.00	36,499.27	177,645.89	.00	158,947.11	47.22
12330	* Equalization Board *	1,100.00	1,100.00	.00	.00	.00	1,100.00	100.00
12410	* Treasurer *	431,420.00	431,420.00	34,539.43	257,087.56	.00	174,332.44	40.40
12430	* Accounting *	254,670.00	254,670.00	20,102.20	156,525.18	.00	98,144.82	38.53
12510	* Data Processing *	389,202.00	389,202.00	21,917.16	189,225.72	.00	199,976.28	51.38
13100	* Electoral Board *	35,552.00	35,552.00	567.84	15,656.68	.00	19,895.32	55.96
13200	* Registrar *	159,058.00	159,058.00	10,853.26	83,936.32	.00	75,121.68	47.22
21100	* Circuit Court *	18,690.00	18,690.00	350.00	19,536.60	.00	846.60-	4.52-
21200	* General District Court *	6,525.00	6,525.00	854.33	3,901.56	.00	2,623.44	40.20
21300	* Magistrate *	1,080.00	1,080.00	.00	226.44	.00	853.56	79.03
21600	* Clerk of Circuit Court *	404,241.00	409,434.20	42,244.35	272,097.66	.00	137,336.54	33.54
21800	* Law Library *	1,200.00	1,200.00	.00	1,104.36	.00	95.64	7.97
21910	* Victim and Witness Assistance *	74,058.00	74,058.00	8,549.95	39,433.66	.00	34,624.34	46.75
22100	* Commonwealth's Attorney *	292,409.00	292,409.00	22,820.10	167,587.44	.00	124,821.56	42.68
31200	* Sheriff *	2,370,966.00	2,370,966.00	192,158.53	1,373,362.35	.00	997,603.65	42.07
31250	* School Resource Officer *	213,655.00	213,655.00	9,304.37	60,810.84	.00	152,844.16	71.53
31400	* E911 *	116,750.00	116,750.00	9,649.52	152,304.14	.00	35,554.14-	30.45-
32400	* Forestry Service *	8,804.00	8,804.00	.00	8,433.99	.00	370.01	4.20
32500	* CUMBERLAND FIRE & EMS *	1,609,210.00	1,615,224.22	202,762.60	920,597.78	.00	694,626.44	43.00
33300	* Probation Office *	1,200.00	1,200.00	.00	.00	.00	1,200.00	100.00
33400	* Correction & Detention *	489,000.00	489,000.00	166,852.16	418,520.14	.00	70,479.86	14.41
34100	* Building Inspections *	196,047.00	196,047.00	17,335.50	116,401.49	.00	79,645.51	40.62
35100	* Animal Control *	246,484.00	246,484.00	30,790.62	156,200.24	.00	90,283.76	36.62
35300	* Medical Examiner *	200.00	200.00	20.00	60.00	.00	140.00	70.00
42300	Other Contractual Services	.00	.00	.00	1,315.06	.00	1,315.06-	100.00-
42400	* Refuse Disposal *	1,089,119.00	1,089,119.00	90,229.05	639,812.92	.00	449,306.08	41.25
43200	* General Properties *	1,181,463.00	1,181,463.00	153,719.06	784,973.40	.00	396,489.60	33.55
51200	* Supplement of Local Health Dept	133,379.00	133,379.00	38,552.60	101,389.41	.00	31,989.59	23.98
51405	* Piedmont Senior Resources *	12,770.00	12,770.00	.00	6,385.00	.00	6,385.00	50.00
52500	* Chapter 10 Board - Crossroads *	46,334.00	46,334.00	11,583.50	34,750.50	.00	11,583.50	25.00
52600	* Free Clinic of Powhatan *	10,000.00	10,000.00	.00	10,000.00	.00	.00	.00
52700	* Heart of Virginia Free Clinic *	2,000.00	2,000.00	.00	.00	.00	2,000.00	100.00
61230	* CSA Management *	22,130.00	22,130.00	1,872.98	12,291.18	.00	9,838.82	44.45
68000	* Community Colleges *	10,375.00	10,375.00	.00	4,530.00	.00	5,845.00	56.33
71500	* Recreation *	152,441.00	152,441.00	10,095.34	86,129.19	.00	66,311.81	43.49
72000	*Cumberland Youth Athletic Assoc.*	8,000.00	8,000.00	.00	.00	.00	8,000.00	100.00
73100	* Local Library *	178,463.00	178,463.00	89,231.50	178,463.00	.00	.00	.00
81100	* Planning Commission *	11,607.00	11,607.00	495.19	1,910.75	.00	9,696.25	83.53
81110	* Planning/Zoning Dept. *	109,113.00	109,113.00	8,270.82	63,706.89	.00	45,406.11	41.61
81200	* Community & Economic Developmnt	1,000.00	1,000.00	.00	250.00	.00	750.00	75.00
81400	* Board of Zoning Appeals *	1,270.00	1,270.00	.00	1,423.95	.00	153.95-	12.12-
81514	*Steps*	31,745.00	31,745.00	6,250.00	31,745.00	.00	.00	.00
81516	*Commonwealth Regional Council*	19,000.00	19,000.00	.00	19,000.00	.00	.00	.00

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
81517	*VA Heartland Regional Econ. Dev.*	25,000.00	25,000.00	.00	25,000.00	.00	.00	.00
81530	*Piedmont Area Veterans Council*	10,000.00	10,000.00	5,000.00	10,000.00	.00	.00	.00
81535	* Farmville Area Chamber of Commer	1,500.00	1,500.00	.00	1,500.00	.00	.00	.00
81541	* Longwood Small Bus. Dev. Ctr. *	3,000.00	3,000.00	.00	3,000.00	.00	.00	.00
81565	*Piedmont Habitat for Humanity*	5,000.00	5,000.00	.00	5,000.00	.00	.00	.00
81568	*Southside VA Alcohol Safety -VASA	5,000.00	5,000.00	.00	5,000.00	.00	.00	.00
81570	*SCAN*	5,000.00	5,000.00	.00	5,000.00	.00	.00	.00
82401	*Peter Francisco SWD*	15,000.00	15,000.00	.00	7,500.00	.00	7,500.00	50.00
83500	* Extension Agents *	67,928.00	67,928.00	15,556.33	32,789.55	.00	35,138.45	51.72
90000	* NONDEPARTMENTAL *	20,500.00	20,500.00	4,264.78	9,904.34	.00	10,595.66	51.68
93100	**TRANSFERS**	9,726,480.00	10,887,778.62	.00	4,856,020.56	.00	6,031,758.06	55.39
	--FUND TOTAL--	21,074,800.00	22,247,306.04	1,369,611.03	11,928,244.47	.00	10,319,061.57	46.38
FUND #-150 * ASSET FORFEITURE FUND *								
22100	COMMONWEALTH'S ATTORNEY	10,000.00	10,000.00	.00	.00	.00	10,000.00	100.00
31200	SHERIFF	20,000.00	20,000.00	.00	2,019.00	.00	17,981.00	89.90
	--FUND TOTAL--	30,000.00	30,000.00	.00	2,019.00	.00	27,981.00	93.27
FUND #-201 ** SOCIAL SERVICES FUND EXPEND **								
53100	* Administration *	2,610,198.00	2,610,198.00	154,674.82	1,104,527.33	.00	1,505,670.67	57.68
	--FUND TOTAL--	2,610,198.00	2,610,198.00	154,674.82	1,104,527.33	.00	1,505,670.67	57.68
FUND #-205 ** SCHOOL FUND EXPENDITURES **								
61100		22,994,525.00	24,439,883.02	.00	10,485,161.93	.00	13,954,721.09	57.09
	--FUND TOTAL--	22,994,525.00	24,439,883.02	.00	10,485,161.93	.00	13,954,721.09	57.09
FUND #-207 ** GOVERNOR'S SCHOOL EXPENSES **								
61100	GOVERNOR'S SCHOOL EXPENDITURES	1,491,734.00	1,491,734.00	.00	603,059.31	.00	888,674.69	59.57
	--FUND TOTAL--	1,491,734.00	1,491,734.00	.00	603,059.31	.00	888,674.69	59.57
FUND #-302 *Capital Projects*								
94182	* SEWER *	.00	499,167.00	.00	201,662.00	.00	297,505.00	59.60
94245	* CUMBERLAND RESCUE SQUAD *	.00	.00	362,561.00	362,561.00	.00	362,561.00-	100.00-
94400	* COURTHOUSE *	.00	.00	.00	247.30	.00	247.30-	100.00-
94500	* COMMUNICATIONS PROJECT *	.00	.00	.00	41,917.00	.00	41,917.00-	100.00-
	--FUND TOTAL--	.00	499,167.00	362,561.00	606,387.30	.00	107,220.30-	21.47-

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
FUND #-401	*Debt Service*							
67200	* Elementary School-Truist Loan *	57,959.00	57,959.00	.00	46,753.15	.00	11,205.85	19.33
67500	* High/Middle School - VPSA Loan *	788,499.00	788,499.00	37,108.11	787,500.69	.00	998.31	.12
67600	* HS/MS-VPSA LOAN #2 *	1,596,318.00	1,596,318.00	146,625.00	1,596,242.50	.00	75.50	.00
67700	* PUBLIC FACILITY BOND 2020 *	362,065.00	362,065.00	.00	181,072.43	.00	180,992.57	49.98
69000	* Communications Equipment Loan *	130,295.00	130,295.00	.00	102,218.55	.00	28,076.45	21.54
	--FUND TOTAL--	2,935,136.00	2,935,136.00	183,733.11	2,713,787.32	.00	221,348.68	7.54
FUND #-500	**CSA FUND EXPENDITURES**							
53900		675,671.00	675,671.00	103,985.22	473,395.74	.00	202,275.26	29.93
	--FUND TOTAL--	675,671.00	675,671.00	103,985.22	473,395.74	.00	202,275.26	29.93
FUND #-501	*Water/Sewer*							
94900	* SEWER FUND - Enterprise Fund *	374,217.00	374,217.00	23,074.72	223,459.09	.00	150,757.91	40.28
95900	* WATER FUND - ENTERPRISE FUND *	243,749.00	243,749.00	23,072.79	153,701.96	.00	90,047.04	36.94
	--FUND TOTAL--	617,966.00	617,966.00	46,147.51	377,161.05	.00	240,804.95	38.96
FUND #-570	**ARP EXPENDITURES**							
65000	**BROADBAND**	.00	.00	52,444.97	90,415.51	.00	90,415.51-	100.00-
	--FUND TOTAL--	.00	.00	52,444.97	90,415.51	.00	90,415.51-	100.00-
FUND #-715	** EDA FUND EXPENDITURES **							
81610	COMMUNITY CENTER PURCHASE	163,155.00	163,155.00	6,453.90	128,791.46	.00	34,363.54	21.06
81640	*SHELL BUILDING*	4,000.00	4,000.00	.00	1,200.00	.00	2,800.00	70.00
81645	Loan to Cumberland VA Grocery, LLC	.00	150,000.00	150,000.00	150,000.00	.00	.00	.00
	--FUND TOTAL--	167,155.00	317,155.00	156,453.90	279,991.46	.00	37,163.54	11.71
FUND #-733	** SPECIAL WELFARE FUND EXPENSES **							
53010		28,000.00	28,000.00	97.60	12,307.84	.00	15,692.16	56.04
	--FUND TOTAL--	28,000.00	28,000.00	97.60	12,307.84	.00	15,692.16	56.04
	--FINAL TOTAL--	52,625,185.00	55,892,216.06	2,429,709.16	28,676,458.26	.00	27,215,757.80	48.69

DATE: **January 21, 2026**

TO: **Cumberland County Board of Supervisors**
Derek Stamey, County Administrator

FROM: **Jennifer Crews, Assistant County Administrator of Finance & Administration**

RE: **Cumberland County Public Schools – Appropriation Request**

Background

Cumberland County Public Schools has requested the board appropriate grant funds awarded to them in the amount of $5,000.00. The STEM Family Event Night Grant are restricted funds issued by the Virginia Department of Education. The funds have been received and does not require any additional local funding.

Recommendation

It is my recommendation that the board approves the appropriation request in the amount of $5,000.00 to Cumberland County Public Schools for purposes as outlined in the grant.

CUMBERLAND COUNTY PUBLIC SCHOOLS

P. O. BOX 170
CUMBERLAND, VIRGINIA 23040
(804) 492-4212
FAX (804)492-9869

Mary M. Shores
Division Superintendent

GINGER SANDERSON
School Board Chairman

LATESHA ANDERSON
School Board Vice-Chairman

YVONNE EARVIN
School Board Member

LEIGH MCCREA
School Board Member

EVERLEANE RANDOLPH
School Board Member

February 5, 2026

TO: Board of Supervisors of Cumberland County

FROM: Mary M. Shores.

SUBJECT: Appropriation for Additional Funding for the 2025-2026 School Year

On behalf of the Cumberland County School Board, we are requesting an appropriation in the amount of **$5,000.00** to support the following initiatives:

- **$5,000.00 – STEM Family Even Grant**

A copy of the award documentation is attached for your review.

If you have any questions or concerns, please feel free to give me a call.

SCHOOL BOARD

CUMBERLAND COUNTY PUBLIC SCHOOLS

SUBJECT: **DATE:**

Supplemental Appropriations February 5, 2026

Background:

The administration is requesting that the School Board petition the Cumberland County Board of Supervisors for the following supplemental appropriations:

- **$5,000.00 – STEM Family Even Grant**

Recommendation:

It is recommended that the Superintendent petition the Cumberland County Board of Supervisors for the following appropriations:

- **$5,000.00 – STEM Family Even Grant**

Action:

Approval

Bd02-05-26SA

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF EDUCATION
PO BOX 2120
RICHMOND, VIRGINIA 23218-2120

Last revised 3/28/2025

GRANT AWARD NOTIFICATION

Recipient Information		DOE Information		
1. Contact Information:	Cumberland County Public Schools Andrew Hoyt, Finance/Federal Support Programs PO Box 170 Cumberland, VA 23040 ahoyt@cucps.k12.va.us	10. Grant Authority:	PL TEXT - H.R.2471 - 117TH CONGRESS (2021-2022) Consolidated Appropriations ACT, 2022	
2. Unique Entity Identifier (UEI):	SJ33A9EBB7P4	11. FAIN and Federal Awarding	S215K240039	
3. Payee Number:	00025	12. Federal/State Award Date:	Sept. 30, 2024	
4. Grant Award Title:	STEM Event: STEM Family Event Night (Cumberland County Elementary School)	13. Total Federal/State Award:	$1,028,000	
5. DOE Contact:	Anne Petersen Office of STEM Anne.petersen@doe.virginia.gov (804)418-4739	14. Fund Source:	10000	
6. Grant Award Number:	00025-DOE86915-S215K240039	15. Project Code:	DOE86915	
7. Grant Award Type:	New	16. Revenue Source Code:	84.215	
8. Grant Award Amount:	$5,000 Original/Previous Award Current Award $5,000 ***Total Award***	17. Program Service Area:	181001	
9. Period of Grant Award:	December 15, 2025- June 1, 2026	18. Recipient Type:	Grantee	
		19. Fiscal Year:	2024	
		20. Indirect Cost Rate:	N/A	Restricted
		21. Special Terms and Conditions: *All **federal** grant awards are subject to 2 CFR Part 200, and Appendix II for contracts made with federal funds from this grant award. All awards are further subject to "Additional Required Special Terms and Conditions for Grant Awards" on Attachment A. For **Federal** grant awards $30,000 or greater, Attachment B – FFATA Reporting must be completed, signed, and returned to DOE upon request. This award is not for research and development. Indirect cost rates negotiated by DOE on LEA's behalf can be viewed at https://www.doe.virginia.gov/data-policy-funding/school-finance/budget-grants-management*	

22. Program Specific Instructions:

A lump sum payment will be issued by January 20, 2026. The funds must be encumbered by June 1, 2026, as outlined in the approved grant proposal. Any unexpended funds must be returned to the Virginia Department of Education by June 30, 2026. The following benchmarks and deliverables must be collected and submitted to VDOE.

- August 15, 2026: Final Report due and must include data on the progress of grant goals and the indicated measures of success outlined in the grant proposal.
- August 15, 2026: Use of Funds report due to VDOE.

23. Authorized By:	24. Authorized By:	25. Date:
Michelle Wallace Digitally signed by Michelle Wallace Date: 2025.12.04 09:59:54 -05'00'	Christina P. Berta Digitally signed by Christina P. Berta Date: 2026.01.08 09:56:59 -05'00'	
Dr. Michelle Wallace, Assistant Superintendent of Instruction	**Christina Berta, COO, Budget, Finance & Operations (or Designee)**	

DATE: **January 30, 2026**

TO: **Cumberland County Board of Supervisors**
Derek Stamey, County Administrator

FROM: **Jennifer Crews, Assistant County Administrator of Finance & Administration**

RE: **Animal Control – Appropriation Request for New Position**

Background

In October, County Administration and Lead Animal Control Officer, Michael Davis, requested that the board to approve a third ACO position for the department. The board did vote to approve the position and in December, the department was able to fill the new role.

Recommendation

I am requesting that the board appropriate the funding for this position for December 1, 2025 to June 30, 2026. The total appropriation request is $41,727.00. This total includes salary and benefits.

DATE: **January 30, 2026**

TO: **Cumberland County Board of Supervisors**
Derek Stamey, County Administrator

FROM: **Jennifer Crews, Assistant County Administrator of Finance & Administration**

RE: **Dept. of Emergency Services – Appropriation Request for REPP funding**

Background

Virginia Department of Emergency Management, through the Radiological Emergency Preparedness Program, has allocated $1,000 to the Emergency Services Department. The funding has been used to equip the county's Emergency Operations Center (EOC) with flat screen monitors for Incident Action Planning and weather station monitoring. The funds have been received by the county.

Recommendation

It is my recommendation that the board appropriate the $1,000.00 received through the 2026 REPP allocation to the Emergency Services Department's current budget.

Board of Supervisors

Bryan Hamlet
First Election District

John Newman, Vice-Chair
Second Election District

Eurika Tyree, Chair
Third Election District

Paul Stimpson
Fourth Election District

Robert Saunders, Jr.
Fifth Election District

County Administration

Derek L. Stamey
County Administrator

PO Box 110

1 Courthouse Circle
Cumberland, VA 23040

Phone: (804) 492-3800
Fax: (804) 492-9224

info@cumberlandcounty.virginia.gov
www.cumberlandcounty.virginia.gov

October 29, 2025

To whom it may concern:

In regards to the REPP26 Radiological Emergency Preparedness Program, Cumberland County has agreed to utilize the $1,000 in funding to equip the EOC. The EOC will be in operation during a possible radiological emergency. The following is a list of items that will be purchased with the funding along with the explanation for its relevance.

- (2) Wall-mounted flat panels for Incident Action Planning for the EOC
- (1) Weather station monitoring flat panel screen for EOC
- (1) Magnetic dry-erase board for EOC

Sincerely,

Derek Stamey
County Administrator
Cumberland County

Commonwealth of Virginia

EDI Remittance Detail

Total Amount: 1,000.00 **Deposit Date:** 12/15/2025 **Trace Number** 82825817

Agy No	Amt.	CDS Offset Amount	TOP Offset Amount	Invoice Number	Invoice Date	Cust. Number	Voucher Number	Description
127	1,000.00	0.00	0.00	SFGPREPP26	12/09/2025		0002644	VDEM_SFGPREPP2699
Tot 127	**1,000.00**							

DATE: **January 22, 2026**

TO: **Cumberland County Board of Supervisors**
Derek Stamey, County Administrator

FROM: **Jennifer Crews, Assistant County Administrator of Finance & Administration**

RE: **Cumberland Volunteer Fire Dept. – Appropriation Request**

Background

Cumberland Volunteer Fire Department applied for the FY '26 VFIRS Hardware Grant from the state's Fire Program Fund to purchase a computer. The Virginia Fire Services Board approved the funding and awarded the grant to the department in the amount of $700.00. These funds were deposited to the county's checking account. Consequently, the funds have been remitted to the Cumberland Volunteer Fire Department.

Recommendation

The funding received from the Fire Program Funds were distributed to the grantee from the county. I am requesting that the funds received and the expenditure be appropriated in the FY '26 budget. This funding was not supplemented with county funds.

COMMONWEALTH of VIRGINIA

Virginia Department of Fire Programs

Brad Creasy
EXECUTIVE DIRECTOR

Nicholas Nanna
DEPUTY DIRECTOR

Theresa Hunter
CHIEF OF ADMINISTRATION

049

October 1, 2025

Bradley Ingle
Chief, Cumberland County
P.O. Box 97
30 Old Bukingham Rd.
Cumberland, VA 23040

Dear Chief Ingle:

The locality was considered for the award of **FY-2026 VFIRS Hardware Grant** from the Commonwealth's Fire Programs Fund. Applications were reviewed by the Virginia Fire Services Board (VFSB), and awards were approved at the full VFSB meeting in September 2025. As such, the locality has been awarded a grant of **$700** to purchase a computer in accordance with the program specifications for VFIRS for the following Fire Department(s):

Cumberland Volunteer FD- FDID #04902

In order to remain eligible for this award, the enclosed **Award Acceptance Certification must be returned no later than October 31, 2025.** The grant funds will be disbursed to the locality by November 20, 2025, pending my receipt of your signed acceptance certification document.

The performance end date is April 30, 2026, and the after-action reporting deadline is 30 days from project completion or **May 30, 2026, at the latest**. The after-action reporting is a summary of how the funds were spent and includes a copy of the invoice/receipt to support all expenditures.

The VFIRS Policy and VFIRS Practice documents for the program guidelines are located on the VDFP website at www.vafire.com. Please feel free to contact me if the locality has questions on allowable items with VFIRS grants funds.

Thank you for your interest in the VFIRS Hardware Grant program! If you have any questions, please contact me at 804-325-9842 or via email at zeina.altaha@vdfp.virginia.gov.

Respectfully,

Zeina Altaha
Grants Program Manager

1005 Technology Park Drive, Glen Allen, VA 23059-4500
Phone: (804) 371-0220 or Fax: (804) 371-3444
www.vafire.com

‹ See all orders

Order Details

Print Receipt Print Gift Receipt

BEST BUY Receipt

Purchase Date: Nov 28, 2025 **Order Number:** BBY01-807114144893 **Total:** $831.86 Payment Details

Shipment

Delivered on Nov 30, 2025

Shipping Address
Bradley Ingle
42 FOSTER RD
CUMBERLAND, VA 23040 US

HP - 27" Full HD Touch-Screen All-in-One with Adjustable Height - Intel Core Ultra 5 225U 2025 - 8GB DDR5 Memory - 512GB SSD - Shell White

Model: 27-CR2034
SKU: 6620125
Quantity: 1

Item Total:	$831.86
Product Price:	$799.99
Discounts	
Reward Certificates:	-$10.00
Sales Tax, Fees & Surcharges:	$41.87

Review for a chance to win a **$400 gift card**. Write a Review

Get Product Support

Return Options

Returnable until Jan 15, 2026.

Price Match Guarantee
We'll match the current product price of qualified competitors

Check Price Match

There's still time to protect your product
To purchase a protection plan, bring your item to a Best Buy store.
What's Included | Terms & Conditions
(3,743 reviews)

Accidental Geek Squad Protection

1 Year $129.99 | 2 Year $169.99 | 3 Year $199.99

See Details & Stores

You can add a plan until Jan 29, 2026

Digital Item

Ready to Redeem

Digital Delivery
bradley_ingle@yahoo.com

Norton - 360 (3 Device) with LifeLock Identity Advisor (1 Adult) Internet Security + Scam Protection + VPN (6 Month Subscription) - Android, Apple iOS, Mac OS, Windows [Digital]

Model: SYC940800V019
SKU: 6548823
Quantity: 1

Item Total:	$0.00
Product Price:	$0.00
Sales Tax, Fees & Surcharges:	$0.00

Review for a chance to win a **$400 gift card**. Write a Review

Ready to Redeem
W77C3-JBJHG-69FXW-TDJDR-YMGPW
Copy

Redeem Now

We've emailed you instructions to redeem your item.

Resend Email

Commonwealth of Virginia

EDI Remittance Detail

Total Amount: 700.00 **Deposit Date:** 12/06/2024 **Trace Number** 82537556

Agy No	Amt.	CDS Offset Amount	TOP Offset Amount	Invoice Number	Invoice Date	Cust. Number	Voucher Number	Description
127	700.00	0.00	0.00	SFGPREPP25	11/15/2024		00023820	County of Cumberland V
Tot 127	**700.00**							

Dept. of Emergency Management

Resolution Adopting
County of Cumberland Emergency Operations Plan and Continuity of Operations Plan

February 10, 2026

WHEREAS, Va. Code § 44-146.19 requires that each locality conduct a comprehensive review and revision of its emergency operations plan every four years; and

WHEREAS, the County of Cumberland Emergency Operations Plan was last reviewed and revised on February 9, 2021; and

WHEREAS, the County of Cumberland Emergency Operations recently has undergone a comprehensive review and revision, which has been submitted to the Board of Supervisors of Cumberland County for consideration.

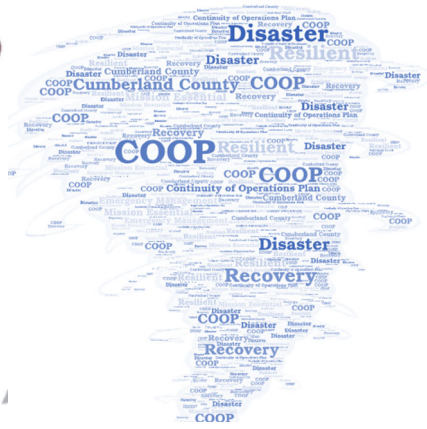
NOW, THEREFORE, BE IT RESOLVED by the Cumberland County Board of Supervisors that the County of Cumberland Emergency Operations Plan and Continuity of Operations Plan are hereby adopted in the form attached effective immediately.

Adopted the 10th day of February 2026.

_____
John Newman, Chairman
Cumberland County Board of Supervisors

_____
Derek Stamey, County Administrator
Clerk to the Board

County of Cumberland Virginia



Base Plan

January 2026

PROMULGATION

IMPLEMENTATION

This Cumberland County Emergency Operations Plan (EOP) has been approved by the Cumberland County Board of Supervisor by Resolutions adopted on _____ 2026 respectively.

This Emergency Operations Plan shall be effective upon its full execution by all entities covered thereby and supersedes all previous editions of the plan.

APPROVAL AND PROMULGATION

_____

County Administrator, Cumberland County

_____

Chair, Cumberland County Board of Supervisors

_____

Vice Chair, Cumberland County Board of Supervisors

_____

Chief/Emergency Management Coordinator, Cumberland County Fire and EMS

_____

Sheriff, Cumberland County

PROMULGATION STATEMENT

The Cumberland County Emergency Operations Plan was developed to prevent, prepare for, respond to, recover from natural or man-made disasters, hostile military or paramilitary action, and public health emergencies to include pandemics which threaten its jurisdiction, and ensure a coordinated and organized response to those hazards. Cumberland County Emergency Management has been charged with coordination of all emergency management activities and is legally authorized to serve as the coordinating agency for execution of this plan within the County.

Included herein is the revised All Hazard Emergency Operations Plan for Cumberland County. This plan supersedes any previous Emergency Operations Plan promulgated for this purpose. It provides a framework in which the County and other local governmental entities within the County can plan and perform their respective functions during an emergency or disaster.

This plan coordinates with the National Response Framework (NRF) and Virginia Department of Emergency Management (VDEM). It is consistent with the National Incident Management System (NIMS) requirements, and the "Commonwealth of Virginia Emergency Services and Disaster Laws of 2000" (Code of Virginia, §44-146.19) which requires that each locality in the State develop and maintain a current Emergency Operations Plans (EOP) in order to be prepared for a variety of emergencies or hazards that may occur. This is based on the finding that planned-for and coordinated response on the part of local officials in support of in-the-field emergency responders can save lives, protect property, and more quickly restore essential services. The Law further requires that the EOP be updated every four years and the revised plan be formally adopted by the Locality's governing body. The Plan contains all the necessary elements to ensure that the Local governments comply with their legal responsibilities to minimize the adverse effect of any type disaster.

This plan will be reviewed and recertified annually by the Cumberland County Emergency Management. All participants are requested to advise Cumberland County Emergency Management of any changes which might impact its usefulness.

_____ _____

Emergency Management, Director Date

Cumberland County, VA

RECORD OF CHANGES

Change #	Page #	Section	Summary of Change	Change Made By	Date
1					
2					
3					

RECORD OF DISTRIBUTION

Department	Point of Contact (by Role)	Phone	Email	Date of Distribution

ACRONYMS

AAR	After-Action Report
AC	Area Command
ADA	Americans with Disabilities Act
AFN	Access and Functional Needs
ALS	Advanced Life Support
ARC	American Red Cross
ARES	Amateur Radio Emergency Services (also see RACES, REACT
BC	Business Continuity
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive (weapons; see WMD)
CAD	Computer Aided Dispatch
CAMEO	Computer Aided Management of Emergency Operations
CEM	Certified Emergency Manager
CERT	Community Emergency Response Team
CISM	Critical Incident Stress Management
COOP	Continuity of Operations Plan
CONOPS	Concept of Operations
CP	Command Post
DHS	Department of Homeland Security
DPH	Department of Public Health
DR	Disaster Recovery
DSS	Department of Social Services
EEI	Essential Elements of Information
EM	Emergency Management/Emergency Manager
EMAP	Emergency Management Accreditation Program
EMC	Emergency Management Coordinator
EPG	Executive Policy Group
EMS	Emergency Medical Services
EOP	Emergency Operations Plan

EOC	Emergency Operations Center
EOCM	Emergency Operations Center Manager
EPT	Emergency Planning Team
ESF	Emergency Support Functions
FAC	Family Assistance Center
GCEM	Cumberland County Emergency Management
GIS	Geographic Information Systems
GPS	Global Positioning System
HazMat	Hazardous Materials
HSPD	Homeland Security Presidential Directive
IAP	Incident Action Plan
IC	Incident Command or Incident Commander (depending on context)
ICP	Incident Command Post
ICS	Incident Command System
IDA	Initial Damage Assessment
IMT	Incident Management Team
IP	Improvement Plans
IT	Information Technology
JIC	Joint Information Center
LNO	Liaison Officer
LSE	Local State of Emergency
LOFR	Liaison Officer
MACC	Multi-Agency Coordination Center
MCI	Mass Casualty Incident
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NIOSH	National Institute for Occupational Safety and Health
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration

NRF	National Response Framework
NWR	NOAA Weather Radio
NWS	National Weather Service
OSR	Operations Support and Recovery
PA	Public Assistance
PD	Police Department
PIO	Public Information Officer
RACES	Radio Amateur Civilian Emergency Services (also see ARES)
SAR	Search and Rescue
SBA	Small Business Administration
SITREP	Situation Report
SOFR	Safety Officer
SOGs	Standard Operating Guidelines
SOPs	Standard Operating Procedures
UC	Unified Command or Unified Commander

FORWARD

BACKGROUND

Following the onset of the Novel Coronavirus (COVID-19) outbreak, Cumberland County procured planning support services from The Olson Group, Ltd. (OGL) through the Emergency Management Consulting Contract.

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

AUTHORITIES

The following policies, statutes, bylaws, regulations, executive orders, or directives pertain to powers, authorities, or requirements that affect or relate to emergency planning and response in Cumberland County.

FEDERAL

- Robert T. Stafford Disaster Relief and Emergency Assistance Act and Amendments
- Homeland Security Presidential Directives #5, Management of Domestic Incidents
- Homeland Security Presidential Directive #8, National Preparedness
- Title 44 of the Code of Federal Regulations
- United States Department of Homeland Security
- National Incident Management System (NIMS)
- National Response Framework (NRF)
- Emergency Management and Assistance, 44 Code of Federal Regulations (CFR)
- Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
- Federal Radiological Emergency Response Plan
- National Oil and Hazardous Substances Pollution Contingency Plan
- Target Capabilities List (TCL) 2.0
- Universal Task List (UTL) 2.0

COMMONWEALTH OF VIRGINIA

- Commonwealth of Virginia Emergency Services and Disaster Laws of 2000, as amended, Title 44, Chapter 3.2 Code of Virginia, §44-146.19 through §44-146.28, as amended.

- Virginia Emergency Operations Plan, Virginia Department of Emergency Services, September 2005

LOCAL

- Cumberland 2030 The Comprehensive Plan for Cumberland County, VA
- Open for Business, Cumberland County Economic Development Authority, PDF Brochure 2006-2007 Edition

REFERENCES

- Cumberland County Emergency Operations Plan (EOP) with ESFs and Annexes
- ICS and NIMS Guidance from Federal Emergency Management Agency's (FEMA's)
- Homeland Security Exercise and Evaluation Program (HSEEP)
- 2010-2012 Federal Census (census.gov)

GUIDING DOCTRINE

This EOP is designed to be compliant with the National Incident Management System (NIMS) and it employs a multi-agency operational structure based on the Incident Command System (ICS) to manage, coordinate, and direct resources committed to an incident. The County is a practitioner of NIMS and is committed to ensuring that the required trainings are provided to all persons with responsibility for implementing the plan and critical functions within the Plan. Supporting plans for all hazards set forth the concepts and procedures whereby Cumberland County can effectively apply available resources to ensure that causalities and property damage will be minimized, and essential services will be restored as soon as possible following an emergency or disaster situation.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The National Incident Management System (NIMS) provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

While NIMS provides the template for the management of incidents, the *National Response Framework (NRF)* provides the structure and mechanisms for national-level policy for incident management. Adoption and comprehension of NIMS and NRF principles will assist the County in successfully coordinating and engaging with additional county, state, and federal response entities, should a disaster require their support and resources.

INCIDENT COMMAND SYSTEM (ICS)

Within NIMS, the Incident Command System (ICS) provides for the effective and efficient management of domestic incidents and events. ICS is scalable and can be used to organize operations for a broad spectrum of situations. When emergency management is applied, facilities, equipment, personnel, procedures, and communications integrate into a deliberate and organized response to a crisis or emergency.

The Cumberland County EOP adheres to NIMS concepts, requirements, and policies and outlines the desired actions of first responders and field-based operations in accordance with ICS. When necessary, multi-departmental and multi-agency coordination will occur through partial or full activation of the County Emergency Operations Center (EOC). The organization and coordinated activities in the EOC will model the ICS structure in such a manner that complements current non-emergency municipal functions while best supporting emergency operations. Members of Cumberland County Emergency Planning Team (EPT) developed this Plan. Members of the Executive Policy Group (EPG) approved the Plan. Membership and responsibilities of these groups and committees are outlined within this document.

TABLE OF CONTENTS

PROMULGATION **2**
- Implementation 2
- Approval And Promulgation 2
- Promulgation Statement 3

RECORD OF CHANGES **4**

RECORD OF DISTRIBUTION **5**

ACRONYMS **6**

FORWARD **9**
- Background 9
- Authorities 9
  - Federal 9
  - Commonwealth of Virginia 9
  - Local 10
- References 10
- Guiding Doctrine 10
  - National Incident Management System (NIMS) 10
  - Incident Command System (ICS) 11

TABLE OF CONTENTS **12**

INTRODUCTION **15**
- Plan Development 15
- How to Use this Plan 15
- Mission 16
- Purpose 16
- Scope 16
- Planning Objectives 17
- Planning Assumptions 17

CUMBERLAND COUNTY PROFILE **20**
- County Origin 20
- Geography and Location 20
- Government 20
  - Board of Supervisors 20
  - Offices of the County Administrator and County Attorney 21
- Climate 21
- Population and Demographics 22

TRANSPORTATION 23
Roadways 23
INDUSTRY AND COMMERCE 23
ECONOMIC DATA 24

HAZARD AND RISK VULNERABILITY PROFILE 25

Levels Of Disaster 26
RISK ANALYSIS 26

CONCEPT OF OPERATIONS 27

GENERAL 27
Programmatic Goals 27
CUMBERLAND COUNTY EMERGENCY MANAGEMENT APPROACH 28
ICS and NIMS 28
EMERGENCY MANAGEMENT PHASES 28
Mitigation 29
Preparedness 29
Response 30
Recovery 30
DECLARATION OF EMERGENCY/DISASTER 31
State Policy 31
State of Emergency 32
LOCAL STATE OF EMERGENCY 33
EOP ACTIVATION 33
EOC ACTIVATION 34
County EOC 34
Role of the EOC 34
EOC OPERATIONS AND MANAGEMENT 34
EOC ACTIVATION LEVELS 35
EOC ORGANIZATION 36
EOC STAFF POSITIONS 37
Position Types 37
Crosswalk: Incident Command System (ICS)/Emergency Support Function (ESF) 39
ROLES AND RESPONSIBILITIES 41
INCIDENT AND RESOURCE MANAGEMENT 47
WebEOC 47
Resource Management 47
Status Reports 47
Incident Action Plans (IAPs) 48
Alerts and Notifications 48
Communications 48
EOC DEACTIVATION 48

PLAN MAINTENANCE, TRAINING, AND TESTING....50

PLAN MAINTENANCE AND UPDATES....50
Corrective Actions....50
TRAINING....50
TESTING....51

ATTACHMENT 1: STAFFING CONTINGENCY....52

ORDER OF SUCCESSION....52
EMERGENCY WORK POLICY....52

ATTACHMENT 2: RESPONSIBILITY MATRIX....54

ATTACHMENT 3: EMERGENCY DECLARATION....58

ATTACHMENT 4: PROPOSED CHANGE FORM....59

INTRODUCTION

PLAN DEVELOPMENT

This document is the Cumberland County Emergency Operations Plan (EOP). The EOP is an all-hazards plan that provides an overview of the County's guiding principles and methods for Planning, Response, Recovery, and Mitigation of hazards and threats.

Cumberland County implemented two integral changes in this EOP from previous versions–

1. Cumberland County has adopted the Incident Command System structure for all operations. In the past, Cumberland County utilized the Emergency Support Function (ESF) model. To support the transition from ESFs to ICS, a crosswalk has been provided, which begins on page 39.
2. Cumberland County has developed this EOP with an all-hazards approach. Past versions of the EOP included ESF and hazard-specific Annexes to the Base Plan.

HOW TO USE THIS PLAN

This EOP was developed in conjunction with four supporting Annexes, each of which has a specific purpose and scope. The EOP provides an overview of Cumberland County's guiding principles and methods, while the Annexes (Mitigation, Preparedness, Response, and Recovery) provide greater detail and actionable guidance for personnel with responsibilities in each of the four mission areas, respectively. The following table provides an outline of the EOP and supporting Annexes and the types of information found in each:

Plan	Purpose
EOP Base Plan	• Provides an overview of Cumberland County's approach to emergency operations. • Explains emergency response policies. • Describes the response organization. • Assigns responsibilities. • Provides a solid foundation for development of functional annexes.
Mitigation Annex	• Defines protective actions to reduce the impacts of a pending disaster or emergency situation. • Provides guidance for the development of post-disaster/post-exercise After Action Reports (AARs) and Improvement Plans (IPs).
Preparedness Annex	• Defines ongoing emergency management preparedness activities. • Defines the plan maintenance process and schedule. • Defines training and exercise/testing requirements.

Plan	Purpose
Response Annex	• Defines specific hazards, their characteristics, and impacts. • Provides checklist of response actions for the County's departments. • Identify which strategies and capabilities of the emergency management organization are called on during a response. • Defines the disaster declaration process.
Recovery Annex	• Provides instructions for the completion of the damage assessment process. • Provides a checklist of recovery actions. • Provides instructions for tracking the costs associated with the emergency or disaster. • Provides planning considerations for the establishment of Family Assistance Centers (FACs)
Radiological Annex	• Provides guidance for managing radiological hazards in the areas of mitigation, preparedness, response, and recovery. • Provides a checklist of radiological response actions.

MISSION

The mission of Cumberland County Emergency Management Program is to protect public health and safety and preserve public and private property through the application of NIMS and ICS standards in concert with all Cumberland County stakeholder organizations.

PURPOSE

The EOP is the centerpiece of a comprehensive emergency management program. The purpose of the Basic Plan is to establish the legal and organizational basis for emergency operations in Cumberland County to effectively respond to and recover from disasters and/or emergency situations. This EOP contains basic information that provides a framework for response to any disaster regardless of its size, scope, or causes. The EOP serves as the primary tool for county emergency management to prepare for, respond to, and recover from disasters by defining disaster-specific procedures, and outlining roles and responsibilities. EOP components and supplemental plans serve specific purposes in supporting Cumberland County's Emergency Management Program.

SCOPE

The Cumberland County EOP is an **all-hazards** plan that includes all personnel and equipment, which may be called upon to help facilitate a response to specific disasters and emergency events. The EOP establishes an emergency organization and defines responsibilities for all personnel having

roles in the phases of emergency management to include prevention, protection, mitigation, response, and recovery in Cumberland County.

The Cumberland County **"Whole Community"** consists of the County's staff, residents, business owners, vendors, visitors, and other individuals and entities operating or transiting through, as well as the family of staff, which may require assistance.

During emergencies, the Incident Commander (IC) serves as the lead emergency management representative for the County. Any requests not ordinarily coordinated through Dispatch will be made through Cumberland County Emergency Management. If local needs cannot be fulfilled internally, they will make resource requests through existing mutual aid agreements, if available. If the necessary resources cannot be provided through existing mutual aid agreements, Cumberland County Emergency Management will follow their internal procedures acquire resources (i.e., Regional, State, Federal).

PLANNING OBJECTIVES

This EOP has been developed to provide guidance for Cumberland County based on the following objectives:

- Establish Cumberland's policy and procedures to respond to emergencies.
- Describe the County's emergency management organization.
- Define the concept of operations (CONOPS) for emergency management.
- Identify the roles and responsibilities of assigned personnel during an emergency.
- Identify lines of authorities and relationships.
- Describe the County's Emergency Operations Center (EOC), its organization and activation levels.

PLANNING ASSUMPTIONS

The Cumberland County EOP is based on the Situational Analysis and the Hazard and Risk overview which drives the following planning assumptions:

- Cumberland County will be responsible for initial response within its boundaries with the resources it has on hand.
- Response to a particular incident may require State and Federal assistance.
- Assistance from outside the County may be needed for large-scale, little, or no-warning emergencies or disasters.
- The level of impact may vary in location, type, and magnitude and may require a flexible approach to emergency operations.

- All departments are responsible for allocating equipment, personnel, and other resources for emergency response.
- Individuals designated to be responsible for emergency response coordination or who may be assigned to the EOC will be familiar with the EOP.
- The participating personnel will be trained in ICS and NIMS based on Homeland Security Presidential Directive-5 (HSPD-5) and according to the requirements of the U.S. Department of Homeland Security (DHS).
- Pre-planned coordination is necessary to avoid conflicting responsibilities and duplication of services during an emergency or disaster.
- The County's emergency mass notification system (phone, email, text message) is sufficient to adequately provide warnings and notifications.
- County departments will ensure that alternate staff, facilities and resources will be available in the event of damage or disruption to those normally used.
- When a major disaster depletes the available resources of the County, requests for assistance will be made to Virginia Department Emergency Management (VDEM).
- Disaster conditions may require the County to fulfill emergency response and disaster recovery operations independently and without assistance for up to 72 hours following impact of the event.
- The County will coordinate response and recovery activities with neighboring jurisdictions as necessary.
- County officials will work toward re-establishing order and control within the area of the jurisdiction impacted by a disaster.
- County may need to adjust day-to-day operations to assist disaster victims, restore community services, coordinate debris removal, and similar operations.
- Communication, exchange of information, and coordination of resources for life safety will be the highest priority for the EOC.
- Critical lifeline utilities may be interrupted including water delivery, electrical power, natural gas, telephone communications, microwave and repeater- based radio systems, cellular telephones, and information systems.
- Emergency conditions that affect Cumberland County may also affect surrounding communities.
- Regional and local services may not be available.
- Major roads, overpasses, bridges, and local streets may be damaged.
- County buildings, structures, and infrastructure may be damaged.

- Damage may cause injuries and/or displacement of Cumberland County's population, disruption of County services, and postponement or cancelation of activities.
- Cumberland County may be in competition with other organizations for available resources and existing suppliers may not be able to deliver materials.
- People may become stranded at Cumberland County facilities, and conditions may be unsafe to travel.

CUMBERLAND COUNTY PROFILE

COUNTY ORIGIN

Cumberland County was named after William Augustus, Duke of Cumberland, the second son of King George II of Great Britain. The County was established in 1749 and was originally a part of Goochland County.

GEOGRAPHY AND LOCATION

Cumberland County is located in Central Virginia and has a total area of 300 square miles, of which 297 square miles is land and 2.3 square miles is water. The County resides to the Southwest of Goochland County and is just outside of the Greater Richmond Region. Adjacent counties include Goochland (northeast), Powhatan (east), Amelia (southeast), Prince Edward (south), Buckingham (west), and Fluvanna (northwest). Cumberland County includes the Unincorporated Communities of Cartersville, Cumberland (a census-designated place), and Tamworth.

The County is also the home to Bear Creek Lake State Park. The State Park provides trails for hiking, walking and running, fishing, camping, picnic shelters, swimming and boat rentals. Additionally, the Cumberland State Forest offers a wealth of recreational activities and is located north of U.S. Route 60, west of State Route 45 and bordered on the west of the Willis River and incorporates five lakes that include the Oak Hill Lake, Bear Creek Lake, Winston Lake, Arrowhead Lake, and Bonbrook Lake.

GOVERNMENT

BOARD OF SUPERVISORS

Cumberland County is governed by a Board which consists of five Supervisors (one from each of the County's five Election Districts) from the Citizenry of the County, and exercises all powers and authorities granted generally to counties without charters as set forth in the Virginia Code. The Board of Supervisors at its direction may authorize by appropriate action and annually provide for such sums for their salaries and expenses as member of the Board pursuant to the Virginia Code.

Pursuant to § 15.2-1422 of the Virginia Code, the Board shall elect annually from its membership a Chairman and Vice-Chairman. The established terms for each Supervisor are four years and may be successive. The qualifications for election to the Board of Supervisors are prescribed in the Virginia Code of Election Districts shall be defined by ordinance and set out in the County Code.

Election of officers of the Board shall be held at the Annual Meeting and be the first Item of Business to be conducted. In the absence of a quorum of the Board at the Annual Meeting, the current seated officers shall continue to exercise their offices until such time as a quorum is present at a subsequent Regular Meeting of the Board, at which time election of officers shall be held. The Board may defer election of officers to a Recessed Meeting from the Annual Meeting upon motion and vote of a majority of Board members present.

OFFICES OF THE COUNTY ADMINISTRATOR AND COUNTY ATTORNEY

Pursuant to § 15.2-1536 of the Virginia Code, the Board shall appoint a County Administrator and a County Attorney. The County Administrator and County Attorney shall be employees of the Board, serving at the pleasure of the Board, and shall have their compensation established by the Board.

The County Administrator shall be the chief administrative officer for the county pursuant to § 15.2-1540 of the Virginia Code. The County Administrator shall exercise all powers, duties and responsibilities pursuant to § 15.2-407 and § 15.2-1541 of the Virginia Code and in accordance with the County Code and Board policies. The County Attorney shall exercise all powers, duties and responsibilities pursuant to § 15.2-1542 of the Virginia Code and in accordance with the County Code and Board policies.

In the event of vacancy in the office of the County Administrator due to death, resignation or removal from office, the Assistant County Administrator shall assume responsibility as Acting County Administrator until such time as the Board shall again fill that office. At the Board's discretion upon motion and vote of a majority of Board members at any Regular or Special Meeting, a county administrative employee other than the Assistant County Administrator may be designated as Acting County Administrator. The Assistant County Administrator is designated Deputy Clerk of the Board pursuant to § 15.2-1502 of the Virginia Code for the limited purpose of serving as Clerk to the Board in the temporary absence or unavailability of the County Administrator.

In the event of vacancy in the office of the County Attorney due to death, resignation or removal from office, the Board may engage the services of private legal counsel to serve in the capacity of Acting County Attorney until such time as the Board shall again fill that office. In the event of the temporary absence or unavailability of the County Attorney, the Board authorizes the County Administrator at his discretion to engage the services of private legal counsel as necessary to represent the Board and the County.

CLIMATE

The Climate in Cumberland County is classified as a Temperate climate. On average, the County receives 44 inches of rain, 12 inches of snow, and on average has 210 sunny days per year. The annual breakdown includes some form of precipitation on average, 106 days per year. This precipitation includes a mixture of rain, snow, sleet, or hail that falls to the ground.

September, May and October are the most pleasant months in Cumberland, while January and February are the least comfortable months. Summers are generally warm and humid. Additionally, Cumberland County observes the Atlantic Hurricane Season which runs from June 1 to November 30 annually. Table 1, on the following page illustrates the Cumberland County annual climate averages.

Climate Averages	Cumberland County	United States
Rainfall	44 Inches	38.1 Inches
Snowfall	11.9 Inches	27.8 Inches
Precipitation	106 Days	106.2 Days
Sunny	210 Days	205 Days
Average July High	89.4 Degrees	85.8 Degrees
Average January Low	24.5 Degrees	21.7 Degrees

Table 1. Cumberland County Annual Climate Averages

POPULATION AND DEMOGRAPHICS

As of the 2020 census, the county had a population of 9,675. The median age was 45.9 years. 19.9% of residents were under the age of 18 and 23.7% of residents were 65 years of age or older. For every 100 females there were 92.9 males, and for every 100 females age 18 and over there were 90.9 males age 18 and over. Table 2 below illustrates the Cumberland County demographic statistical data.

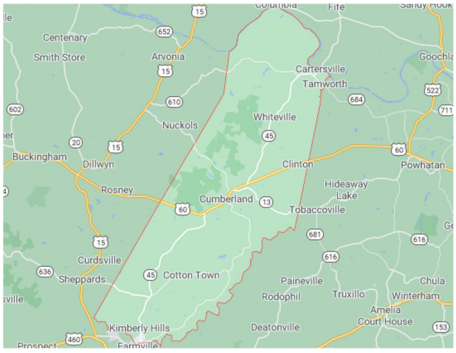
Cumberland County Demographic Element	Statistical Data
Population	
Population estimates (2020 Census)	9,675
Population, Percent Change	-3.7%
Age	
Persons under 5 years, percent	4.9%
Persons under 18 years, percent	19.9%
Persons 65 years and over, percent	23.7%
Gender	
Male persons, percent	48.1%
Female persons, percent	51.9%
Race and Hispanic Origin	
White alone, percent,	63.7%
Black or African American alone, percent	29.3%
American Indian and Alaska Native alone, percent	0.4%
Asian alone, percent	0.4%
Two or More Races, percent	4.8%
Hispanic or Latino, percent	2.5%
White alone, not Hispanic or Latino, percent	63.5%
Population Characteristics	
Veterans	761
Foreign born persons	1.4%

Table 2. Cumberland County Demographics

TRANSPORTATION

ROADWAYS

In Cumberland County, U.S. Route 60 runs through the center east from Powhatan County and west toward Buckingham County. Virginia State Route 13, known as Old Buckingham Road parallels U.S. 60 to the south through eastern Cumberland County. Additionally, State Route 13 runs 24.08 miles from U.S. Route 60 and State Route 45 in Cumberland east toward U.S. 60 in Plain View. State Route 45 is the primary north-south highway of Cumberland County.



INDUSTRY AND COMMERCE

The Cumberland Economic Development Authority (EDA) was established in the County in 1994. The goal of the Cumberland EDA is it institute new businesses in the County and help them be successful. The Riverside Industrial Park was established in the spring of 1995 and was a joint project between the Town of Farmville and Cumberland County. The Riverside Industrial Park is host to on-site business including Gemini Inc. as sign manufacturing company and Green Front Furniture Company and its warehouse. Additional major employers in the County include Asal Lumber Company, CF Marion Trucking Inc., and Cumberland Building Supply.

A breakdown of Cumberland County's economic and business elements and supporting statistical data derived from the United States Census are reflected below, in **Table and 4.**

Cumberland County Business Element	Statistical Data
All firms, 2022	145
Male-owned firms, 2022	65
Female-owned firms, 2022	S
Minority-owned firms, 2022	S
Nonminority-owned firms, 2022	63
Veteran-owned firms, 2022	S
Nonveteran-owned firms, 2022	65

Table 3. County Business Ownership Data

ECONOMIC DATA

Cumberland County Economic Element	Statistical Data
In civilian labor force, total, percent of population age 16 years+, 2023	62.2%
In civilian labor force, female, percent of population age 16 years+, 2023	60.6%
Total accommodation and food services sales, 2022 ($1,000)	5,767
Total health care and social assistance receipts/revenue, 2022 ($1,000)	3,946
Total retail sales, 2022 ($1,000)	70,103
Total retail sales per capita, 2022	$7,189

Table 4. County Economic Data

HAZARD AND RISK VULNERABILITY PROFILE

In considering the Threats and Hazards facing Cumberland County, it has been determined the County is vulnerable to the effects of hazards including natural, human-caused, and technological. These hazards can occur independently, simultaneously, or in conjunction with or as a result of a particular hazard.

Natural hazards are hazards related to weather patterns and/or physical characteristics of an area. Often natural hazards occur repeatedly in the same geographical locations. They include extreme heat, hail, flooding, hurricane, lightning, severe wind, and winter storms,

Human-caused hazards are hazards that rise from deliberate, intentional human actions to threaten or harm the well-being of others. Examples include school violence, terrorist acts, or sabotage.

Technological hazards refer to hazards originating from technological or industrial accidents, infrastructure failures, or certain human activities such as dam/levy failures, utility outages, gas leaks, and hazardous materials (HazMat) spills.

Public Health Emergencies is defined by the World Health Organization (WHO) as an occurrence or imminent threat of an illness or health condition, caused by bio terrorism, epidemic or pandemic disease, or (a) novel and highly fatal infectious agent or biological toxin, that poses a substantial risk of a significant number of human facilities or incidents or permanent or long-term disability (WHO/CDC, 2001). A public health emergency is a condition that requires the Governor to declare a State of Public Health Emergency. The declaration of a State of Public Health Emergency permits the Governor to suspend state regulations and/or change the functions of state agencies[1].

Civil Disorder refers to the potential for civil unrest is always present particularly in urban areas with dynamic social, economic, and political issues.

Terrorism refers to terrorist organizations or affiliates or "lone actors" that may seek to acquire, build, and use weapons of mass destruction (WMD), employ physical threats such as explosives and armed attacks, or seek to disable or interrupt critical infrastructure systems with cyber-attacks. Cumberland County, like any locality in the Commonwealth of Virginia, is vulnerable to a terrorist incident.

[1] https://www.who.int/hac/about/definitions/en/#:~:text=A%20public%20health%20emergency%20(the,infectious%20agent%20or%20biological%20toxin%2C

LEVELS OF DISASTER

The County utilizes an all-hazards approach to emergency management. Cumberland has identified a number of natural, technological, or security/human-caused events that pose the greatest risk to the County in terms of probability, extent of damage, and potential losses. These are identified in *rank order* in **Table 5** below. Hazard Specific Role-Based Actions are found in **Annex A Mitigation and Annex C Response.**

RISK ANALYSIS

Hazard Type	Hazard Likelihood of Occurrence	Estimated Impact Severity
	LESS LIKELY/POSSIBLE/LIKELY	LIMITED/MODERATE/MAJOR
Winter Weather	Highly Likely	Major
Power outages	Highly Likely	Major
Flooding	Likely	Moderate
Public Health	Likely	Major
Hazardous Materials (HazMat)	Likely	Moderate
Tornadoes	Likely	Major
Hurricanes	Likely	Major
Civil Disorder	Unlikely	Limited
Pipeline Accidents	Unlikely	Major
Terrorism	Unlikely	Major

Table 5. Hazard and Risk Analysis Summary

CONCEPT OF OPERATIONS

GENERAL

Most incidents and emergencies do not reach the level of a crisis or disaster and the initial response for these incidents will be handled by local emergency responders as appropriate. However, for escalating incidents, special events, or those emergencies requiring coordination across Cumberland County that may require assistance from external agencies, Cumberland County Emergency Management maintains primary responsibility for emergency management activities. It is recognized that the nature of certain hazards does not allow for any warning or lead time prior to incidents. When this happens, or when the duration of an incident is expected to be relatively short or require limited resources, management of the response will be directed at or near the scene. For major incidents with advance notice or are expected to be lengthy in duration, operations will be managed from the Cumberland County Administration Building, Emergency Operations Center (EOC).

All disasters begin and end locally. To the extent possible, Cumberland County will respond to all incidents utilizing its own personnel and resources. When an emergency exceeds local capabilities, assistance may be requested from state and federal government agencies.

PROGRAMMATIC GOALS

The ultimate goals of the Cumberland County Emergency Management Program are to:

- Provide effective communications, coordination and application of municipal resources regarding life safety measures and property loss reduction.
- Provide for the rapid resumption of impacted mission-essential functions and services.
- Provide inclusion emergency policies that ensure persons with access and functional needs can access the public safety and emergency management services of Cumberland County.
- Provide accurate documentation and records required for future cost recovery and future mitigation efforts.

CUMBERLAND COUNTY EMERGENCY MANAGEMENT APPROACH

Cumberland County Emergency Management is responsible for all phases of emergency management: prevention, preparedness, mitigation, response, and recovery (including continuity of operations (COOP). This effort includes coordinating the mitigation of the effects of disasters, developing and maintaining the County's emergency management plans, conducting training and exercises, providing guidance to Cumberland County leadership and other departments, and managing the Emergency Operations Center (EOC) for special events and in response to an emergency or disaster.

Figure 1. Emergency Management Cycle

ICS AND NIMS

Cumberland County has adopted the National Incident Management System (NIMS) as its operating structure. NIMS is the national standard for incident management and provides the overarching framework, management, and coordination of key internal and external partnerships.

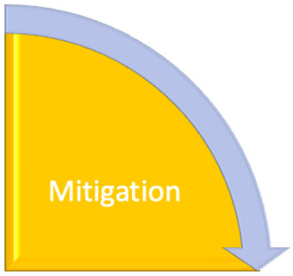
The Basic framework of NIMS incorporates the use of the Incident Command System (ICS) and the Multi-Agency Coordination System (MACS). As such, the County will implement the Incident Command System (ICS) for all incidents and events, and along with FEMA Comprehensive Planning Guide (CPG)-101, serves as the standardized systematic approach for the development of this EOP. ICS is required for all on-scene and Emergency Operations Center (EOC) activations under the all-hazards incident management approach.

ICS is flexible and can be used for incidents of any type, scope, or complexity. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents. ICS is also applicable across disciplines. It is typically structured to facilitate activities in five major functional areas: Command, Operations, Planning, Logistics and Finance/Administration. All of the functional areas may or may not be used based on the incident needs.

EMERGENCY MANAGEMENT PHASES

Cumberland County plans are built around the Emergency Management phases, which facilitates an all-hazards cyclical-based plans (versus strictly event specific plans). This methodology enables the County to mitigate, prepare for, respond to, and recover from any incident type.

MITIGATION



Mitigation activities provide a critical foundation in the effort to reduce the loss of life and property from hazards by avoiding or lessening their impact. Mitigation is usually a pre- disaster activity, although mitigation efforts may also occur in the aftermath of an emergency or disaster to prevent an expansion or repetition of the effects.

The County will conduct mitigation activities as an integral part of the emergency management program. The *Mitigation Act of 2000* (Public Law 106-390)[2] is the guiding document that ensures mitigation is done to federal standards and recommendations. Mitigation is intended to:

- Eliminate hazards;
- Reduce the probability of hazards causing an emergency situation; or,
- Lessen the consequences of unavoidable hazards.

Mitigation is further developed in **Annex A Mitigation.**

PREPAREDNESS

Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents and developing specific plans for delivering capabilities when needed for an incident. Preparedness is made up of actions taken to organize, plan, equip, train, and exercise to build and sustain the capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk. It also involves providing disaster education to Cumberland County's "Whole Community" to assist them in their personal preparedness efforts. Preparedness activities are identified in **Annex B Preparedness**.

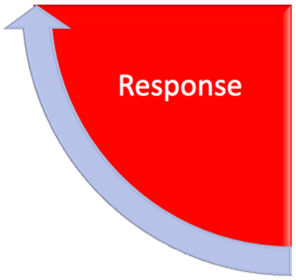
Cumberland County will conduct preparedness activities to develop the response capabilities needed in the event of an emergency. Among the preparedness activities included in the County's emergency management program are:

- Providing emergency equipment and facilities;
- Emergency planning, including maintaining this plan, its annexes, and appropriate standard operating procedures (SOPs);
- Conducting or arranging appropriate training for the Executive Policy Group (EPG) and Emergency Planning Team (EPT), and others that will assist during an emergency;
- Distributing disaster preparedness education materials for Cumberland's community; and,

[2] FEMA. (2000). Mitigation Act of 2000. (Federal Emergency Management Agency) http://www.fema.gov/media-library/assets/documents/4596

- Conducting periodic drills and exercises to test plans and training.

RESPONSE



Cumberland County utilizes the Incident Command System and the National Incident Management System (NIMS) to manage major special events, emergencies, and disasters. Response activities are immediate actions to save and sustain lives, protect property and the environment, and meet basic human needs. Primary response functions include:

- Public information and warning;
- Emergency medical services;
- Firefighting;
- Law enforcement operations;
- Intelligence development and dissemination as part of the Law Enforcement function;
- Evacuation;
- Shelter and mass care support (including compliance with the Americans with Disabilities Act);
- Emergency public information;
- Search and rescue;
- Transportation; and,
- Other associated functions.

RECOVERY

The Response phase formally ends when there is no longer a threat to life safety. The Emergency Manager, in coordination with the EPG, will make the decision on when to initiate recovery activities. The goal of recovery operations after any disaster is a return to normal everyday life (or a new normal) in the shortest possible time with the least amount of disruption.

Recovery operations may span weeks or months and can initially be coordinated through the Cumberland County EOC, so long as it is effective to keep the EOC activated. Recovery operations can also be conducted from Cumberland County departments' normal place of business and/or from facilities especially established for management of long-term recovery operations in Cumberland County.

Recovery is formally initiated with the Initial Damage Assessment (IDA), infrastructure assessments, and the request for a disaster declaration. Depending on the threshold criteria being met, Cumberland County jurisdictions may qualify for Public Assistance (PA) or Small Business Administration (SBA) declarations, or both.

Cumberland County will carry out a recovery program that involves both short- and long-term efforts in the event that disasters occur. Short-term operations seek to restore vital services to the County and provide for the basic needs of the Community. Long-term recovery focuses on restoring Cumberland County to its normal or new normal state.

The Federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The Recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges, filing of damage reports, providing Cumberland County representatives to a State or Federal disaster recovery center, etc.

Cumberland County is prepared to coordinate with local, State, and Federal agencies to facilitate individual assistance for the residential population, apply for federal assistance (if available), or file insurance claims. This includes ensuring accurate documentation during response activities to capture funding and recover financial expenditures to the greatest extent possible.

Additional information pertaining to recovery operations and associated assignments are be specified in **Annex D Recovery.**

DECLARATION OF EMERGENCY/DISASTER

Incidents that require immediate action to preserve public health, protect life or property, or reach a level of damage and destruction that exceeds Cumberland County's capabilities, may constitute a State of Emergency or Disaster Declaration.

STATE POLICY

The following is an excerpt of the State EOP:

> *Whenever, in the opinion of the Governor, the safety and welfare of the people of the state require extreme emergency measures due to a threatened or actual disaster, he may declare a "state of emergency" to exist in the state, or any portion thereof, for the purpose of aiding the affected individuals and local governments. (See Appendix 1, the Commonwealth of Virginia Emergency Services and Disaster Laws of 2000, Section 44-146.17.)*

1. *Whenever the Governor declares a state of emergency, the County, if within the disaster area may, under the control and supervision of the Governor or his designated representative, enter into contracts and incur obligations necessary to combat such threatened or actual disaster, protect the health and safety of persons*

and property, and provide emergency assistance to the victims of such disaster. In exercising this authority under the supervision and control of the Governor or his designated representative, the County may proceed without regard to time-consuming procedures and formalities prescribed by law (except for mandatory constitutional requirements) pertaining to the performance of public works, entering into contracts, incurring obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, and appropriation and expenditure of public funds.

2. *Warning of an impending emergency may be disseminated to the County by the Department of State Police, National Weather Service, the State EOC, or other sources. A local emergency may also occur, of course, without warning.*
3. *A local emergency may be declared by the Director of Emergency Management with the consent of the of the Board of Supervisors or by the Director or any member the Board of Supervisors in the event a quorum of the Board cannot convene due to the disaster. (See Appendix 1, the Commonwealth of Virginia Emergency Services and Disaster Laws of 2000, Section 44-146.21.) The declaration of a local emergency will activate the local EOP and authorize the furnishing of aid and assistance there under.*
4. *Whenever a local emergency has been declared, the Director of Emergency Management or any member of the Board of Supervisors in the absence of the Director, if so authorized by the Board of Supervisors, may enter into contracts and incur obligations as necessary to mitigate the effects of the event, to protect the health and safety of persons and property, and to provide emergency assistance to event-related victims. (See Appendix 1, the Commonwealth of Virginia Emergency Services and Disaster Laws of 2000, Section 44-146.21.*
5. *Upon declaration of a local emergency, the Director of Emergency Management will notify the State EOC immediately, and thereafter will provide a daily situation report for the duration of the emergency period.*

STATE OF EMERGENCY

In the event of a natural disaster, civil unrest, armed conflict, medical pandemic or epidemic or other biosecurity risk, the Chair of County Board of Supervisors, and Municipal Mayors may determine and proclaim a State of Emergency for this jurisdiction and impose prohibitions and restrictions to control the situation, by suspending rights and freedoms initially guaranteed under the Nation's Constitution or Basic Law. In addition, a Stay-at-Home Order may be mandated as needed or required (i.e., novel corona virus disease 2019 (COVID-19)). During the COVID-19 pandemic, the Order was utilized to mitigate the spread of the Virus and implement the prioritization of social distancing measures, provided for essential businesses to continue to operate while non-essential businesses were closed, banned large gatherings, closed schools, and placed limits on bars and restaurants and other public gathering places.

LOCAL STATE OF EMERGENCY

A local emergency may be declared by the Director of Emergency Management with the consent of the Board of Supervisors at the next meeting or within 14 days (see Section 44-146.21, Virginia Emergency Services and Disaster Law of 2000, as amended). The declaration of a local emergency activates this EOP and authorizes the provision of aid and assistance there under**. It should be declared when a coordinated response among several local agencies/organizations must be directed, or when it becomes necessary to incur substantial financial obligations in order to protect the health and safety of persons and property, or to provide assistance to the victims of a disaster**.

Note: A Disaster Declaration may be made before or after an EOC activation.

The Director of Emergency Management or their designee will notify the Virginia Department of Emergency Management (VDEM) immediately upon declaration of a local emergency and develop daily Situation Reports (SitReps) for local stakeholders and the Virginia EOC (VEOC), as appropriate for the emergency situation.

The Director of Emergency Management, with the consent of the County's Board of Supervisors, is the constituted legal authority for approving the EOP and declaring a local state of emergency. The Chair of the Board of Supervisors and may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers granted by the Governor on an appropriate local scale in order to cope with the disaster. These powers include:

1. Using all available resources of government to cope with the disaster.
2. Restricting the movement of people and occupancy of premises.
3. Prohibiting the sale or transportation of certain substances.
4. Prohibiting and/or restricting other activities or conditions, the control of which may be reasonably necessary to maintain order and protect lives or property during the state of emergency.

If the situation exceeds the capabilities of the local government (municipalities and counties) to cope with the emergency or disaster, the Governor may declare a State of Emergency for the affected part of the State or the entire State of Virginia. If the disaster exceeds the State's ability to handle the emergency, the President of the United States can declare a State of Emergency at the National level.

EOP ACTIVATION

The EOP may be activated prior to an emergency being declared. This EOP is designed to provide the day-to-day emergency management program related to preparedness, certain mitigation activities, coordinating planned special events, and for emergency situations requiring activation of the Response, Recovery, and Radiological Annexes. The circumstances which trigger an automatic activation of Response and Recovery are:

1. Major threats to life and safety;

2. Disruptions which impact the continuity of leadership, essential programs and functions, and their supporting systems and data;
3. Incident posing a threat to critical assets and infrastructure;
4. Incidents posing a threat to property;
5. Incidents posing a threat to the environment;
6. Incidents requiring restoration/resumption of essential systems and services; and,
7. Incidents posing a threat to revenue or the financial stability of the County Situational Overview.

EOC Activation

County EOC

The County Emergency Operations Center (EOC) is located at the County Administration building. The Director of Emergency Management, assisted by the Coordinator and department heads, will develop and maintain a primary location for the EOC to direct and coordinate emergency operations. The EOC staff will consist of the Director of Emergency Management, Coordinator, and pre-identify roles that align with the ICS organizational structure. Additional personnel will be assigned to support positions as needed or required by the emergency situation.

Role of the EOC

The Emergency Operations Center (EOC) is an essential tool for successful response and recovery operations. The EOC is where policy decisions, strategy, coordination, and administrative duties occur in support of the incident. With decision makers located together supported by policy makers, personnel and resources can be used more efficiently. Coordination of activities will ensure that all tasks are accomplished and minimize duplication of efforts.

EOC Operations and Management

The Cumberland County Emergency Manager has authority for the overall operation and management of the EOC. Cumberland County Departments will perform emergency activities as closely related as possible to those they perform routinely and are responsible for fulfilling their obligations as presented in the Annexes to this Basic Plan. However, there may be instances that require personnel to assist in other areas as required to meet the needs of the emergency operation.

The EOC can be activated both virtually and physically on-site. For virtual activations, a teleconference line, temporary facility, or mobile command vehicle may be used to coordinate activities. It is unlikely that all non-routine emergency situations will require a full activation of the EOC. Most emergency incidents will be handled with a graduated response based on the extent, size, duration and/or complexity of the event. Initially, at the onset of an emergency, a single or dual response from county departments (i.e., Law Enforcement and Fire) may be sufficient to handle the

incident. If the emergency escalates beyond the capability of a single or dual response, additional measures will be implemented as needed.

Situations that may warrant activation of the Cumberland County EOC include, but are not limited to, the following:

- Upon request of an Incident Commander when emergency operations exceed the County's capabilities;
- When Cumberland County is confronted with the imminent impact of a significant disaster;
- Prior to, and for the duration of, a significant or highly controversial public event occurring within Cumberland County;
- To coordinate County efforts in support of emergency response or disaster recovery operations in other jurisdictions; and,
- Upon request of Cumberland County Emergency Management and/or the State of Virginia Emergency Management.

Detailed EOC procedures are found in **Annex C Response.**

EOC Activation Levels

Depending on the nature and the scope of the emergency and its operational requirements. The EOC may be activated at various levels ranging from Level 1 (lowest-normal day-to-day operations) to Level 4 (recovery operations).

The levels (Daily/Normal Conditions, Increased Readiness, Response Operations, and Recovery Operations) utilized by Cumberland County are consistent with those used by the State of Virginia Department of Emergency Management to enhance coordination of response operations by all levels of government. The EOC activation levels are illustrated below.

Level 1 (Daily/Normal Conditions): Emergency Operations Plans and procedures are developed and maintained. Training and tests/exercises are conducted periodically as required to maintain readiness, personnel rosters are updated, emergency resources are identified (i.e., facilities, equipment, technology, personnel, etc.), mutual aid agreements are developed, etc.

Level 2 (Increased Readiness): When a disaster threatens, all departments and agencies having responsibilities will take action as called for in their respective parts of the plan. The following optional levels of increased readiness may also be used in developing detailed procedures:

- Communications Watch
- Initial Alert
- Advanced Alert

Level 3 (Response Operations): Full-scale operations and a total commitment of manpower and resources are required to mobilize and respond in time of emergency. The Phases of Response Operations are:

- Mobilization Phase - Conditions worsen requiring full-scale mitigation and preparedness activities.
- Emergency Phase - Disaster strikes or is imminent.
- Relief Phase - Assistance is provided to affected individuals and organizations. Stop-gap measures (such as tent cities and potable water trucks) are implemented in order to provide essential services and damage assessment surveys are conducted. This period ends when the County is no longer in an official state of emergency.

Level 4 (Recovery Operations): This phase requires that priority attention be given to establishing normalcy or identifying a new normal, the restoration of essential facilities, functions, programs and services.

- Restore essential facilities, functions, services and programs.
- Provide temporary housing and food to those impacted by the emergency as needed or required.
- Continue to maintain a record of disaster-related expenditures
- Coordinate with the State EOC and provide supplementary damage assessment information as required. Request post-disaster assistance if appropriate.

Figure 2. EOC Activation Levels

EOC ORGANIZATION

The EOC will implement an ICS organizational structure in which existing ESFs are assigned to ICS functional group positions.

The Cumberland County EOC will operate and function under the overall management and policy direction of the Executive Policy Group, which will serve as the principal decision-making body for Cumberland County at the time of a disaster. This group will convene prior to, during and following a major disaster to receive status reports from available sources, establish the County's overall priorities for response and recovery activities, and to formally approve short-term and long-term response and recovery plans.

The Cumberland County Director of Emergency Management or their designee, will serve as the EOC Manager under the direction of the Emergency Management Policy Group. The EOC Manager will ensure that the EOC has adequate administrative staff to support operations and that procedures for activation, operation, and deactivation have been prepared.

With NIMS as the framework, Cumberland County Emergency Management (EM) provides for on-scene management of an incident and also provides the coordination of response activities between the County, its departments, and between external partner organizations.

The EM structure is comprised of two distinct groups working together to support the emergency management phases (preparedness, mitigation, response, and recovery). They are:

- **Executive Policy Group (EPG):** The EPG provides policy-level guidance regarding emergency planning and response/recovery activities. The group is managed by the Cumberland County Emergency Management Director with policy guidance from the County Administrator and County Board of Supervisors. The group represents the citizens of Cumberland County in response to and recovery from a variety of emergencies or disasters.
- **Emergency Planning Team (EPT):** Stakeholders from across Cumberland County, which provide subject matter expertise and input in developing emergency management plans and serve in support roles during a disaster.

EOC Staff Positions

In keeping with ICS, the EOC organization is designed to expand and contract as necessary to address the operational need. County personnel are assigned to coordinate and execute the missions and maintain the capabilities of a given functional area while it is still required to address operational needs. Most functions are staffed by Cumberland County personnel; however, there may be times when these roles may not be physically represented in the EOC. Other Cumberland County departments will provide support with personnel, material, or other resources for the successful execution of response missions.

The nature and scope of the incident will determine who should staff the EOC. **Only ICS positions needed for a given incident should be filled.** For example, if a Public Information Officer (PIO) is on-scene and reporting to the Incident Commander, the EOC may not require the PIO position be filled. However, if there are multiple scenes involved or a PIO has not yet been assigned to the incident, the EOC Manager may choose to fill the PIO position at the EOC.

In a prolonged EOC activation or when the EOC is open for extended hours, multiple individuals may be assigned to any one position to cover shifts or time off.

Position Types

The EOC organizational structure consists of:

- **EOC Manager–** Oversees all EOC activities, sets EOC objectives, establishes battle rhythm, coordinates with the Executive Policy Group (EPG).
- **Command Staff–** Includes Safety Officer, Public Information Officer, and Liaison Officer. Command Staff positions report directly to the EOC Manager.

- **General Staff–** The EOC General Staff includes four traditional ICS sections (Operations, Planning, Logistics, and Finance/Administration). Under each ICS section, operational responsibilities are divided into functional areas, as illustrated below in Error! Reference source not found..

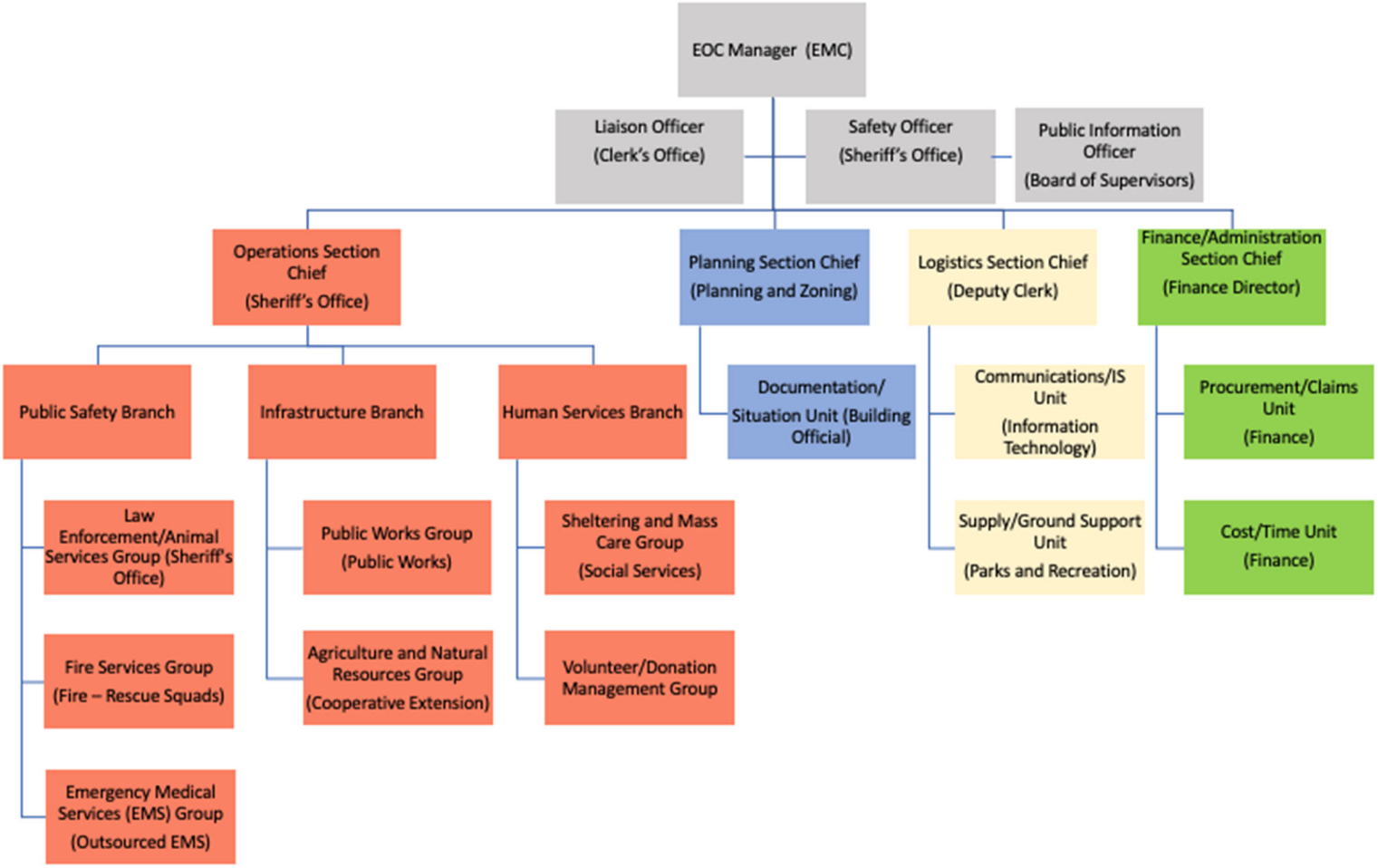


Figure 3. ICS Functional Areas

CROSSWALK: INCIDENT COMMAND SYSTEM (ICS)/EMERGENCY SUPPORT FUNCTION (ESF)

Federal, State, and some large local government jurisdiction utilize the Emergency Support Function (ESF) construct to organize their Emergency Operations Centers. The ESF concept of operations is labor intensive and may not support multiple operational periods due to a lack of bench depth and trained/cross trained personnel. Prior to the ICS transition, Cumberland County EOC operations were comprised of 17 separate ESFs. Table 6, on the following page aligns the appropriate ICS Functional Groups to the Commonwealth of Virginia Emergency Operations Plan (COVEOP) ESFs to easily activate ICS functions based on the size, scope, and severity of the incident.

FINANCE/ADMIN SECTION	
FUNCTIONAL AREA(S)	• Finance (Funding, Disaster Accounting, Cost Recovery) • Purchasing/Inventory, Payroll, AP, Utility Billing, Contracts, and Personnel Services.
ESF(s)	• N/A
LOGISTICS SECTION	
FUNCTIONAL AREA(S)	• Communication/Information Systems (IS) Unit • Supply/Ground Unit
ESF(s)	• ESF 1 - Transportation • ESF 7 - Resource Support
OPERATIONS SECTION	
FUNCTIONAL AREA(S)	• Public Safety (Firefighting, Law Enforcement, Security, Search and Rescue, Animal Control) • Emergency Medical Services Group to include Public Health • Sheltering and Mass Care • Volunteer and Donations Management Unit • Public Works Group (Damage Assessment, Facility Maintenance, and Engineering) • Agricultural and Natural Resources Group
ESF(s)	• ESF 2 - Communications • ESF 3 - Public Works and Engineering • ESF 4 - Fire, Rescue, and EMS • ESF 5 - Emergency Management • ESF 6 - Mass Care and Human Services • ESF 8 - Health and Medical Services • ESF 9 - Search and Rescue • ESF 10 - Oil and Hazardous Materials • ESF 12 - Energy • ESF 13 - Public Safety and Security • ESF 16 - Military Affairs • ESF 17 - Volunteers and Donations Management
PLANNING SECTION	
FUNCTIONAL AREA(S)	• Operational Planning, Documentation, Situation, and Long-Term Recovery
ESF(s)	• ESF 14 - Recovery • ESF 15 - External Affairs

Table 6. ICS to ESF Crosswalk

ROLES AND RESPONSIBILITIES

The EOC Manager role will be filled by the Coordinator of Emergency Management. The Table below provides Cumberland County's EOC roles and a summary of the corresponding responsibilities.

Command Staff Command staff includes the positions which report directly to the Incident Commander/EOC Manager.		
	EOC Manager	The EOC Manager has overall authority, knows agency policy and is responsible for conducting incident operations. May assign technical specialists as additional command advisors, depending on the nature, scope, complexity, and location(s) of the incident(s), or according to specific needs.
Command Staff	Liaison Officer (LNO)	Serves as the point of contact for representatives of governmental agencies, jurisdictions, NGOs, and private sector organizations that are not included in the Unified Command. These representatives provide input on their agency, organization, or jurisdiction's policies, resource availability, and other incident-related matters.
	Safety Officer	Monitors incident operations and advises the Incident Commander or Unified Command on all matters relating to operational safety, including the health and safety of incident personnel.
	Public Information Officer (PIO)	Responsible for interfacing with incident personnel, the public and media and/or with other agencies/organizations with incident-related information needs. Gathers, verifies, coordinates, and disseminates accessible, meaningful, and timely information on the incident for both internal and external audiences. The PIO monitors the media and other sources of public information to collect relevant information and transmits this information to the appropriate components of the incident management organization. In incidents that involve PIOs from different agencies, the Incident Commander or Unified Command designates one as the lead PIO.

Finance/Administration Section	**Finance/Administration Section** When the incident management activities involve on-scene or incident-specific finance and administrative support services, this section will be created and staff will be responsible for recording personnel time, negotiating leases and maintaining vendor contracts, administering claims, and tracking and analyzing incident costs. Staff closely coordinates with the Planning and Logistics Sections to reconcile operational records with financial documents.	
	Finance/Administration Section Chief	Manages all financial aspects of an incident to include the Human Resources role. Not all incidents will require a Finance/Administration Section.
	Cost/Time Unit	Staff provide all incident cost analysis-track costs, analyze cost data, make estimates, and recommend cost-saving measures. They ensure that equipment and personnel for which payment is expected are properly identified; obtain and record cost data; analyze and prepare estimates of incident costs; maintains accurate records of incident costs. Cost Unit staff provide cost estimates for resource use to Planning Section staff. The Cost Unit staff maintain information on the actual cost of all assigned resources. Additionally, staff ensure the daily recording of incident personnel and equipment time is accurate and in accordance with the policies of the relevant agencies. The Time Unit Leader may need assistance from personnel familiar with the relevant policies of any affected agencies. Time Unit staff verify these records, check them for accuracy, and post them according to policies. As applicable, personnel time records will be collected and processed for each operational period.
	Procurement/Claims Unit	Staff administer all financial matters pertaining to leases, fiscal agreements and vendor contracts. Unit staff coordinate with local jurisdictions to identify sources for equipment and supplies; prepare and sign equipment rental agreements; and process documentation associated with equipment rental and supply contracts. The unit works closely with local fiscal authorities to ensure efficiency. Additionally, staff will oversee the completion of all forms required by workers' compensation and local agencies. A file of injuries and illnesses associated with the incident will also be maintained, and all

		witness statements will be obtained in writing. Close coordination with the Medical Unit is essential. Claims is responsible for investigating all claims involving property associated with or involved in the incident. This can be an extremely important function on some incidents.
Logistics Section Personnel provide services and support for effective and efficient incident management, including ordering resources and needed services to support achievement of the incident objectives, resources can include: personnel, equipment (maintenance and fuel), teams, supplies, and facilities, security (of the incident command (IC) facilities and personnel), transportation, food services, communications and IT support, and medical services for incident personnel.		
Logistics Section	Logistics Section Chief	Provides all incident support needs including facilities, transportation, communications, supplies, equipment maintenance and fueling, food and medical services for incident personnel, and all off-incident resources.
	Communications/IS Unit	Develops plans for the use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communications Center; and the distribution and maintenance of communications equipment.
	Supply/Ground Support Unit	Responsible for ordering, receiving, processing and storing all incident-related resources (equipment and supplies). Maintaining an inventory of supplies; and servicing nonexpendable supplies and equipment. All off-incident resources will be ordered through the Supply Unit, including: tactical and support resources (including personnel). All expendable and non-expendable support supplies. Additionally, staff are responsible for the maintenance, service, and fueling of all mobile equipment and vehicles, with the exception of aviation resources. The Unit also has responsibility for the ground transportation of personnel, supplies and equipment, and the development of the Incident Traffic Plan.

Planning Section		
	Helps ensure responders have accurate information and provides resources such as maps and floor plans. Supports the incident action planning process by tracking resources, collecting/analyzing information, and maintaining documentation.	
Planning Section	Planning Section Chief	Manages staff to collect, evaluate, processes, and disseminates information for use at the incident. When activated, the Section is managed by the Planning Section Chief who is a member of the General Staff. There are four units within the Planning Section that can be activated as necessary: Resources Unit, Situation Unit, Documentation Unit, Demobilization Unit.
	Documentation and Situation Unit	Staff are responsible for the maintenance of accurate, up-to-date incident files. Duplication services will also be provided by the Documentation Unit. Incident files will be stored for legal, analytical and historical purposes. Additionally, staff collect, process, and organize situation information, prepare situation summaries, and develop projections and forecasts related to the incident. They gather and disseminate information for the IAP. This unit produces Situation Reports (SITREP) as scheduled or at the request of the Planning Section Chief or Incident Commander. The Situation Unit frequently includes Geographic/Geospatial Information Systems (GIS) Specialists. The Situation Unit may also include Field Observers to gather information on the incident and/or response.

Operations Section *First to be established* personnel plan and perform tactical activities to achieve the incident objectives established by the Incident Commander or Unified Command. Objectives typically focus on saving lives, reducing the immediate hazard, protecting property and the environment, establishing situational control, and restoring normal operations.		
Operations Section	Operations Section Chief	Interact with next lower level of Section (Branch, Division/Group or Sector) to develop the operations portion of the Incident Action Plan. Request resources needed to implement the Operation's tactics as a part of the Incident Action Plan development (ICS 215).
	Public Safety Branch	
	Law Enforcement Unit	Staff consider law enforcement capabilities in the mission to prepare for, protect against, respond to, recover from and mitigate all hazards. Set policy, programs and operations affecting or impacting the law enforcement community. Enhance communication and coordination between national security agencies and law enforcement professionals by enabling synchronization of internal and external initiatives that involve law enforcement and security activities through partnership, intelligence, information-sharing, analysis and decision-making support.
	Fire Services Group	Staff support and strengthens fire and emergency medical services and stakeholders to prepare for, prevent, mitigate and respond to all hazards. Through data collection, public education, research and training efforts, the U.S. Fire Administration has helped to reduce fire deaths and make our communities and residents safer.
	Emergency Medical Services (EMS) Group	This Role directs EMS operations at the incident site, managing situational issues and resources. Tactical aspects of triage, treatment and transport divisions report to this level. This position within the Medical Branch is also strategic in nature and coordinates closer to the activity at the incident while the Medical Branch Director is in closer proximity to the Incident Commander at the Command Post for quick intervention at a command level.
	Animal Control Unit	Staff respond to animal and agricultural health issues; provide technical expertise, coordination and

		support of animal emergency management functions. These functions may include: emergency sheltering operations, feeding, re-homing/adoption, animal collection and processing, animal veterinary care, etc.
	Human Services Branch	
	Emergency Medical Services Group	Staff will develop an Incident Medical Plan (to be included in the Incident Action Plan); develop procedures for managing major medical emergencies; provide medical aid; and assist the Finance/Administration Section with processing injury-related claims.
	Shelter and Mass Care Group	Staff will utilize plans to setup and operate Evacuation Centers local facilities as needed to house and feed displaced residents and certain household pets during extreme emergencies. Acquire and provide resources necessary to support mass care services.
	Volunteer and Donations Management Unit	Develops the Volunteer Management Plan and coordinates with Donations Management to ensure coverage is provided for volunteer services. Creates activation and deployment schedules for disaster volunteers and maintains and updates volunteer roster. Leverages the expertise of local community partners for volunteer initiatives. Identify how to effectively manage the surge of unsolicited goods. Gather information from organizations, agencies, volunteers, media, and others for donations intelligence purposes. Facilitate the matching of unaffiliated volunteers with appropriate organizations or agencies during program implementation. List the planning considerations for cash donations. Incorporate technology needed to successfully manage data and information on unaffiliated volunteers and unsolicited goods.
	Infrastructure Branch	
	Public Works Group	Staff will enhance response and recovery efforts with other city and county departments. Specific activities within the scope of this function include: debris management, damage assessments, facility maintenance, coordination with Virginia Department of Transportation (VDOT), etc.

	Agriculture and Natural Resources Group	Agriculture and Natural Resources organizes and coordinates Federal support for the protection of the Nation's agricultural and natural and cultural resources during national emergencies. Works during actual and potential incidents to provide nutrition assistance; respond to animal and agricultural health issues; provide technical expertise, coordination and support of animal and agricultural emergency management; ensure the safety and defense of the Nation's supply of meat, poultry, and processed egg products; and ensure the protection

INCIDENT AND RESOURCE MANAGEMENT

WEBEOC

Cumberland County Emergency Management utilizes an internet-enabled incident and event management system called WebEOC**.** The system complies with the provisions for the National Incident Management System (NIMS) and supports the Incident Command System (ICS).

With access to the Internet, personnel with prior authorization can view and enter incident information in WebEOC status boards. Cumberland County personnel have been granted password protected access to WebEOC and will use this system for entering and tracking incident information, making resource requests, reporting damages, etc. to the Cumberland County EOC. Traditional methods of communication and documentation (such as ICS - 214 forms) will be utilized as back-up if WebEOC is inoperable.

RESOURCE MANAGEMENT

All Cumberland County departments are encouraged to inventory and document their critical resources and address any shortfalls prior to an incident. If response operations deplete county resources, requests for resources are to be made to the State through WebEOC.

STATUS REPORTS

Status reporting will be conducted through Incident Action Plans (IAPs), Situation Reports (SitReps), Briefings, and WebEOC, using the Significant Events Board. The Cumberland County EOC will advise as to when Significant Events should be reported. Normally, this would be when the fire district or EOC is first activated and at the end of each day or shift change. Significant Events will be submitted using WebEOC.

INCIDENT ACTION PLANS (IAPS)

An oral or written plan that contains general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods. Incident Action Plans (IAPs) will be developed by the EOC each operational period in preparation for the following operational period. For additional guidance regarding IAP development, see the **Annex C Response.**

ALERTS AND NOTIFICATIONS

The primary means of emergency alerts and notifications for Cumberland County personnel is through the use of cellular telephone, text messaging, and email. A network of broadcast stations interconnecting facilities (Emergency Alert System (EAS)) authorized by the Federal Communications Commission (FCC) to operate in a controlled manner will be utilized to warn and inform the public of needed protective actions in the event of a disaster or emergency situation.

COMMUNICATIONS

EOC communications systems include standard telephone lines, cellular phones, pagers, satellite communications, 800 MHz radio system, conference calls, email, fax, incident management system software (WebEOC), desktop and laptop computers.

The primary means of communication between Cumberland County and the State EOC will be via WebEOC and telephone. Secondary (back-up) communications will be conducted via radio, email, and/or cellular telephone to include text messaging.

EOC DEACTIVATION

As Cumberland County's emergency response operations are completed or recovery operations no longer require intensive coordination, the Emergency Manager in coordination with the EPG may consider deactivation of the County EOC. Deactivation of the Cumberland County EOC is further discussed in **Annex C Response**.

This decision will take into account the following considerations:

- The need for continuing coordination of Cumberland County responsibilities and decision-making as response operations are completed and Cumberland County transitions to disaster recovery operations;
- The continued operation of Cumberland County Command Posts or other response or recovery activities;
- The continued activation of the Cumberland County EOC and/or EOCs of adjacent municipalities, as well as the potential needs for Cumberland County support to operations outside of the Jurisdiction; and,

- The capabilities of County departments to effectively conduct remaining operations from their normal offices or other places of operations.

Upon a decision to deactivate the EOC, the EOC Manager will ensure that all documentation regarding operations directed from the EOC, or expenditures made, have been completed accurately and received by the appropriate entity. Following receipt of this information, the EOC will be deactivated. Upon deactivation, the EOC Manager will be responsible for promptly completing the following:

- Notifying Cumberland County Emergency Management of the deactivation;
- Notifying all County departments and members of the EPG of the deactivation;
- Notifying any other organizations or agencies conducting operations within Cumberland County of the deactivation;
- Ensuring that all documentation regarding response operations by Cumberland County is complete and accurate;
- Issuing public information and/or a media release explaining deactivation of the EOC; and,
- Defining the disaster recovery facilities that will be activated and the recovery operations that will be implemented.

PLAN MAINTENANCE, TRAINING, AND TESTING

PLAN MAINTENANCE AND UPDATES

Cumberland County Director of Emergency Management, assisted by the Coordinator, is responsible for the overall development and maintenance of the EOP. The Emergency Management Director or their designee, will ensure the EOP is reviewed and updated by each department. It should be updated with minor changes based on lessons learned following a real-world incident or exercise, or after a known threat passes without incident. At a minimum the EOP will be readopted every four (4) years by the Board of Supervisors.

The EOP should be updated and tested annually for the purpose of correcting deficiencies identified through actual emergency response operations, drills, exercises, and through changes in Cumberland County organizational structure, technological changes, etc. Plan change requests should be completed and submitted utilizing the **Plan Change Form in Attachment 3**, updates will be documented in the **Record of Changes** at the beginning of this document.

CORRECTIVE ACTIONS

After Action Reports (AARs) are essential for identifying issues that impeded operations or innovative approaches that were introduced during the response and recovery that may be applicable to future incidents. In order for issues to be addressed, these issues need to be identified and documented. The Cumberland County Emergency Management Director or their designee will coordinate AARs, and provide documentation, dissemination, and tracking of findings and corrective actions. Through a collaborative and objective process with the EPT, develop a corrective action plan and established for further incident/event response, mitigation, strategies/actions, and corrective action plans. Corrective actions will be taken directly from the AAR process and associated documents.

Cumberland County Emergency Management will maintain a training and exercise schedule and assure that the appropriate resources are available to complete these activities. Following each exercise or actual event, a hot wash and AAR will take place. Strengths and areas for improvement will be incorporated into the updated EOP.

TRAINING

Trained and knowledgeable personnel are essential for the prompt and proper execution of the EOP. Cumberland County Emergency Management will ensure all EPG, EPT, and other departmental support personnel have a thorough understanding of their assigned responsibilities in a disaster or emergency situation, as well as how their role and responsibilities interface with the other response components of the EOP. Cumberland County Emergency Management will provide personnel with the necessary training to execute those responsibilities in an effective and responsible manner. The training is identified in greater detail in **Annex B Preparedness.**

TESTING

Cumberland County Emergency Management should develop, plan, and conduct at least one exercise annually. These exercises will be designed to not only test the EOP and other support plans, but to aid in training all appropriate personnel and to improve the overall emergency management organization and capability of Cumberland County. Exercise information is detailed in **Annex B Preparedness**.

ATTACHMENT 1: STAFFING CONTINGENCY

ORDER OF SUCCESSION

This EOP provides for continuity of leadership in the event that authorized individuals are unable to carry out their responsibilities. Cumberland County have provided a line of succession for Emergency Management in the event of a major emergency.

Should the Director of Emergency Management be unavailable or unable to serve, the positions identified below in order, shall act as the Cumberland County Director of Emergency Management, with all the powers and authorities of the Director of Emergency Management. Alternates shall only be empowered to exercise the powers and authorities of the Coordinator of Emergency Management. The individual who serves as acting Coordinator of Emergency Management shall have all the powers and authority of the Coordinator of Emergency Management and will serve until the Coordinator of Emergency Management is again able to serve or a successor is appointed by the Cumberland County Administrator or Board of Supervisors.

Order of Succession	Title
1	County Administrator, Cumberland County
2	Coordinator of Emergency Management
3	Sheriff, Cumberland County

EMERGENCY WORK POLICY

During emergency operations, Cumberland County employee schedules will be determined by the appropriate Department Director or designee. This scheduling may continue for an extended period of time. Shifts will be implemented to allow employees time to secure and/or arrange for necessary cleanup and repairs to their homes.

Any Cumberland County employee can be designated as Emergency Critical Personnel for emergency operations dependent on the nature of the emergency. Cumberland County Department Leadership is responsible for designating each of their employees as emergency critical personnel. This means:

- **Essential Employees (EEs):** Employees must be immediately available to their department before, during, and after the disaster related event, tropical storm or hurricane. These employees will be those with specific emergency or disaster-related knowledge or specialized skills. Some examples include fire, police, public works, EOC staff and call center operators.

Upon declaration of an emergency, the County Administrator will make personnel policy decisions concerning facility closures, essential personnel, hours of work, work assignments, and other matters. All provisions of the County's *Employee Handbook*, latest edition, may be suspended by the County Administrator, except for those sections concerning safety and wages. The Cumberland County Human Resources Department will distribute these policies in writing to Cumberland County Departments. These policies will be updated and amended as appropriate to the emergency.

ATTACHMENT 2: RESPONSIBILITY MATRIX

The following Responsibility Matrix provides an illustration of Cumberland County's ICS organization and assignment of responsibilities. This matrix is comprised of local, state, and non-government departments and agencies. The Primary department/agency assigned is indicated with a "P" and Support departments/agencies are identified with an "S".

AGENCY	**EOC Command**	Liaison Officer	Safety Officer	Public Information Officer	**Public Safety Branch**	Operations Section Chief	Law Enforcement Group	Fire Services Group	Emergency Medical Services Group	**Infrastructure Branch**	Public Works Group	Agriculture and Natural Resources Group	**Human Services Branch**	Sheltering and Mass Care Group	Volunteer/Donation Management Group	**Planning Section**	Planning Section Cheif	Documentation/Situation Unit	**Logistics Section**	Logistics Section Chief	Communications/IS Unit	Supply/Ground Support Unit	**Finance/Admin Section**	Finance/Admin Section Chief	Procurement/Claims Unit	Cost/Time Unit
Local																										
Animal Control							P							S												
Building Inspections																	P									
Board of Supervisors				P																						
Clerk of Court	P	P																		P		S				
Commissioner of Revenue																									S	S
Commonwealth's Attorney's Office																						S				
Community Development																										
County Administration								S														S				
County Attorney's Office							S	S	S		S											S				
Commonwealth's Attorney								S																		
Emergency Management								S	S		S			S												
Finance																							P	P	P	

Fire and EMS								P	P																	
Health Department																										
Information Technology																				P						
Parks & Recreation																					P					
Planning & Zoning											S					P	S				S					
Public Works											P															
Sheriff's Office			P			P	P																			
Social Services														P	P											
Agricultural Extension												p														

AGENCY	**EOC Command**	Liaison Officer	Safety Officer	Public Information Officer	**Public Safety Branch**	Law Enforcement Group	Fire Services Group	Emergency Medical Services Group	**Infrastructure Branch**	Public Works Group	Agriculture and Natural Resources Group	**Human Services Branch**	Public Health and Medical Services Group	Sheltering and Mass Care Group	Volunteer/Donation Management Group	**Planning Section**	Situation/Intelligence Unit	Recovery/Planning Unit	**Logistics Section**	Facilities/Transportation Unit	Supply/Ground Support Unit	**Finance/Admin Section**	Procurement/Claims Unit	Cost/Time Unit
State																										
State Corporation Commission										S											S					
Department of Transportation						S				S										P						
National Guard						S																				
State Police						S							S	S						S						
Department of Forestry										S										S	S					
Department of Fire Programs										S											S					
Department of Environmental Quality							S			S			S								S					
Department of CES										S	P		S					S			S					

Department of Health													S	S							S		
Department of Mental Health													S	S							S		
Department of Labor													S								S		
Department of Housing & Community Affairs											P		S										
Department of Game & Inland Fisheries											S		S										
Department of Emergency Mgt HazMat Reg RT							S																
Department of Mining Minerals & Energy										S													

AGENCY	**EOC Command**	Liaison Officer	Safety Officer	Public Information Officer	**Public Safety Branch**	Law Enforcement Group	Fire Services Group	Emergency Medical Services Group	**Infrastructure Branch**	Public Works Group	Agriculture and Natural Resources Group	**Human Services Branch**	Public Health and Medical Services Group	Sheltering and Mass Care Group	Volunteer/Donation Management Group	**Planning Section**	Documentation/Situation Unit	Recovery/Planning Unit	**Logistics Section**	Communications/IS Unit	Supply/Ground Support Unit	**Finance/Admin Section**	Procurement/Claims Unit	Cost/Time Unit
Non-Government																								
American Red Cross											S		S	S	S			S						
RACES																	S			S	S			
Community Emergency Response Team						S	S			S			S	S	S									
Neighborhood Watch						S												S			S			
Salvation Army														S	S			S			S			
Faith Based Organizations														S	S			S			S			
Home & Family Services														S	S			S			S			

VVOAD													S				S			S				
Ministerial Associations																				S				
Food Banks												S	S	S			S							
Agriculture Associations										S														
Animal Protection										S														

ATTACHMENT 3: EMERGENCY DECLARATION

DECLARATION OF A STATE OF EMERGENCY

WHEREAS, the Director of Emergency Management of _____Jurisdiction does/did hereby find:

1. That due to _____(Specify Event)_____, Jurisdiction is facing/faced dangerous conditions;
2. That due to the _____(Specify Event)_____, a condition of extreme peril to life and property necessitates/necessitated the proclamation of the existence of a local emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that an emergency does now/or did exists throughout said Jurisdiction; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said emergency, the powers, functions, and duties of the Emergency Management Organization of Jurisdiction shall be/were those prescribed by State Law and the Ordinances, Resolutions, and approved plans of Jurisdiction in order to mitigate the effects of said emergency.

_____

Date

_____

Chair, Board of Supervisors
County of Cumberland, Commonwealth of Virginia

Attest: _____

Clerk, Board of Supervisors
County of Cumberland, Commonwealth of Virginia

ATTACHMENT 4: PROPOSED CHANGE FORM

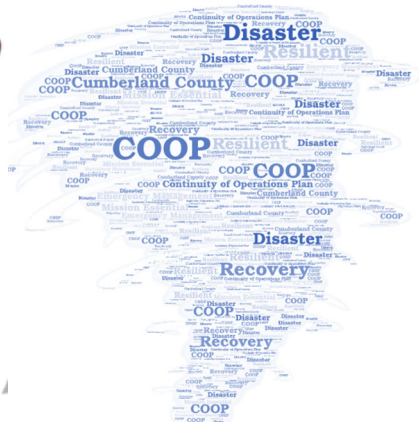
Instructions: This form is used to a change to the Emergency Operations Plan. Please email the completed form with the top portion completed to: tbranch@cumberlandcounty.virginia.gov

EMERGENCY OPERATIONS PLAN CHANGE FORM	Date:
Name:	Department:
Phone:	Email:

CHANGE REQUESTED		
Plan Page(s)	Reason for Change:	
	Proposed Change Language:	

CUMBERLAND COUNTY EMERGENCY MANAGEMENT USE	
Reviewed by:	Change Approved? Yes ☐ No☐
Approved Change Language:	
☐ Recorded in Record of Changes Date:	☐ Updated Plan Sent to Plan Holders

County of Cumberland Virginia



Annex A: Mitigation

January 2026

This Page Left Blank Intentionally

PLAN DOCUMENTATION

APPROVAL

This Mitigation Annex is hereby approved and is effective immediately. This document, along with any referenced attachments, will be maintained, reviewed, and updated as defined within this document. Authority is delegated to the Cumberland County Director of Emergency Management, or their designee to serve as the Emergency Manager, modify this plan as necessary to address operational or organizational changes, comply with policy, or address mandates from the Commonwealth of Virginia or Federal government. All County Departments are hereby directed to follow this plan, its supporting plans, annexes, policies, and procedures.

_____	_____
Chair, Cumberland County Board of Supervisors	Sheriff, Cumberland County
_____	_____
County Administrator, Cumberland County	Chief/Emergency Management Coordinator, Cumberland County Fire and EMS

RECORD OF CHANGES

Change #	Page #	Section	Summary of Change	Change Made By	Date
1					
2					
3					

AUTHORITIES, ACRONYMS, AND DEFINITIONS

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

RELATED AUTHORITIES

See Authorities in the EOP Base Plan for general authorities and references.

- The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended by the Disaster Mitigation Act of 2000 (Public Law 106-390)
- Title 44, Chapter 1, Part 201 (Mitigation Planning) of the Code of Federal Regulations (CFR)
- FEMA Local Mitigation Plan Review Guide (October 1, 2011)

ACRONYMS

CDC	Centers for Disease Control and Prevention
COOP	Continuity of Operations
EOP	Emergency Operations Plan
EPT	Emergency Planning Team
FEMA	Federal Emergency Management Agency
FMA	Flood Mitigation Assistance
HAZMAT	Hazardous Materials
HMC	Hazard Mitigation Coordinator
HMGP	Hazard Mitigation Grant Program
HMP	Hazard Mitigation Plan
IA	Individual Assistance
NFIP	National Flood Insurance Program
PA	Public Assistance
PDM	Pre-Disaster Mitigation
PPE	Personal Protective Equipment
SDS	Safety Data Sheets
VDH	Virginia Department of Health
VDOT	Virginia Department of Transportation
WHO	World Health Organization

DEFINITIONS

Mitigation: The effort to reduce the loss of life and property from natural, human-caused, and technological hazards by lessening the impact of disasters.

- **Pre-Disaster Mitigation:** Pre-Incident Mitigation Activities take place prior to the occurrence of an emergency situation. This time frame provides Cumberland County a more relaxed atmosphere for the development and implementation of long-term, multi-hazard mitigation measures. The Pre-Disaster Mitigation time frame is preferred and most appropriate for the reduction of risks and potential damages to the area. During this process, additional hazard identification may occur, and this time frame provides for mitigation strategy and implementation.
- **Post-Disaster Mitigation:** Post-Incident Mitigations Activities take place after an emergency situation has occurred. These activities are conducted in response to the emergency situation and are designed to reduce additional loss of life and property damage to facilities such as a repair to a broken water main. Mitigation opportunities, which may be identified that can aid in the reduction of potential damage from future incidents are incorporated into updates to the Mitigation Annex.

Appropriate Mitigation Measures: Mitigation actions that balance the cost of implementation against the potential cost of continued damages, if such measures are not taken. Mitigation measures should be less costly to implement than the damages they are intended to prevent. Floodplain management, acquisition of flood-prone property, enhanced insurance coverage, and the adoption and enforcement of safe land use regulations and construction standards are considered as highly appropriate mitigation actions.

Area of Responsibility: The jurisdictional boundaries of Cumberland County.

Benefit/Cost: The ratio between the costs of implementing a mitigation project versus the benefits (amount of future cost savings) potentially achieved. Projects funded under the Hazard Mitigation Grant Program (HMGP) or Post-Disaster Mitigation (PDM) grants must have a B/C of 1 to 1 or greater.

Disaster: A hazard caused incident that results in widespread or severe damage, injury or loss of life, property or resources, and exceeds the recovery capabilities of a jurisdiction. Disaster assistance provided by the Federal or State government is intended to supplement local government resources and enhance recovery capabilities to achieve a speedy and efficient return to pre-incident conditions.

Disaster-Resistant Community: A community, which makes a commitment to recognize the threats posed by natural and human-made hazards to its whole community and mission. It formulates policies, programs, and practices to assess its risk and implements actions to mitigate its impacts.

Flood Mitigation Assistance (FMA): FMA provides funds for planning and projects to reduce or eliminate the risk of flood damage to buildings that are insured under the National Flood Insurance Program (NFIP) on an annual basis.

Hazard Analysis: A document that provides a risk-based quantitative method of determining mitigation and preparedness priorities and consists of a hazard assessment, vulnerability assessment, and risk assessment. A Hazard Analysis identifies vulnerabilities and risks within Cumberland and is a living document that is reviewed and updated regularly.

Hazard Incident: Any occurrence in which people and/or property are adversely affected by the consequences of a natural, technological, or security-related hazard.

Hazard Mitigation: Sustained actions taken to eliminate or reduce long-term risk to people and property from hazards and their effects. The goal of mitigation is to save lives and reduce damages to property, infrastructure, and the environment and, consequently, to minimize the costs of future disaster response and recovery activities.

Hazard Mitigation Grants: These are federal mitigation grant programs that provide federal cost-share funds to develop and implement vulnerability and risk reduction actions.

Hazard Mitigation Grant Program (HMGP): Authorized under Section 404 of the Stafford Act; provides funding for cost-effective post-disaster hazard mitigation projects that reduce the future potential of loss of life and property damage.

Hazard Mitigation Plan (HMP): A document that outlines the nature and extent of vulnerability and risk from natural hazards present in a jurisdiction and describes the actions required to minimize the effects of those hazards. A hazard mitigation plan also describes how prioritized mitigation measures will be funded and when they will be implemented. The area of coverage for an HMP is based on commonly shared hazards, needs, and capabilities; plans may be prepared for a single organization such as a city, as a countywide plan, or on a regional basis.

Risk Factors: A group of identifiable facts and assumptions concerning the impact of specific or associated hazards. An analysis of interrelated risk factors provides a means to determine the degree (magnitude) of risk produced by a particular hazard or an incident and, consequently, provides a means to determine the priority of mitigation planning and implementation activities.

TABLE OF CONTENTS

Plan Documentation **3**
Approval 3
Record of Changes 4
Authorities, Acronyms, and Definitions **5**
Related Authorities 5
Abbreviations and Acronyms 5
Definitions 6
Table of Contents **8**
Introduction **9**
Background 9
Purpose 10
Scope 10
Mitigation Objectives 10
Planning Assumptions 10
Concept of Operations **12**
Organization 12
Direction and Control 12
Initial Mitigation Considerations and Actions 12
Hazard-Specific Mitigation Activity Roles and Responsibilities 12
Flooding 13
Hurricanes 14
Severe Storms/Tornadoes/Wind Events 16
Winter Weather 17
Hazardous Materials 19
Catastrophic Infrastructure Failure 20
Terrorism (Foreign/Domestic) 21
Civil Disorder 22
Pipeline Accidents 23
Public Health and Pandemic 24
Annex Maintenance and Updates 25
Attachment 1: Mitigation Corrective Action Form **26**
Attachment 2: Proposed Annex Change Form **27**

INTRODUCTION

BACKGROUND

In considering the threats and hazards facing the Cumberland County Emergency Planning Team (EPT), members reviewed the full range of hazards suggested under the Federal Emergency Management Agency (FEMA) planning guidance, then narrowed that list to those hazards identified by Cumberland County as a starting point. Through available historical data and open-source information from federal and state agencies, Cumberland County Emergency Management further refined the list to include those threats of the greatest likelihood of occurrence and potential impact severity (minor, major, catastrophic). The threats identified have been ranked by likelihood and potential impact severity for each identified hazard.

In general, there are three (3) main categories of hazards including: natural, human-caused, technological, and other. The hazard identified as "other" has been revised to reflect public health hazards to include pandemics.

Natural hazards are hazards related to weather patterns and/or physical characteristics of an area. Often natural hazards occur repeatedly in the same geographical locations. They include flooding, coastal storms/hurricanes, earthquakes, and severe storms/tornadoes and rain.

Human-caused hazards are hazards that arise from deliberate, intentional human actions to threaten or harm the well-being of others. Examples include school violence, terrorist acts, or sabotage.

Technological hazards refer to hazards originating from technological or industrial accidents, infrastructure failures, or certain human activities such as dam/levee failures, utility outages, gas leaks, and hazardous materials (HazMat) spills.

Public Health Emergency is defined by the World Health Organization (WHO) as an occurrence or imminent threat of an illness or health condition, caused by bio terrorism, epidemic or pandemic disease, or (a) novel and highly fatal infectious agent or biological toxin, that poses a substantial risk of a significant number of human facilities or incidents or permanent or long-term disability (WHO/CDC, 2001). A public health emergency is a condition that requires the Governor to declare a State of Public Health Emergency. The declaration of a State of Public Health Emergency permits the Governor to suspend state regulations and/or change the functions of state agencies[1].

Fires and explosions can fall into one or more categories depending on their origin. A hazard's potential impact(s) determine the actions needed to mitigate their effects as well as the capabilities and resources required for response and recovery. All-hazards planning is based on the ability to manage the consequences posing the greatest challenges to the area's capabilities and resources. With that achieved, Cumberland can cope with any type of incident as illustrated below in the Threat and Hazard Analysis.

[1] https://www.who.int/hac/about/definitions/en/#:~:text=A%20public%20health%20emergency%20

Hazard Type	Hazard Likelihood of Occurrence (SEE BELOW)	Estimated Impact Severity LIMITED/MODERATE/MAJOR
Winter Weather	Highly Likely	Major
Power outages	Highly Likely	Major
Flooding	Likely	Moderate
Public Health	Likely	Major
Hazardous Materials (HazMat)	Likely	Moderate
Tornadoes	Likely	Major
Hurricanes	Likely	Major
Civil Disorder	Unlikely	Limited
Pipeline Accidents	Unlikely	Major
Terrorism	Unlikely	Major

Table 1– Threats and Hazards Summary

PURPOSE

The purpose of the Mitigation Annex is to identify immediate actions to reduce death, injuries, and property losses to Cumberland facilities caused by natural and/or human-caused hazards by avoiding or lessening the impact of a disaster.

SCOPE

This Annex identifies hazards based on past history of disasters as outlined in the EOP which focuses on those hazards classified as minor, major, or catastrophic potential impacts to the area. This Annex provides goals, objectives, strategies, and appropriate mitigation measures or actions for reducing future losses within the County.

MITIGATION OBJECTIVES

- Identify ways to prevent or reduce the impacts of newly discovered hazards.
- Maintain hazard mitigation as an ongoing element of the Emergency Management program.
- Initiate mitigation activities at any time as appropriate and as needed to assist the "Whole Community" in Cumberland County.

PLANNING ASSUMPTIONS

- **Pro-Active Process** – Cumberland is currently taking pro-active measures and implementing improvements where identified in the Thread and Hazard Analysis. Cumberland's ability to continue with process identification and improvement implementation has been considered.

- **Probability of Occurrence** - The likelihood of hazard-specific occurrence was estimated by examining the historic record and/or calculating the probability of annual occurrence.
- **Impact** - The potential impacts sustained by hazards outlined in this Annex were considered. Impacts to county assets and Cumberland's ability to mitigate against potential hazards were utilized in the creation of the Hazard Specific Mitigation Activity Roles and Responsibilities.
- **Warning Time** - The timeframe associated with an upcoming hazard-specific event. The activities addressed in this Annex included mitigation efforts for both notice and no-notice disasters. If proper mitigation activities are conducted on a regular basis and identified issues are corrected, both notice and no-notice disaster impacts should be lessened.
- **Changing Future Conditions** - This Annex is a living document and updates should be completed as necessary. The understanding that the County will grow and expand its departmental programs and services, buildings, facilities, etc. has been considered.

CONCEPT OF OPERATIONS

ORGANIZATION

It is the responsibility of all Cumberland County Departments to conduct mitigation activities within their scope of responsibility regularly. The success of the County's mitigation efforts relies upon being proactive and interdepartmental cooperation in addressing mitigation.

DIRECTION AND CONTROL

INITIAL MITIGATION CONSIDERATIONS AND ACTIONS

- ☐ Receive a situation briefing from Cumberland Emergency Management to understand the pending hazard and potential consequences.
- ☐ Departments conduct initial site/area surveys to identify immediate mitigation actions.
- ☐ Following a disaster situation, assess damaged buildings and facilities to identify mitigation opportunities that may prevent future damage.
- ☐ Evaluate the effectiveness of previously implemented mitigation actions.
- ☐ Review and develop procedures, adhere to building codes and develop standards to minimize the occurrence/impact of a hazard.

HAZARD-SPECIFIC MITIGATION ACTIVITY ROLES AND RESPONSIBILITIES

To address the differences in mitigation activities for different hazards, the checklists beginning on the following page are organized by specific hazard, with department/role-specific actions.

FLOODING

Responsible Discipline	Mitigation Actions
All Departments	☐ Elevate equipment and supplies above expected flood levels ☐ Label and secure essential records ☐ Arrange for the evacuation of records to back up facilities ☐ Relocate essential functions/services to off-site locations and activate COOP as appropriate ☐ Communicate situational awareness and mitigation actions to Emergency Management
Emergency Management	☐ Test county-wide alerts and notifications for flooding ☐ Provide county-wide safety alerts and notifications
Public Works	☐ Apply sandbags if possible or other waterproofing material ☐ Cover equipment and other supplies with a plastic barrier to prevent water damage ☐ Ensure drains are clear for de-watering purposes ☐ Arrange for backup power ☐ If necessary, place de-watering pumps at needed locations
Law Enforcement	☐ Evaluate roadways for flooding risk and coordinate with VDOT ☐ Re-route and/or close public access to flooded areas ☐ Provide county-wide updates and roadway changes ☐ Ensure flooded areas are marked appropriately to not allow access
Planning and Zoning	☐ Conduct and coordinate public information programs to inform the public about hazards and highly encourage them to reduce their levels of risk ☐ Adopt land-use regulations and building standards to ensure people build safely and reduce risk to themselves or others ☐ Identify any possible rewards that builders and residents may obtain for participating in mitigation efforts and desirable behaviors and actions
Information Technology	☐ Back up computer and information systems
Building Inspections	☐ Ensure county-owned buildings and facilities are equipped to handle flooding incidents

HURRICANES

Responsible Discipline	Mitigation Actions
All Departments	☐ Label and secure vital records ☐ Arrange for the evacuation of records to a secure and dry location ☐ Elevate equipment and supplies above projected flood levels ☐ If needed, ensure the relocation of essential functions/services ☐ Move items away from glass windows ☐ Communicate situational awareness and mitigation actions to Emergency Management
Emergency Management	☐ Test county-wide safety alerts and notifications for tropical weather ☐ Provide county-wide safety alerts and notifications ☐ Ensure evacuation routes are known and communicated ☐ Assess shelter capabilities
Public Works	☐ Apply storm shutters and board up windows and doors ☐ Test back up power supply ☐ Bring in outside equipment ☐ Trim back tree limbs and branches that could fall during high winds ☐ Test de-watering pumps ☐ If necessary, place de-watering pumps at needed locations ☐ Bring in outside equipment and furniture ☐ Take down any temporary shelters or tents ☐ Trim back tree limbs and branches that could fall during high winds ☐ Locate and secure any outdoor items that could potentially become projectiles ☐ Ensure support staffing is provided to applicable areas
Human Resources	☐ Update and verify Cumberland County employee contact information
Parks and Recreation	☐ Apply storm shutters and board up windows and doors ☐ Test back up power supply ☐ Bring in outside equipment ☐ Trim back tree limbs and branches that could fall during high winds ☐ Test de-watering pumps ☐ If necessary, place de-watering pumps at needed locations ☐ Bring in outside equipment and furniture ☐ Take down any temporary shelters or tents

	☐ Trim back tree limbs and branches that could fall during high winds ☐ Locate and secure any outdoor items that could potentially become projectiles ☐ Ensure support staffing is provided to applicable areas ☐ Post appropriate signing to close parks, picnic areas, and recreation facilities
Law Enforcement	☐ Secure evacuation routes ☐ Provide additional sworn officers as needed
Information Technology	☐ Back up computer and information systems
Planning and Zoning	☐ Conduct and coordinate public information programs to inform the public about hazards and highly encourage them to reduce their levels of risk ☐ Adopt land-use regulations and building standards to ensure people build safely and reduce risk to themselves or others ☐ Identify any possible rewards that builders and residents may obtain for participating in mitigation efforts and desirable behaviors and actions

SEVERE STORMS/TORNADOES/WIND EVENTS

Responsible Discipline	Mitigation Actions
All Departments	☐ Move items away from glass windows ☐ Secure outdoor objects that could cause damage or injury ☐ Communication situational awareness and mitigation actions to Emergency Management
Emergency Management	☐ Test county-wide safety alerts and notifications for severe storms/tornadoes ☐ Provide county-wide safety alerts and notifications
Public Works	☐ Bring in outside equipment ☐ Trim back tree limbs and branches that could fall during high winds ☐ Locate and secure any outdoor items that could potentially become projectiles ☐ Bring in outside equipment and furniture ☐ Take down any temporary shelters or tents ☐ Locate and secure any outdoor items that could potentially become projectiles
Parks and Recreation	☐ Bring in outside equipment ☐ Trim back tree limbs and branches that could fall during high winds ☐ Locate and secure any outdoor items that could potentially become projectiles ☐ Bring in outside equipment and furniture ☐ Take down any temporary shelters or tents ☐ Locate and secure any outdoor items that could potentially become projectiles
Planning and Zoning	☐ Conduct and coordinate public information programs to inform the public about hazards and highly encourage them to reduce their levels of risk ☐ Adopt land-use regulations and building standards to ensure people build safely and reduce risk to themselves or others ☐ Identify any possible rewards that builders and residents may obtain for participating in mitigation efforts and desirable behaviors and actions

WINTER WEATHER

Responsible Discipline	Mitigation Actions
All Departments	☐ Create/maintain list of critical personnel with POC information ☐ Implement staffing/shift adjustments as needed ☐ Ensure vehicles are equipped with appropriate snow related equipment (chains, shovel, kitty litter/sand etc.) ☐ Train personnel on operation/donning/removal of snow related equipment to include tire chains ☐ Document all storm-related expenses ☐ Provide EOC personnel on request/as needed
Emergency Management	☐ Develop/Maintain/Exercise Winter-Storm Response related hazard annex ☐ Coordinate Winter-Storm related response/recovery actions ☐ Manage locality Emergency Operations Center (EOC) in-person and/or virtual ☐ Submit locality Situation Reports to State OEM as needed/required ☐ Submit Damage-Assessment related information to State as needed ☐ Notify departments to maintain and test backup generators (portable & fixed) ☐ Provide storm related weather briefing to departments as needed ☐ Provide storm related documentation requirements to departments as needed
Fire/EMS	☐ Create/maintain list of critical personnel with POC information ☐ Implement staffing/shift adjustments as required ☐ Ensure vehicles are equipped with appropriate snow related equipment (chains, shovel, kitty litter/sand etc.) ☐ Train personnel on operation/donning/removal of snow related equipment to include tire chains ☐ Document all storm-related expenses ☐ Provide EOC personnel on request/as needed
Law Enforcement	☐ Create/maintain list of critical personnel with POC information ☐ Implement staffing/shift adjustments as required ☐ Ensure vehicles are equipped with appropriate snow related equipment (chains, shovel, kitty litter/sand etc.) ☐ Train personnel on operation/donning/removal of snow related equipment to include tire chains ☐ Document all storm-related expenses

	☐ Provide EOC personnel on request/as needed
Public Works	☐ Create/maintain list of trained critical personnel with POC information ☐ Establish snow removal plan priorities (roads, sidewalks, parking lots, facilities) ☐ Create an equipment inventory for critical snow removal equipment ☐ Obtain/contract for sufficient critical materials (sand, salt, brine solution) ☐ Maintain and perform snow removal equipment tests and preventative maintenance (plows, spreaders, blowers, chainsaws etc.) ☐ Maintain and test backup generators (portable & fixed) ☐ Train personnel on operation of snow removal equipment ☐ Implement staffing/shift adjustments as required (incident based) ☐ Document all storm-related expenses ☐ Provide EOC personnel on request/as needed
Parks and Recreation	☐ Create/maintain list of trained critical personnel with POC information ☐ Establish snow removal plan priorities (roads, sidewalks, parking lots, facilities) ☐ Create an equipment inventory for critical snow removal equipment ☐ Obtain/contract for sufficient critical materials (sand, salt, brine solution) ☐ Maintain and perform snow removal equipment tests and preventative maintenance (plows, spreaders, blowers, chainsaws etc.) ☐ Maintain and test backup generators (portable & fixed) ☐ Train personnel on operation of snow removal equipment ☐ Implement staffing/shift adjustments as required (incident based) ☐ Document all storm-related expenses ☐ Provide EOC personnel on request/as needed

HAZARDOUS MATERIALS

Responsible Discipline	Mitigation Actions
All Departments	☐ If applicable, maintain and update HazMat location and inventory ☐ If applicable, maintain and update Safety Data Sheets (SDS) ☐ If applicable, ensure to communicate all departmental HazMat to Fire-Recue ☐ If applicable, ensure departmental training is conducted on safe handling, usage, and storage of HazMat ☐ If applicable, ensure proper Personal Protective Equipment (PPE) is maintained for all HazMat
Emergency Management	☐ Determine HazMat disaster risks ☐ Test county-wide safety alerts and notifications for HazMat ☐ Provide county-wide safety alerts and notifications
Public Works	☐ Maintain Safety Data Sheets (SDS) for all hazardous materials on-hand ☐ Ensure training is conducted on safe handling, usage, and storage of HazMat ☐ Ensure to maintain proper Personal Protective Equipment (PPE) for HazMat
Fire/EMS	☐ Inventory response and medical supplies and order items as needed ☐ Test county-wide response times ☐ Continue to conduct scenario-based training ☐ Ensure training is conducted on safe handling, usage, and storage of HazMat ☐ Ensure departments have and maintain proper Personal Protective Equipment (PPE) for HazMat
Parks and Recreation	☐ Maintain Safety Data Sheets (SDS) for all hazardous materials on-hand ☐ Ensure training is conducted on safe handling, usage, and storage of HazMat ☐ Ensure to maintain proper Personal Protective Equipment (PPE) for HazMat

CATASTROPHIC INFRASTRUCTURE FAILURE

Responsible Discipline	Mitigation Actions
Emergency Management	☐ Maintain relationships and contacts with vendors and third-party utility providers
Public Works	☐ Ensure proper water delivery systems are clean and operational ☐ Perform regularly scheduled maintenance to electrical power systems ☐ Test back up power supply ☐ Inspect and conduct regularly scheduled natural gas supply systems tests ☐ Ensure proper lockout/tagout procedures are in place and utilized
Information Technology	☐ Test and maintain Information Security and Network Security systems
Parks and Recreation	☐ Ensure proper water delivery systems are clean and operational ☐ Perform regularly scheduled maintenance to electrical power systems ☐ Test back up power supply ☐ Inspect and conduct regularly scheduled natural gas supply systems tests ☐ Ensure proper lockout/tagout procedures are in place and utilized

TERRORISM (FOREIGN/DOMESTIC)

Responsible Discipline	Mitigation Actions
All Departments	☐ Ensure doors are always secured after access ☐ Maintain day-to-day situational awareness ☐ Report any suspicious activity to law enforcement ☐ Report any safety and security concerns to law enforcement ☐ Ensure completion of Emergency Management assigned and identified mitigation activities ☐ Communicate situational awareness and mitigation actions to Emergency Management
Emergency Management	☐ Ensure day-to-day situational awareness and monitor local, state, and federal issues and activities ☐ Conduct/review threat assessment ☐ Identify the value of a building/facility's assets ☐ Conduct/review vulnerability assessment ☐ Conduct/review risk assessment ☐ Review current mitigation efforts and update as needed based upon risk assessment ☐ Ensure departmental mitigation activities have been assigned and completed
Law Enforcement	☐ Assess and identify potential gaps and vulnerabilities in overall security ☐ If identified, provide additional security mitigation tasking to appropriate departments ☐ Establish additional patrols in areas identified as vulnerable to public safety
Public Works	☐ Make repairs to locks, lighting and other systems when identified ☐ Identify and repair buildings and facilities with noted deficiencies
Building Inspections	☐ Identify and repair buildings and facilities with noted deficiencies
Fire/EMS	☐ Inventory medical supplies and order items as needed ☐ Test county-wide response times ☐ Continue to conduct scenario-based training
Planning and Zoning	☐ Ensure site restrictions, codes, and ordinances are in place and enforced prohibiting access to restricted areas and sites

CIVIL DISORDER

Responsible Discipline	Mitigation Actions
All Departments	☐ Ensure doors are always secured after access ☐ Report any suspicious activity to law enforcement ☐ Report any safety and security concerns to law enforcement ☐ Report lighting issues, broken doors/handles, window issues, etc. ☐ Maintain day-to-day situational awareness ☐ Communication situational awareness and mitigation actions to Emergency Management
Emergency Management	☐ In coordination with law enforcement agencies, ensure the assessment and identification of potential gaps and vulnerabilities in overall security ☐ If identified, provide additional security mitigation tasking to appropriate departments
Law Enforcement	☐ Assess and identify potential gaps and vulnerabilities in overall security ☐ If identified, provide additional security mitigation tasking to appropriate departments ☐ Establish additional patrols in areas identified as vulnerable to public safety
Public Works	☐ Make repairs to locks, lighting and other systems when identified ☐ Identify and repair buildings and facilities with noted deficiencies
Parks and Recreation	☐ Make repairs to locks, lighting and other systems when identified ☐ Identify and repair buildings and facilities with noted deficiencies ☐ Ensure all safety precautions are in place to manage civil unrest at all parks and recreation facilities and sites
Building Inspections	☐ Identify and repair buildings and facilities with noted deficiencies
Fire/EMS	☐ Inventory medical supplies and order items as needed ☐ Test county-wide response times ☐ Continue to conduct scenario-based training
Planning and Zoning	☐ Ensure all ordinances and codes are enforced preventing the misuse of land and sites

Pipeline Accidents

Responsible Discipline	Mitigation Actions
All Departments	☐ Promote Pipeline awareness through education classes and outreach programs ☐ Create One-Call systems for all excavators to call before you dig
Emergency Management	☐ Identifying land use and developments near transmission pipelines ☐ Coordinate with Public Works in making a pipeline map, which categorizes pipelines by function ☐ Coordinate with Public works for implementing pipeline regulations from the U.S. Department of Transportation (DOT), Virginia Department of Transportation (VDOT), and Pipeline Hazardous Materials Safety Administration (PHMSA) ☐ Identify outside natural hazards that could affect pipelines ☐ Coordinate with pipeline operators and organizations
Public Works	☐ Identifying and excavating damaged pipeline ☐ Identify land development near pipelines ☐ Identify pipeline hazards
Law Enforcement	☐ Coordinate with Public Works for roadblocks needed during excavating ☐ Coordinate with Emergency Management on a plan for pipeline emergencies ☐ Enforce regulations on land use and development near pipelines
Fire and EMS	☐ Coordinate with Public Works and Emergency Management on plans for pipeline emergencies ☐ Prepare and train individuals on the flammable and combustible products that can come from pipelines to include natural, gas, highly volatile liquids (HVLs) and refined petroleum
Parks and Recreation	☐ Identifying and excavating damaged pipeline ☐ Identify land development near pipelines ☐ Identify pipeline hazards

PUBLIC HEALTH AND PANDEMIC

Responsible Discipline	Mitigation Actions
All Departments	☐ Practice social distancing to include working from home if allowed ☐ Ensure clean hygiene and handwashing practices ☐ Ensure that all county personnel are wearing PPE correctly and all public health guidance and recommendations remain up to date ☐ If necessary, be prepared to activate department lines of succession or activate COOP
Emergency Management	☐ Maintain relationships and contacts with Department of Health ☐ Monitor outbreak severity and heavily concentrated areas ☐ Be prepared to seek services additional services from VDH as necessary or required ☐ Assist with spreading public awareness and education on hand hygiene practices year-round ☐ Provide public information on where flu shots are available ☐ Ensure social distancing is practiced throughout the area
Fire/EMS	☐ Inventory response/medical supplies and order items as needed ☐ Ensure adequate supply of PPE is on-hand ☐ Review and update all equipment and PPE vendor supply contact lists ☐ Conduct a PPE burn rate analysis to determine PPE needs ☐ Test county-wide response times ☐ Continue to conduct scenario-based training

ANNEX MAINTENANCE AND UPDATES

Cumberland County Emergency Management is responsible for the overall development and maintenance of the Mitigation Annex. The Cumberland County Director of Emergency Management, or their designee, will ensure the Annex is reviewed and updated by each involved department. It should be updated with minor changes based on lessons learned following an actual or threatened emergency situation or exercise.

The Mitigation Annex should be reviewed annually in conjunction with the EOP to add and correct deficiencies in mitigation activities identified through actual emergency response operations, drills, exercises, and through changes in the County's organizational structure, technological changes, etc. Annex updates will be documented on **Attachment 2: Proposed Change to Mitigation Annex Form.**

ATTACHMENT 1: MITIGATION CORRECTIVE ACTION FORM

Instructions: This form is used to document, report, and act on identified mitigation concerns (i.e., broken windows, CCTV cameras, door locks, lighting, standing water). Please email the completed form with the top portion completed to: tbranch@cumberlandcounty.virginia.gov. The issue will be tracked and routed to the appropriate department for action.

MITIGATION CORRECTIVE ACTION FORM	Date:
Name:	Department:
Phone:	Email:
ISSUE IDENTIFIED	
Location:	Description of the issue:
CUMBERLAND COUNTY EMERGENCY MANAGEMENT USE	
Reviewed by:	Department referred to:
Corrective Action Needed:	

RESOURCES	UNIT COST	QUANTITY	LINE TOTAL
Labor:			
Parts:			
Supplies:			
		TOTAL COST ESTIMATE	

Additional Notes or Instructions:	Approved by:

ATTACHMENT 2: PROPOSED ANNEX CHANGE FORM

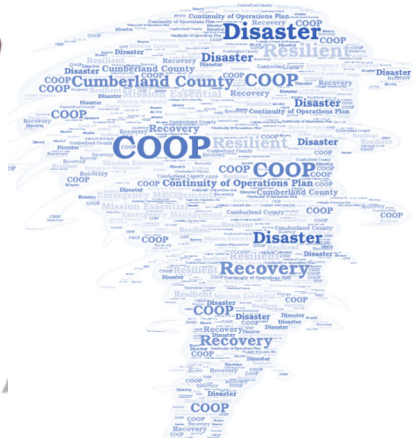
Instructions: This form is used for a change to the Mitigation Annex. Please email the completed form with the top portion completed to: tbranch@cumberlandcounty.virginia.gov.

MITIGATION ANNEX CHANGE FORM	Date:
Name:	Department:
Phone:	Email:

CHANGE REQUESTED		
Annex Page(s)	Reason for Change:	
	Proposed Change Language:	

CUMBERLAND COUNTY EMERGENCY MANAGEMENT USE	
Reviewed by:	Change Approved? Yes ☐ No ☐
Approved Change Language:	
☐ Recorded in Record of Changes Date:	☐ Updated Annex Sent to Plan Holders

County of Cumberland Virginia



Annex B: Preparedness

January 2026

This Page Intentionally Left Blank

PLAN DOCUMENTATION

APPROVAL

This Preparedness Annex is hereby approved and is effective immediately. This document, along with any referenced attachments, will be maintained, reviewed, and updated as defined within this document. Authority is delegated to the Cumberland County Director of Emergency Management, or their designee to serve as the Emergency Manager, modify this plan as necessary to address operational or organizational changes, comply with municipal policy, or address mandates from the Commonwealth of Virginia or Federal government. All County Departments are hereby directed to follow this plan, its supporting plans, annexes, policies, and procedures.

_____	_____
Chair, Cumberland County Board of Supervisors	Sheriff, Cumberland County
_____	_____
County Administrator, Cumberland County	Chief, Emergency Management Coordinator, Cumberland County Fire and EMS

RECORD OF CHANGES

Change #	Page #	Section	Summary of Change	Change Made By	Date
1					
2					
3					

AUTHORITIES, REFERENCES, AND ACRONYMS

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

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

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.

Multi-Year Training and Exercise Plan: A Multi-Year Training and Exercise Plan (MYTEP) documents Cumberland 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.

TABLE OF CONTENTS

PLAN DOCUMENTATION II

Approval II
Record of Changes III

AUTHORITIES, REFERENCES, AND ACRONYMS IV

Related Authorities IV
Acronyms IV
Definitions V

TABLE OF CONTENTS VII

INTRODUCTION 1

Background 1
Purpose 1
Scope 1
Objectives 2

CONCEPT OF OPERATIONS 3

General Preparedness Activities 3
Planning 3
Organization 6
Equipment 6
Supporting Systems 7
Training and Exercises 7
Guiding Principles 7
Training 8
Exercises 8

PREPAREDNESS TASKS 11

Planning Tasks 11
Organization Tasks 12
Equipment Tasks 13
Training Tasks 14
Exercise Tasks 14

ATTACHMENT 1: PLAN MAINTENANCE SCHEDULE 16

Plan Maintenance and Update Schedule 16

ATTACHMENT 2: PROPOSED ANNEX CHANGE FORM 17

APPENDIX A: MEMORANDA OF UNDERSTANDING 18

APPENDIX B: MULTI-YEAR TRAINING AND EXERCISE PLAN 19

INTRODUCTION

BACKGROUND

The Cumberland 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.

Cumberland County Emergency Management 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.

Cumberland 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 Cumberland County to manage emergencies efficiently and effectively prevent or minimize disruptions to Cumberland County, its programs, and the services provided to the Whole Community.

SCOPE

Cumberland County preparedness programs and initiatives are those that focus on improving the readiness and resiliency of the Cumberland 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.

Cumberland 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 **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 Cumberland County, its departments, and stakeholders to integrate their respective capabilities into a county-wide emergency response and recovery effort.
- Build an emergency management organization that engages the whole community.
- Be adequately equipped to respond and recover from emergencies and disasters effectively.
- Train emergency management 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 Cumberland County's preparedness for an emergency.
- Revise this Annex as required to address identified gaps and build or sustain capabilities.

CONCEPT OF OPERATIONS

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

GENERAL PREPAREDNESS ACTIVITIES

Cumberland County Emergency Management takes an active role in emergency preparedness. The Cumberland 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.
- 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 Cumberland 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

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

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

Figure 1– Planning Cycle

- What threats and hazards exist?
- What are the potential consequences of the threats and hazards?
- What capabilities does Cumberland 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 Cumberland 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 Cumberland 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.

<table>
<tr><th>Prevention</th><th>Protection</th><th>Mitigation</th><th>Response</th><th>Recovery</th></tr>
<tr><td colspan="5">Planning</td></tr>
<tr><td colspan="5">Public Information and Warning</td></tr>
<tr><td colspan="5">Operational Coordination</td></tr>
<tr><td colspan="2">Intelligence and Information Sharing</td><td rowspan="4">Community Resilience
Long-term Vulnerability Reduction
Risk and Disaster Resilience Assessment
Threats and Hazards Identification</td><td colspan="2">Infrastructure Systems</td></tr>
<tr><td colspan="2">Interdiction and Disruption</td><td rowspan="3">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</td><td rowspan="3">Economic Recovery
Health and Social Services
Housing
Natural and Cultural Resources</td></tr>
<tr><td colspan="2">Screening, Search, and Detection</td></tr>
<tr><td>Forensics and Attribution</td><td>Access Control and Identity Verification
Cybersecurity
Physical Protective Measures
Risk Management for Protection Programs and Activities
Supply Chain Integrity and Security</td></tr>
</table>

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 1: FEMA Core Capabilities and Mission Areas**.

In *Step 4 – Plan Development*, courses of action for meeting the goals and objectives are identified based on Cumberland 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 Cumberland County community in a scenario-driven facilitated walkthrough of the plans. The final plans are approved by the Cumberland County Board of Supervisors and promulgated as policy.

However, planning is an ongoing process that reflects the information and understanding of Cumberland 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 Cumberland 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 Cumberland County Emergency Management, the whole community includes anyone with a stake in the success of our preparedness activities. 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 organization needed to be effective. Specifically, it defines the leadership and operational structure for emergency management and the number of personnel and skill sets required to support disaster response and recovery.

To achieve whole community readiness, Cumberland County Emergency Management provides general awareness "community" disaster education for staff of Cumberland County. With the relatively limited personnel supporting Cumberland County Emergency Management program, providing this type of education increases personal, family, and Cumberland 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 management 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.

Cumberland County Emergency Management 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

Cumberland County Emergency Management 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 Cumberland 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.

Cumberland County Emergency Management is the central point of communications during planned events and crisis situations. Cumberland County Emergency Management will represent the County to provide system-wide planning, coordination and interoperability both internally to Cumberland 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 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:

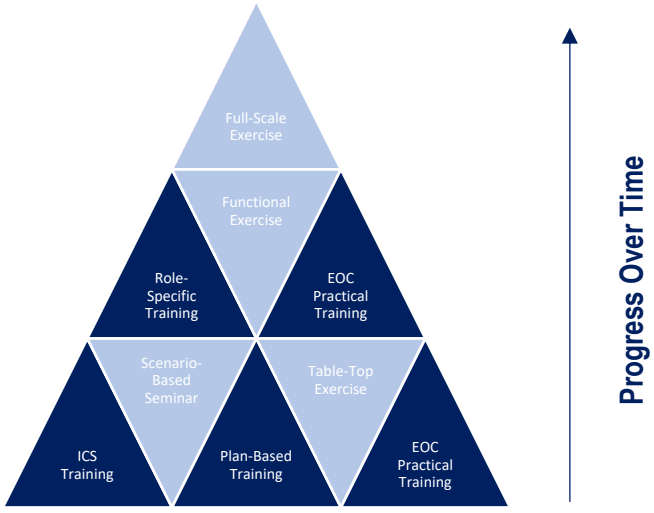


Figure 3– Building Block Approach

To identify and prioritize needed training and exercises, Cumberland County Emergency Management 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 Cumberland 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, Cumberland County Emergency Management 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 Cumberland County Emergency Management, 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.

Cumberland 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.

Cumberland County Emergency Management will include all Cumberland County Departments and key personnel in its drills and exercises to test elements of the EOP, as appropriate. Following an exercise and if necessary, Cumberland County Emergency Management 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 Cumberland 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). Cumberland County Emergency Management 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
Whole Community	☐ Create a family disaster plan ☐ Establish an out-of-state contact ☐ Have an evacuation plan, learn the evacuation routes ☐ Create a list of essential phone numbers ☐ Establish weather alerts on personal cell phone ☐ Establish a family/friend unification point ☐ Familiarize yourself with potential hazards and threats and stay informed of emerging threats and notifications ☐ Attend emergency preparedness education training when offered ☐ Participate in planning initiatives to ensure stakeholder considerations are adequately addressed (i.e., disabilities, access and functional needs, etc.)
Emergency Management	☐ 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 ☐ Conduct an annual SPR to identify Cumberland County's current capabilities and goals, objectives, and strategies to address gaps ☐ Establish a clear concept of operations including lines of authority and communications for disaster response and recovery activities ☐ Engage the EPG and in the development and/or update of required emergency plans and annexes ☐ Engage the Whole Community to ensure planning needs are addressed ☐ Stay abreast of trends and best practices in emergency management
County Board of Supervisors	☐ Promulgate Cumberland County disaster plans and annexes
Emergency Policy Group (EPG)	☐ Provide a policy-level review of all Cumberland County disaster plans and annexes
Emergency Planning Team	☐ Serve as a member of the collaborative planning team for the development of Cumberland County disaster plans and annexes

	☐ Lead the development of any department-specific plans
All Departments	☐ Provide staff to participate in the development of Cumberland County disaster plans and annexes ☐ Review and update Departmental COOP Annex on an annual basis ☐ Participate in the review and update to all Cumberland County disaster plans and annexes

ORGANIZATION TASKS

Responsible Stakeholder	Actions
Whole Community	☐ Engage in Cumberland County-sponsored preparedness activities
Emergency Management	☐ Identify and engage stakeholder groups and members (whole community) through outreach activities ☐ Recruit and engage members of the EPG and ☐ Develop and maintain relationships with community response partners ☐ Ensure Cumberland County and all departments understand the Emergency Management program and are engaged in their activities. ☐ Develop and/or deliver community disaster education to strengthen the preparedness and resiliency of the Whole Community
Emergency Management Policy Group (EPG)	☐ Establish and enforce institutional policy for Emergency Management activities ☐ Ensure the appropriate funding to support mitigation, preparedness, response, and recovery programs, services, and activities ☐ Provide a policy-level review of all disaster plans and annexes
Emergency Planning Team	☐ Serve as a member of the collaborative planning team for the development of Cumberland County disaster plans and annexes ☐ Lead the development of any department-specific plans
All Departments	☐ Foster a “disaster-resistant” Cumberland County by supporting and encouraging personal crisis and disaster preparedness ☐ Encourage the participation of all departmental staff in disaster preparedness activities

EQUIPMENT TASKS

Responsible Stakeholder	Actions
Whole Community	☐ Develop and maintain personal and/or family disaster supplies kit
Emergency Management	☐ Maintain disaster plans, annexes, and procedures ☐ Maintain updated contact information in the Emergency alerting system ☐ Identify and maintain a list of equipment, supplies, and technology to support the Emergency Management Program and the operation of Cumberland County EOC (Attachment 3: Emergency Operations Center Activation Guidelines) ☐ Work with assigned departments to ensure the testing and good working condition of generators, radio, telephone, IT systems, Cumberland County -wide fire, safety, and police/security systems
Law Enforcement	☐ Ensure testing and maintenance of radio and dispatch equipment ☐ Maintain an inventory of replacement parts and spare radios
Fire/EMS	☐ Identify and maintain an inventory of medical equipment and supplies ☐ Maintain inventory and location of all hazardous materials and containment/clean-up supplies
Public Works	☐ Conduct regularly scheduled testing of backup generators ☐ Ensure an adequate inventory of parts and supplies for vehicle and equipment repair ☐ Ensure an adequate supply of fuel for extended emergency use during hurricane season
Finance Departments	☐ Ensure an adequate supply of fuel for extended emergency use during hurricane season
Emergency Planning Team (EPT)	☐ 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	☐ Participate in Cumberland County disaster education activities
Emergency Management	☐ 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 Management Program ☐ Arrange for or develop and deliver general and role-specific training for members of the EPG and EPT ☐ Arrange for or develop general disaster education materials and programs for current employees and new hire onboarding in preparation for Hurricane season
All Departments	☐ Ensure all department staff are trained on the concepts of Cumberland County's EOP and support annexes, and in their particular department emergency and continuity of operations plans and procedures ☐ Provide cross-training to ensure adequately trained personnel mission-essential departmental functions and services

EXERCISE TASKS

Responsible Stakeholder	Actions
Whole Community	☐ Participate in Cumberland County disaster preparedness drills and exercises
Emergency Management	☐ 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 Management Program ☐ Arrange for or develop and deliver at least one Cumberland County -wide exercise annually ☐ Provide support for departmental drills ☐ Engage response partners in Cumberland County -sponsored exercises ☐ Arrange for or develop general disaster education materials and programs for current employees and new hire onboarding in preparation for Hurricane season
All Departments	☐ Ensure all department staff are trained on the concepts of Cumberland County's EOP and support annexes, and in

	their particular department emergency and continuity of operations plans and procedures ☐ 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)	☐ Statistical and historical data maintained on an ongoing basis ☐ Assessment is completed every three years
Stakeholder Preparedness Report (SPR)	☐ Analysis of capabilities lost, built, or sustained is completed annually
Emergency Operations Plan (EOP), support annexes and attachments	☐ EOP Base Plan and Annexes reviewed for minor updates annually; major updates and promulgation every four years ☐ Attachments for base plan and annexes have ongoing updates as information changes and reviewed at least annually
Hazard Mitigation Plan (HMP)	☐ Statistical and historical data maintained on an ongoing basis ☐ Plan is reviewed annually to update mitigation project status and changes in threats and hazards ☐ Plan is updated and promulgated every 5 years
Continuity of Operations Plan (COOP) and Departmental Annexes	☐ Departmental COOP Annexes are reviewed and updated annually ☐ Roll-up data is updated annually in the Cumberland County EOP
Multi-Year Training and Exercise Plan (MYTEP)	☐ Training schedule updated annually ☐ MYTEP updated every year in preparation for the next 3 years.
After-Action Reports (AARs)	☐ 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)	☐ 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: sjohnson@cumberlandcounty.virginia.gov

PREPAREDNESS ANNEX CHANGE FORM	Date:
Name:	Department:
Phone:	Email:

CHANGE REQUESTED

Annex Page(s)	Reason for Change:
	Proposed Change Language:

CUMBERLAND COUNTY EMERGENCY MANAGEMENT USE

Reviewed by:	Change Approved? Yes ☐ No ☐
Approved Change Language:	
☐ Recorded in Record of Changes Date:	☐ Updated Annex Sent to Plan Holders

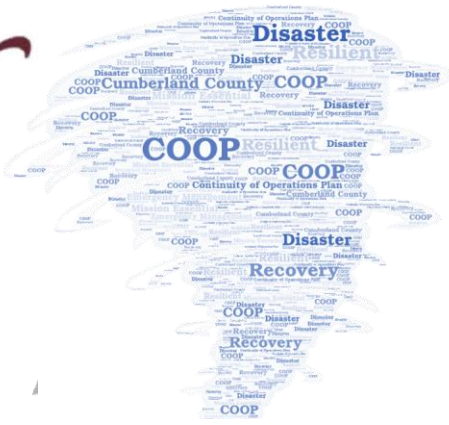
APPENDIX A: MEMORANDA OF UNDERSTANDING

This space has been provided to allow Cumberland County to attach any applicable Memoranda of Understanding (MOU) to this document.

APPENDIX B: MULTI-YEAR TRAINING AND EXERCISE PLAN

This space has been provided to allow Cumberland County to attach their Multi-Year Training and Exercise Plan to this document.

County of Cumberland Virginia



Emergency Operations Plan
Annex C: Response

January 2026

This Page Left Blank Intentionally

PLAN DOCUMENTATION

APPROVAL

This Response Annex is hereby approved and is effective immediately. This document, along with any referenced attachments, will be maintained, reviewed, and updated as defined within this document. Authority is delegated to the Cumberland County Director of Emergency Management, or their designee to serve as the Emergency Manager, modify this plan as necessary to address operational or organizational changes, comply with municipal policy, or address mandates from the Commonwealth of Virginia or Federal government. All County Departments are hereby directed to follow this plan, its supporting plans, annexes, policies, and procedures.

_____

County Administrator, Cumberland County

_____

Chair, Cumberland County Board of Supervisors

_____

Vice Chair, Cumberland County Board of Supervisors

_____

Chief/Emergency Management Coordinator, Cumberland County Fire-Rescue

_____

Sheriff, Cumberland County

RECORD OF CHANGES

Change #	Page #	Section	Summary of Change	Change Made By	Date
1					
2					
3					

ACRONYMS

Legal authority to undertake the development of the Emergency Operations Plan (EOP) and subsequent actions in an emergency derives from the Cumberland County Board of Supervisors.

RELATED AUTHORITIES

See Authorities in the EOP for general authorities and references.

AC	Area Command
AAR	After Action Report
EPG	Emergency Policy Group
EOC	Emergency Operations Center
EPT	Emergency Planning Team
ESF	Emergency Support Functions
IAP	Initial Action Plan
IC	Incident Command or Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
JIS	Joint Information System
LOFR	Logistics Officer
NIMS	National Incident Management System
PIO	Public Information officer
SITREP	Situation Report
SOFR	Safety Officer
UC	Unified Command
UOC	Unified Operations Center

DEFINITIONS

Area Command: Is an expansion of the incident command function, primarily designed to manage a very large incident that has multiple incident management teams assigned.

Emergency Operations Center: A specified location that serves as a focal point for emergency communications, information, and decision-making.

Emergency: An event that disrupts normal County operations and can potentially put County staff, residents, vendors/businesses, visitors, or property at risk.

Establishment and Transfer of Command: The command function needs to be clearly defined from the outset of incident operations. The organization that maintains principal jurisdictional authority appoints one person at the incident who is responsible for forming command. Transfer of command requires appraisal of fundamental information for conducting efficacious and safe operations.

General Staff: County personnel, typically comprised of the Operation, Logistics, Finance/Administration, and Planning section chiefs, responsible for the operative components of the Incident Command structure.

Incident Action Planning (IAP): A written, or verbal plan designed to provide a terse and comprehensible method of capturing and disseminating the comprehensive incident: objectives, strategies, priorities, and tactics.

Incident Command and Command Staff: Incident Command is responsible for the overarching administration of an incident and the delegation of duties to the Command Staff

Incident Command System (ICS): A management system for response to and recovery from large-scale emergencies. It has considerable internal flexibility and can grow or shrink to meet differing needs, which makes it a cost-effective and efficient management system.

Incident Commander (IC): The County Director of Emergency Management is the Incident Commander and is responsible for the overall command of emergency response.

Joint Information Center (JIC): A principal locale that assists with the functionality of the JIS. An incident specific JIC is usually created at one location on-site. However, the establishment of a JIC is dependent upon the requisites of the incident at hand and is coordinated with state, local, federal, and national organizations The Incident Commander/Unified Command and/or other command officials must approve the message to ensure consistency and avoid confusion.

National Incident Management System: This system provides a flexible national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, mitigation, response, and recovery.

Situation Report: A situation report (SitRep) for key County personnel that provides information during the early stages of an incident. The SitRep will inform the recipient of the nature and location of the incident.

Unified Command (UC): Affords agencies participating in the UC the ability to collaboratively coordinate, plan, and interact effectively without interfering with the responsibility, accountability, or authority of other involved agencies. A Unified Command is generally formed when an incident involves various jurisdictions, one jurisdiction that has multiagency involvement, and various jurisdictions have multiagency involvement. The UC is tasked with identifying, establishing, and ranking incident-related priorities and objectives.

TABLE OF CONTENTS

PLAN DOCUMENTATION II
Approval II
RECORD OF CHANGES III
ACRONYMS IV
Related Authorities IV
DEFINITIONS V
TABLE OF CONTENTS VI
INTRODUCTION 8
Background 8
Purpose 8
Scope 8
Objectives 8
Whole Community Approach 8
CONCEPT OF OPERATIONS 9
Organization 9
Coordination 9
Priorities 9
County EOC 9
Local State of Emergency 10
Stay-At-Home Order 10
ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES 11
Organization 11
Position Types 12
Assignment of Responsibilities 13
Unified Command 13
Area Command 13
Assignment of Responsibilities 13
ICS Model 13
Emergency Response Actions 15
Line of Succession 15
DIRECTION, CONTROL, AND COORDINATION 17
Direction of Response 17
Authority to Terminate Actions and Deactivate the EOC 17
INCIDENT ACTION PLANNING 18
Overview 18
Initial Response 18

THE START OF EACH PLANNING CYCLE 18
PREPARING FOR AND CONDUCTING THE TACTICS MEETING 19
PREPARING FOR THE PLANNING MEETING 19
PLANNING MEETING 20
IAP PREPARATION AND APPROVAL 21
OPERATIONS PERIOD BRIEFING 21
EXECUTE PLAN AND ASSESS PROGRESS 22

INFORMATION COLLECTION AND DISSEMINATION 23

ESSENTIAL ELEMENTS OF INFORMATION (EEI) 23
INFORMATION SHARING AND DISSEMINATION 23
RESOURCE REQUESTS 24
BRIEFINGS AND MEETINGS 24
Incident Briefing/EOC Briefing and Initial Command Meeting 24
Incident Action Plan 25
PUBLIC INFORMATION/JOINT INFORMATION CENTER 25
RUMOR CONTROL 26
JOINT INFORMATION CENTER 26

COMMUNICATIONS 27

NOTIFICATION AND WARNING 27
NON-EMERGENCY EXTERNAL COMMUNICATIONS 27
EOC COMMUNICATIONS 27

ADMINISTRATION, FINANCE, AND LOGISTICS 29

EXPENDITURES 29
DOCUMENTATION AND RECORDS RETENTION 29
LOGISTICS 29
ANNEX DEVELOPMENT AND MAINTENANCE 30

ATTACHMENT 1: JOB ACTION SHEETS 31

ATTACHMENT 2: SAMPLE DISASTER DECLARATION 50

ATTACHMENT 3: CHANGE FORM 51

INTRODUCTION

BACKGROUND

The Cumberland County Director of Emergency Management manages the Cumberland County Emergency Management program. Cumberland County Emergency Management will provide a single focused response to emergency events. The ultimate goals of Cumberland County Emergency Management are to save lives, protect property, the environment, and minimize economic loss from the disaster, emergency, or event.

PURPOSE

The purpose of the Response Annex is to describe how emergencies will be managed in Cumberland County and to describe the organization and operation of Cumberland County's Emergency Operations Center (EOC) and its role in supporting emergency response efforts.

SCOPE

This Annex supports the overall management of incident response activities within Cumberland County. This Annex provides the core management and administrative functions in support of the EOC. Additional information and checklists can be found in Attachments to this Annex.

OBJECTIVES

- Provide centralized coordination of response activities.
- Describe the functional responsibilities under NIMS and the Cumberland County Emergency Management structure.

WHOLE COMMUNITY APPROACH

Effective emergency management outcomes depend on the engagement of the Whole Community. The three main whole community principles include:

- Understand and meet the actual needs of Cumberland County;
- Engage and empower all parts of Cumberland County; and
- Strengthen what works well within the County daily.

Cumberland County must call on its "Whole Community" to engage, participate, and take ownership of the collective preparedness and resiliency efforts.

CONCEPT OF OPERATIONS

ORGANIZATION

When an emergency occurs within Cumberland County, the on-scene response is led by the Incident Commander (IC) and first responders in the field and supported by the EOC and Unified Operations Center (UOC). In major disasters, the response phase includes the assembly and allocation of all needed resources. Over time, Cumberland County may need to support recovery actions at the same time as the response. Recovery information can be found in **Annex D: Recovery.**

COORDINATION

Cumberland County Emergency Management is responsible for coordinating overall emergency activities in Cumberland County, including core management, and administrative functions in support of emergency operations.

Situational awareness of threats or an incident will be managed through the Cumberland County EOC, as deemed necessary by Cumberland County Emergency Management.

PRIORITIES

- Provide effective life safety measures, reduce property loss, and protect the environment;
- Provide for the rapid resumption of Cumberland County's services;
- Provide inclusion emergency policies that ensure persons with disabilities can evacuate, use emergency transportation, stay in shelters and participate in emergency and disaster-related programs together with service animals; and
- Provide accurate documentation and records required for cost recovery efforts.

COUNTY EOC

The EOC provides a central location of authority and information for Cumberland County and allows for face-to-face coordination among the personnel. Cumberland County Departments and other agencies will perform emergency activities as closely related as possible to those they perform routinely and are responsible for fulfilling their obligations as presented in the EOP. However, there may be instances that require personnel to assist in other areas as required to meet the needs of the emergency operation.

Activation of the EOC will be phased in accordance with the incident type and EOC activation levels as defined in the EOP. The Cumberland County Director of Emergency Management, or their designee, has authority for the overall operation and management of the EOC. The Cumberland County Director of Emergency Management or their designee may activate the EOC if the following conditions exist:

- There is an imminent threat to public safety or health on a large scale;
- A multi-department effort is required to respond to or recover from the emergency or disaster;
- A local state of emergency is declared by a locality within Cumberland County; or
- For special events requiring inter-departmental coordination.

LOCAL STATE OF EMERGENCY

In accordance with the Code of Virginia (Va. Code) § 44-146.21, a local emergency may be declared by the local director of emergency management with the consent of the governing body of the political subdivision. In the event the governing body cannot convene due to the disaster or other exigent circumstances, the director, or in his absence, the deputy director, or in the absence of both the director and deputy director, any member of the governing body may declare the existence of a local emergency, subject to confirmation by the governing body at its next regularly scheduled meeting or at a special meeting within 45 days of the declaration, whichever occurs first. The governing body, when in its judgment all emergency actions have been taken, shall take appropriate action to end the declared emergency. See **Attachment 1: Sample Disaster Declaration**.

STAY-AT-HOME ORDER

In addition, a Stay-at-Home Order may be mandated as needed or required (i.e., novel Coronavirus disease 2019 (COVID-19)).

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Cumberland County Director of Emergency Management, or their designee, will direct the Cumberland County emergency management organization. In this role, the Cumberland County Director of Emergency Management provides overall management and policy direction of prevention, preparedness, mitigation, response, and recovery operations.

In the event of an actual or pending emergency event, the Cumberland County Director of Emergency Management has the authority to proclaim an emergency and direct all EOC activity and designate resources to support the event.

NIMS/ICS will be used as the organizational structure to manage the EOC's response activities to enhance the ability to interface with the emergency response agencies that routinely use ICS and the various Incident Command Posts (ICPs) that may be established in the field or at other remote sites during the incident.

Staff are responsible for being familiar with and using the National Incident Management System (NIMS), Incident Command System (ICS) procedures and forms, and use and complete as required.

ORGANIZATION

The EOC is organized around ICS principles, with the EOC Manager serving as the Incident Commander. For disaster operations, the EOC is staffed by Cumberland County personnel in an organization mirroring the ICS, which includes the Emergency Manager (EOC Manager), Command, and General Staff Positions illustrated in **Figure 1** on the following page.

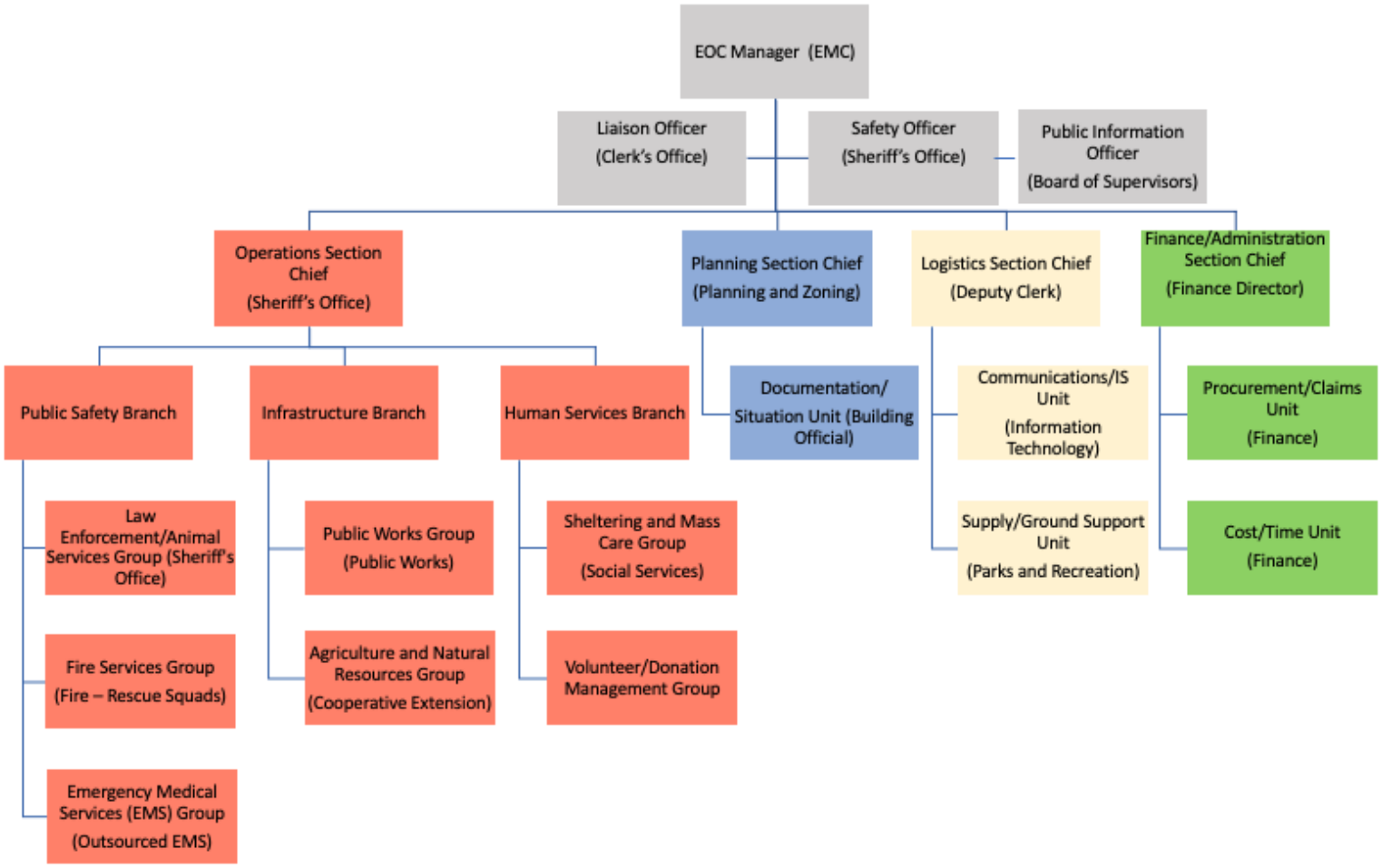


Figure 1– ICS Organizational Chart

POSITION TYPES

The EOC organizational structure consists of:

- **EOC Manager–** Oversees all EOC activities, sets EOC objectives, establishes battle rhythm, coordinates with the Executive Policy Group (EPG).
- **Command Staff–** Includes Safety Officer, Public Information Officer, and Liaison Officer. Command Staff positions report directly to the EOC Manager.
- **General Staff**– The EOC General Staff includes four traditional ICS sections (Operations, Planning, Logistics, and Finance/Administration).

ASSIGNMENT OF RESPONSIBILITIES

To ensure the most effective use of the services and functions of existing offices, departments and other agencies within Cumberland County for emergency operations, selected departments, and agencies, as well as specific personnel, have been assigned emergency management responsibilities in this plan.

To ensure the most effective use of the services and functions of existing departments within Cumberland County for emergency operations, selected departments, as well as specific personnel, have been assigned emergency management responsibilities in this plan.

UNIFIED COMMAND

In the event, an incident requires more than one person with the role of incident commander a Unified Command (UC) structure should be put in place. Incidents requiring a UC normally involve multiple jurisdictions or agencies. Under the UC model, Incident Commanders should be co-located or closely coordinated to ensure effective communications throughout the operation.

AREA COMMAND

Incidents that expand into multiple events or requires the oversight and management of a very large or evolving situation with multiple ICS organizations, an Area Command (AC) structure should be put in place to oversee the management of these types of incidents. Under the AC model, an Area Commander will support on-scene Incident Commanders and Unified Commands.

ASSIGNMENT OF RESPONSIBILITIES

The initial responsibility for responding to an emergency or an incident fall on the Cumberland County Director of Emergency Management and Cumberland County Emergency Management.

The overall responsibilities of the EOC leadership and management positions in the EOC are listed below. In accordance with NIMS, it is noted that not all positions may be activated at the same time. A detailed list of responsibilities can be found in the Cumberland County *Emergency Operations Plan (EOP), Assignment of Responsibilities section.*

ICS MODEL

Federal, state, and large local government jurisdictions utilize the Emergency Support Function (ESF) construct to organize their EOCs. The ESF concept of operations is labor-intensive, as each of fifteen (15) or more separate functional areas. Smaller jurisdictions, the private sector and many educational institutions lack the personnel to support the ESF concept and opt for a pure ICS or hybrid model.

Cumberland County has opted for a pure ICS model. **Table 1**, on the following page provides a quick reference “Crosswalk” to show the alignment of Cumberland County’s EOC Sections and their associated ESFs. This information will help assist any outside response personnel in understanding where they best fit into Cumberland County’s organizational construct.

FINANCE/ADMIN SECTION	
FUNCTIONAL AREA(S)	• Finance (Funding, Disaster Accounting, Cost Recovery) • Purchasing/Inventory, Payroll, AP, Utility Billing, Contracts, and Personnel Services.
ESF(s)	• N/A
LOGISTICS SECTION	
FUNCTIONAL AREA(S)	• Communication/Information Systems (IS) Unit • Supply/Ground Unit
ESF(s)	• ESF 1 - Transportation • ESF 7 - Resource Support
OPERATIONS SECTION	
FUNCTIONAL AREA(S)	• Public Safety (Firefighting, Law Enforcement, Security, Search and Rescue, Animal Control) • Emergency Medical Services Group to include Public Health • Sheltering and Mass Care • Volunteer and Donations Management Unit • Public Works Group (Damage Assessment, Facility Maintenance, and Engineering) • Agricultural and Natural Resources Group
ESF(s)	• ESF 2 - Communications • ESF 3 - Public Works and Engineering • ESF 4 - Fire, Rescue, and EMS • ESF 5 - Emergency Management • ESF 6 - Mass Care and Human Services • ESF 8 - Health and Medical Services • ESF 9 - Search and Rescue • ESF 10 - Oil and Hazardous Materials • ESF 12 - Energy • ESF 13 - Public Safety and Security • ESF 16 - Military Affairs • ESF 17 - Volunteers and Donations Management
PLANNING SECTION	
FUNCTIONAL AREA(S)	• Operational Planning, Documentation, Situation, and Long-Term Recovery
ESF(s)	• ESF 14 - Recovery • ESF 15 - External Affairs

Table 1– ESF to ICS Crosswalk

EMERGENCY RESPONSE ACTIONS

The EOC directs Cumberland County's response activities to address the short-term effects of an incident. These activities include the immediate needs to preserve life, property, and protect the environment, and meet basic human needs, and maintain the economic structure of Cumberland County.

Maintaining situational awareness and a common operating picture is key to the EOC's ability to assess the situation as it unfolds. Prompt and accurate information from the field using designated communication channels (radio, WebEOC, telephone, etc.) will help the EOC provide accurate and accessible information to decision-makers.

Response actions during an incident may include:

- Ensuring County-wide public safety;
- Managing special needs evacuation and transportation;
- Overseeing emergency public information;
- Coordinating/ supporting search and rescue;
- Deploying advanced teams to assess the severity of impact and expedite the delivery of resources;
- Supporting mass care facilities, including shelters and feeding operations;
- Establishing Assistance Centers;
- Providing emergency medical services;
- Clearing debris and/or restoring critical infrastructure; and
- Controlling, containing, and removing hazmat contamination.

LINE OF SUCCESSION

This EOP provides for continuity of leadership in the event that authorized individuals are unable to carry out their responsibilities. Cumberland County has provided for a line of succession for Emergency Management in the event of a major emergency.

Should the Cumberland County Director of Emergency Management be unavailable or unable to serve, the positions identified on the following page in **Table 6**, in order, shall act as the Emergency Manager, with all the powers and authorities of the Emergency Manager. Alternates shall only be empowered to exercise the powers and authorities of the Emergency Manager, if Emergency Manager and the alternates identified previously in the successive order are absent or otherwise unable to serve. The individual who serves as acting Emergency Manager shall have all the powers and authority of the Emergency Manager and will serve until the Cumberland County Director of Emergency Management is again able to serve.

Order of Succession	Title
1	County Administrator, Cumberland County
2	Coordinator or Emergency Management, Cumberland County
3	Sheriff, Cumberland County

Table 6– Order of Succession

DIRECTION, CONTROL, AND COORDINATION

The Cumberland County Emergency Operations Center (EOC) shall serve as the central location for support of response activities unless otherwise announced.

The Cumberland County Director of Emergency Management will develop the criteria for response coordination and the development of appropriate procedures for staffing and operating the EOC consistent with plans to continue operations.

In the event that any department director is unable to perform their prescribed duties, line of succession will be in accordance with each department's line of succession. For additional information, see the *Cumberland County Emergency Operations Plan (EOP)*.

DIRECTION OF RESPONSE

The EOC supports Cumberland County's response activities to address the short-term effects of an incident. These activities include the immediate needs to preserve life, property, and protect the environment, and meet basic human needs, and maintain the economic structure of Cumberland County.

Maintaining situational awareness and a common operating picture is key to the EOC's ability to assess the situation as it unfolds. Prompt and accurate information from the field using designated communication channels (radio, WebEOC, telephone, etc.) will help the EOC provide accurate and accessible information to decision-makers.

AUTHORITY TO TERMINATE ACTIONS AND DEACTIVATE THE EOC

During the incident or event requiring EOC Activation, the ***Planning Section Chief*** will monitor the incident/event activities and make recommendations to the Incident Commander regarding the status of positions not being used in the EOC. Positions staffed during initial activation that are not being utilized may be reassigned - to other positions needing assistance in the EOC, shelter assistance, Volunteer Reception Center, County Assistance & Reunification Center - or demobilized. These personnel will be checked out of the EOC and if safe, may be returned to normal duty. The Incident Commander will decide to fill the position during the next operational period.

The *ICS Form – 221 Demobilization Checkout* Form must be completed by the ***Planning Section***, and records reflecting the employee's time logged, tracked, and documentation submitted.

The Cumberland County Director of Emergency Management will close the incident and keep a record of the incident on file at the EOC. The Cumberland County Director of Emergency Management, or their designee, will ensure the EOC is refurbished, supplies replaced, and other equipment returned to storage. Cumberland County Emergency Management is responsible for the collection of data, information, and maps to develop in the After-Action-Report (AAR) for the incident. From the AAR, the Cumberland County Director of Emergency Management will brief the County, EPG, and departments on any areas of improvement to the EOP or EOC and corrective actions that may be needed to aid in future activations and responses.

INCIDENT ACTION PLANNING

OVERVIEW

The Planning "P" is a guide to the process and steps involved in planning for an incident. The leg of the "P" describes the initial response period: Once the incident/event begins, the steps are Notifications, Initial Response & Assessment, Incident Briefing Using ICS 201, and Initial Incident Command (IC)/Unified Command (UC) Meeting.

At the top of the leg of the "P" is the beginning of the first operational planning period cycle. In this circular sequence, the steps are IC/UC Develop/Update Objectives Meeting, Command and General Staff Meeting, Preparing for the Tactics Meeting, Tactics information about the incident situation and the resources allocated to the incident. This form serves as a permanent record of the initial response to the incident and can be used for the transfer of command.

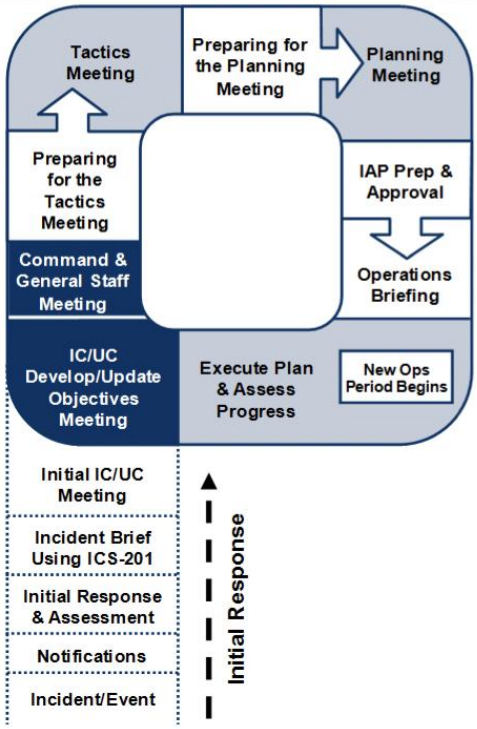


Figure 2– Planning "P"

INITIAL RESPONSE

Planning begins with a thorough size-up that provides information needed to make initial management decisions. The ICS Form 201 provides Command Staff with information about the incident situation and the resources allocated to the incident. This form serves as a permanent record of the initial response to the incident and can be used for the transfer of command.

THE START OF EACH PLANNING CYCLE

IC/UC Objectives Meeting: The Incident Command/Unified Command establishes incident objectives that cover the entire course of the incident. For complex incidents, it may take more than one operational period to accomplish the incident objectives.

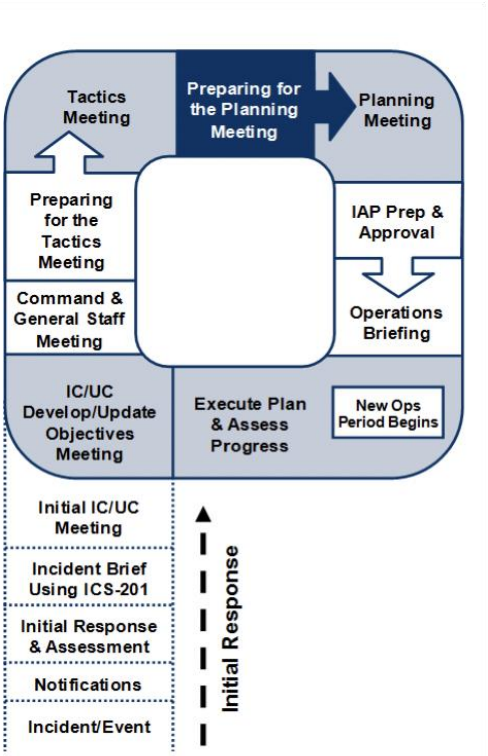
The cyclical planning process is designed to take the overall incident objectives and break them down into tactical assignments for each operational period. It is essential that this initial overall approach to establishing incident objectives establish the course of the incident, rather than having incident objectives only address a single operational period.

Command and General Staff Meeting: The Incident Command/Unified Command may meet with the Command and General Staff to gather input or to provide immediate direction that cannot wait until the planning process is completed. This meeting occurs as needed and should be as brief as possible.

PREPARING FOR AND CONDUCTING THE TACTICS MEETING

The purpose of the Tactics Meeting is to review the tactics developed by the Operations Section Chief. This includes the following:

- Determine how the selected strategy will be accomplished in order to achieve the incident objectives.
- Assign resources to implement the tactics.
- Identify methods for monitoring tactics and resources to determine if adjustments are required (e.g., different tactics, different resources, or new strategies).



The Operations Section Chief, Safety Officer, Logistics Section Chief, and Resources Unit Leader attend the Tactics Meeting. The Operations Section Chief leads the Tactics Meeting. The ICS Forms 215, Operational Planning Worksheet, and 215A, Incident Safety Analysis, are used to document the Tactics Meeting.

Resource assignments will be made for each of the specific work tasks. Resource assignments will consist of the kind, type, and the number of resources available and needed to achieve the tactical operations desired for the operational period. If the required tactical resources will not be available, then an adjustment should be made to the tactical assignments being planned for the Operational Period. Tactical resource availability and other needed support must be determined prior to investing a great deal of time working on strategies and tactical operations that realistically cannot be achieved.

PREPARING FOR THE PLANNING MEETING

Following the Tactics Meeting, preparations are made for the Planning Meeting, to include the following actions coordinated by the Planning Section:

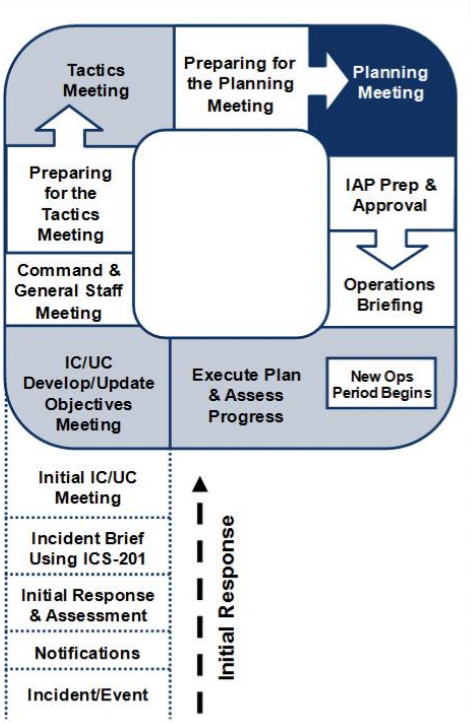
- Review the ICS Form 215 developed in the Tactics Meeting.
- Review the ICS Form 215A, Incident Safety Analysis (prepared by the Safety Officer), based on the information in the ICS Form 215.
- Assess the current operation's effectiveness and resource efficiency.
- Gather information to support incident management decisions.

PLANNING MEETING

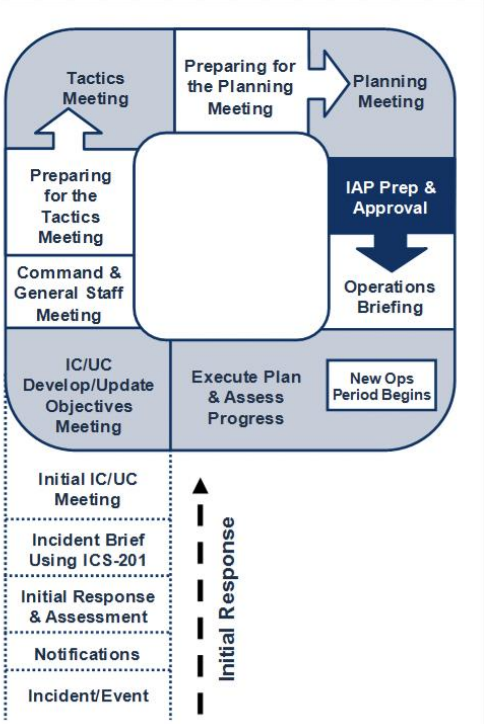
The Planning Meeting provides the opportunity for the Command and General Staff to review and validate the operational plan as proposed by the Operations Section Chief. Attendance is required for all Command and General Staff. Additional incident personnel may attend at the request of the Planning Section Chief or the Incident Commander. The Planning Section Chief conducts the Planning Meeting following a fixed agenda.

The Operations Section Chief delineates the amount and type of resources he or she will need to accomplish the plan. The Planning Section's "Resources Unit" will have to work with the Logistics Section to accommodate.

At the conclusion of the meeting, the Planning Section Staff will indicate when all elements of the plan and support documents are required to be submitted so the plan can be collated, duplicated, and made ready for the Operational Period Briefing.



IAP PREPARATION AND APPROVAL



The next step in the Incident Action Planning Process is plan preparation and approval. The written plan is comprised of a series of standard forms and supporting documents that convey the Incident Commander's intent and the Operations Section direction for the accomplishment of the plan for that Operational Period.

For simple incidents of short duration, the Incident Action Plan (IAP) will be developed by the Incident Commander and communicated to subordinates in a verbal briefing. The planning associated with this level of complexity does not demand the formal planning meeting process, as highlighted above.

Certain conditions result in the need for the Incident Commander to engage a more formal process. A written IAP should be considered whenever:

- Two or more jurisdictions are involved in the response.
- The incident continues into the next Operational Period.
- A number of ICS organizational elements are activated (typically when General Staff Sections are staffed).
- It is required by agency policy.
- A Hazmat incident is involved (required).

Operations Period Briefing

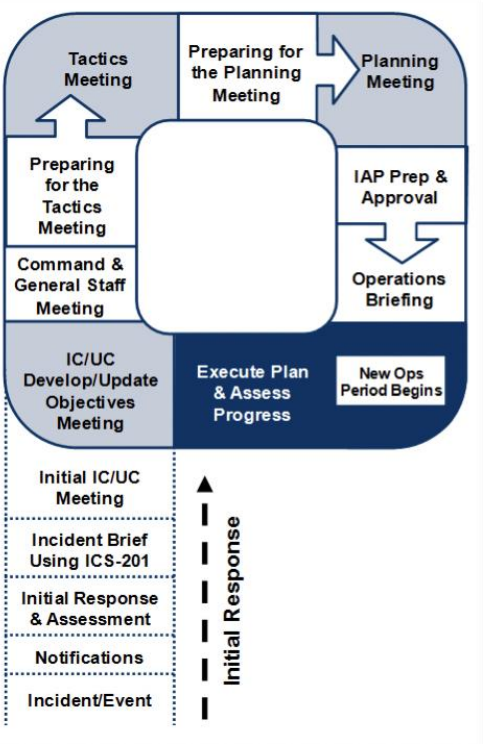
The Operations Period Briefing may be referred to as the Operational Briefing or the Shift Briefing. This briefing is conducted at the beginning of each Operational Period and presents the Incident Action Plan to supervisors of tactical resources.

Following the Operations Period Briefing supervisors will meet with their assigned resources for a detailed briefing on their respective assignments.

EXECUTE PLAN AND ASSESS PROGRESS

The Operations Section directs the implementation of the plan. The supervisory personnel within the Operations Section are responsible for the implementation of the plan for the specific Operational Period.

The plan is evaluated at various stages in its development and implementation. The Operations Section Chief may make the appropriate adjustments during the Operational Period to ensure that the objectives are met, and effectiveness is assured.



INFORMATION COLLECTION AND DISSEMINATION

ESSENTIAL ELEMENTS OF INFORMATION (EEI)

During an incident, information collection is vital. Personnel working in the EOC should focus on Essential Elements of Information such as:

- Information on lifesaving needs, including evacuation and search and rescue.
- Information on critical infrastructure, including determining the status of transportation, utilities, communication systems, and fuel and water supplies.
- Information on critical facilities.
- Information on the risk of damage to Cumberland County.
- Information on the number of individuals and businesses that have been displaced because of the event and the estimated extent of the damage.

INFORMATION SHARING AND DISSEMINATION

The EOC will serve as the central information gathering and dissemination center and will serve as the link between the County EOC and the state government. As information is received, the Planning Section is responsible for collecting, evaluating, and disseminating information. If damage assessments are being completed in response to an incident, information will be fed back into the EOC for review. Once reviewed, this information will be sent on to the County EOC to assist in the declaration process.

Situation reports will be provided to the County EOC at the end of every operation period, which is established or modified based on operation needs. Situation reports should include information on:

- Weather report;
- EOC Activation Status;
- Emergency Orders;
- Roads/bridges status;
- Damage reports; and
- Assistance requested.

RESOURCE REQUESTS

During normal operations, it is the responsibility of each Cumberland County department to develop and maintain a comprehensive resource inventory system to manage resource commitment, mobilization, and deployment. When the Cumberland County EOC has activated, all resources from various departments will be coordinated through the EOC, to manage the situation effectively and efficiently.

Each department that responds to the EOC should bring a resource inventory that includes:

- Available personnel;
- Available equipment;
- Automobiles with public address systems;
- Applicable cars, vans, buses, trucks, ambulances, and other transportation equipment; and
- Any other supplies or equipment that may be useful.

The resource list should also be available on the computer database or from a file in the EOC.

Throughout the duration of an incident, resource requests will be made via the EOC. The Operations and Logistics Section will coordinate resource requests during an incident. As resources are assigned to support the emergency, they will be tracked by the Logistics Section and by the Planning Section. Records of resources that have been deployed to support the incident will be maintained throughout the incident. In some cases, resources will need to be prioritized. Some considerations when prioritizing resources include:

- Overarching priorities of the incident response;
- Priorities for that operational period; and
- Input from the field.

If Cumberland County has depleted or needs resources, not in inventory, resource requests will be initiated, tracked and processed through WebEOC to the Virginia Department of Emergency Management (VDEM) Regional Coordination Center and Virginia EOC.

BRIEFINGS AND MEETINGS

INCIDENT BRIEFING/EOC BRIEFING AND INITIAL COMMAND MEETING

The Incident Briefing marks the transition of incident response from reactive management to a proactive phase. During this meeting, the Incident Commander (Unified Command for Expanded Scope Incidents) will brief any on-coming or transitioning staff about current response actions, resources on- order, and/or a current situational assessment. The Command/EOC meetings allow the on-coming and out-going leadership of the key response elements, Command, and General Staff, to brief each other on the incident parameters known at that time. The Incident Commander determines that formal incident planning is warranted, the command sets initial incident objectives and the planning cycle process begins. The Incident Commander remains the primary authority for command and management of the incident.

INCIDENT ACTION PLAN

Incident Action Plans (IAP) ensure that everyone is working in concert towards the same goals set for that operational period by providing all incident supervisory personnel with direction for actions to be taken during the operational period identified in the plan.

The IAP should include the following pieces of information:

- Overall incident objectives and priorities (ICS Form 201);
- Primary strategies for achieving objectives (with alternatives listed);
- General tactics for selected strategies;
- Types and quantities of resources assigned;
- Tactical organization (can be organized geographically or functionally);
- Organization List/Chart (ICS Form 203);
- Assignment List (ICS Form 204);
- Communications Plan (ICS Form 205);
- Logistics Plan (ICS Form 206);
- Safety Message (ICS Form 215A); and
- Supporting documentation: Maps of the impacted areas, a timeline of events, timeline of meetings, traffic plans, and weather reports.

PUBLIC INFORMATION/JOINT INFORMATION CENTER

Having an informed community is key to making Cumberland County more resilient. Public awareness and education prior to an incident are crucial to successful public information during an event. Cumberland County will take steps to ensure information is not only available in English for residents who may not be English speaking or may require additional assistance such as Braille or a sign language interpreter.

During EOC operations, the individual to fulfill the functions of the PIO will be designated to the Communications Department Director. The Public Information Officer (PIO) will ensure that the Cumberland County community are provided timely and accurate information concerning the event to alleviate fears and concerns, control rumors and prepare staff, residents, vendors/businesses, and visitors for any necessary protective actions. This messaging should include media forms, social media, internet, and the community notification telephone system. Particular attention should be given to special needs populations, elderly, and non-English speaking residents.

During EOC operations, the designated PIO will provide emergency information to the media through periodic contacts and/or scheduled briefing. All public information releases will be prepared by the PIO, verified by the EOC command staff, and approved by the Incident Commander before being released to the media.

The issuance of emergency-related public information statements when the EOC is not activated will be handled as follows:

- For disasters that impact relatively small areas, the on-scene authority will issue these statements.
- For emergencies involving releases of hazardous substances, public information announcement responsibilities then rest with the appropriate responding authorities.

RUMOR CONTROL

As the disaster conditions warrant, rumor control number(s) and media contact number(s) will be designated specifically for that disaster. Inquiries from the public and media that cannot be satisfied by rumor control personnel will be directed to the PIO in charge of the rumor control/media contact operations.

JOINT INFORMATION CENTER

The Joint Information Center (JIC) is a facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

In addition to the JIS and JIC, additional information pertaining to public education and media may be requested/sent to and from multiple disaster sites. Information may be obtained through the following resources:

- Cable channels and/or satellite uplink operations;
- Special publications, radio feeds, special projects (i.e., teleconferencing); and
- Interagency photo and video documentation (utilized as shared resources with agencies of government, and the media).

The merits of information-gathering and delivery sources will be evaluated based on need, and procedures to acquire and use each or all sources, used as applicable and necessary.

COMMUNICATIONS

Communications and information management systems are an integral part of emergency management. The EOC maintains and provides an efficient means of receiving requests for emergency response services and resources.

As the scope or impact of a potential or actual disaster/emergency change, these communication resources shall be integrated into the total emergency management communications system.

NOTIFICATION AND WARNING

Timely, detailed, and accurate information is critical for an effective response to an emergency. Any news of an actual or potential disaster - even an anonymous call – is ordinarily sufficient to initiate a response. Notification of all disasters affecting Cumberland County will be directed to the Director of Emergency Management.

Cumberland County must receive immediate notification whenever an emergency poses a significant threat to the area. The office receiving notification of a disaster or emergency shall immediately notify the Cumberland County Director of Emergency Management.

If the threat is credible or an incident has occurred, the Cumberland County Director of Emergency Management will call together the Emergency Policy Group (EPG) and the Emergency Planning Team (EPT) as deemed necessary to handle the incident and will brief them on the situation. The Director of Emergency Management will activate this plan and/or order such steps to be taken as may be appropriate for the situation. Following the briefing, everyone involved will review their responsibilities outlined in this Emergency Operations Plan (EOP) and their respective annexes. Department Administrators will brief their personnel on their responsibilities and then make preparations for the mobilization.

NON-EMERGENCY EXTERNAL COMMUNICATIONS

The ongoing day-to-day educational program to increase public awareness concerning possible hazards and proper response to the same is accomplished by fulfilling requests from the public for prepared, printed booklets and pamphlets, digital information available online, social media outlets, and referring inquiries to the appropriate agency and/or conducting educational presentations.

EOC COMMUNICATIONS

Communications from the Cumberland County EOC to field and response teams will be accomplished by established message procedures, radio, and/or telephone contact with the appropriate agency. Response teams not dispatched by the Center will maintain their communication network for receiving instructions from and providing status reports to the Cumberland County Director of Emergency Management.

Cumberland County EOC to County and State EOC communications will be accomplished by telephone, cell phone, WebEOC, fax, and email.

An event log (WebEOC Significant Events Board) will be kept by those assigned to the EOC, recording the date, time, and status of all messages. Messages from the EOC will be action documents (orders) to operating departments for coordinated Cumberland County Emergency Response. All incoming messages

are to be treated with the utmost urgency and are to be followed to their conclusion. The messages are to be posted with date and time.

ADMINISTRATION, FINANCE, AND LOGISTICS

EXPENDITURES

The message log will become a primary legal document and will be used for accounting and disbursement, and for future training. The Log will also be used to substantiate:

1. Record, report preparation and retention.
2. Communications needs and systems.
3. Accounting and reimbursement procedures.
4. Training requirements.
5. Agreements of understanding with private organizations.
6. Mutual aid agreements with neighboring jurisdictions.

DOCUMENTATION AND RECORDS RETENTION

When the EOC is activated, the distribution, reporting, and retention of all data will be through the EOC. It will be the primary point from which and through which all data to, from, and through Cumberland County responding departments will be made.

The following chart lists the essential records and reports before, during, and after an emergency:

Reports	Records	Responsibility	Frequency of Reporting	File Depository
Expenditures and obligations of response		Emergency Response Teams	Daily during emergency	EOC
Daily situation, resource consumption		EOC, Emergency Response Teams	Daily during emergency	EOC
	Mutual Aid Agreements	County Emergency Management	At expiration or change	EOC
	Computer database of all available resources	County Emergency Management	As needed	EOC

LOGISTICS

Resource management and coordination during an EOC activation will be the responsibility of the Cumberland County Finance Department. The EOC shall serve as the central location for Cumberland County coordination of all emergency response activities unless otherwise announced.

ANNEX DEVELOPMENT AND MAINTENANCE

Cumberland County Emergency Management is responsible for the overall development and maintenance of the Response Annex. The Cumberland County Director of Emergency Management, or their designee, will ensure the Annex is reviewed and updated by each involved department. It should be updated with minor changes based on lessons learned following an actual or threatened emergency situation or exercise.

The Response Annex should be reviewed annually in conjunction with the EOP to add and correct deficiencies identified through actual emergency response operations, drills, exercises, and changes in the Cumberland County organizational structure, technological changes, etc. Annex updates will be documented on **Attachment 3: Proposed Change to Response Annex Form.**

ATTACHMENT 1: JOB ACTION SHEETS

Position: **EOC Manager**	Role: The Incident Commander has overall authority, knows agency policy and is responsible for conducting incident operations. May assign technical specialists as additional command advisors, depending on the nature, scope, complexity, and location(s) of the incident(s), or according to specific needs.

- ☐ Respond immediately to the EOC site and determine operational status.
- ☐ Mobilize appropriate personnel for the initial activation of the EOC.
- ☐ Obtain briefing from any available sources.
- ☐ Ensure the EOC is properly set up and ready for operations.
- ☐ Ensure that an EOC organization and staffing chart is posted and completed, brief EPG and setup briefing.
- ☐ Monitor general staff activities to ensure that all appropriate actions are being taken.
- ☐ Establish initial strategic objectives for the EOC.
- ☐ Prepare EOC objectives for the Initial Action Planning (IAP) Meeting.
- ☐ Convene the Initial Action Planning meeting.
- ☐ Once the Action Plan is completed by the Planning/Intelligence Section, review, approve, and authorize its implementation.
- ☐ Conduct periodic briefings with general staff to ensure that strategic objectives are current and appropriate.
- ☐ Brief as appropriate.
- ☐ Ensure that the Liaison Officer is providing for and maintaining effective inter-agency coordination.
- ☐ In coordination with the PIO, conduct news conferences and review media releases for final approval.
- ☐ Authorize the demobilization of sections.
- ☐ Complete ICS Form 214 for each operational period.

Position: **Public Information Officer**	Role: Responsible for interfacing with incident personnel, the public and media and/or with other agencies/organizations with incident-related information needs. Gathers, verifies, coordinates, and disseminates accessible, meaningful, and timely information on the incident for both internal and external audiences. The PIO monitors the media and other sources of public information to collect relevant information and transmits this information to the appropriate components of the incident management organization. In incidents that involve PIOs from different agencies, the Incident Commander or Unified Command designates one as the lead PIO.

- ☐ Determine expectations of Incident Commander regarding gathering and disseminating of information.
- ☐ Review available documentation (i.e., Incident Action Plan, strategy objectives, etc.).
- ☐ Participate in briefings/meetings.
- ☐ Assist with post-incident information strategy and procedure.
- ☐ Document all media contacts.
- ☐ Take photographs and videos of the incident and related activities.
- ☐ Prepare and disseminate information internally and externally regarding the incident.
- ☐ Prepare briefing materials for VIP visits and assist with planning, coordination, and logistics for visits.
- ☐ Be alert to rumors and take appropriate action.
- ☐ Arrange and schedule media interviews.
- ☐ Assist in the preparation of the Demobilization plan.
- ☐ Monitor Social Media channels.
- ☐ Complete ICS Form 214 for each operational period.

Position: **Liaison Officer**	Role: Serves as the point of contact for representatives of governmental agencies, jurisdictions, NGOs, and private sector organizations that are not included in the Unified Command. These representatives provide input on their agency, organization, or jurisdiction's policies, resource availability, and other incident-related matters.

- ☐ Gather information necessary to assess incident assignment and determine immediate needs and actions.
- ☐ Attend all applicable briefings and obtain incident information and incident guidelines/policies.
- ☐ Assemble incident information for use in briefings and filling requests.
- ☐ Assemble information for use in answering requests and resolving problems.
- ☐ Within the first operational period, after check-in, obtain incident information from the Incident Commander (if applicable), Emergency Manager, and Planning Section.

- ☐ Conduct briefings at predetermined times and locations with assisting departments and other organizations.
- ☐ Keep cooperating and assisting agencies informed of planning actions.
- ☐ Respond to requests for information and resolve problems.
- ☐ Supply departments and assisting agencies with demobilization information.
- ☐ Complete ICS Form 214 for each operational period.

Position: **Operations Section Chief**	Role: Interact with next lower level of Section (Branch, Division/Group or Sector) to develop the operations portion of the Incident Action Plan (IAP). Requests resources needed to implement the Operation's tactics as a part of the Incident Action Plan development (ICS 215).

- ☐ Manage tactical operations.
- ☐ Oversee and assist in the development of the operations sections of the IAP process.
- ☐ Supervise the execution of the incident Action Plan for Operations.
    - Maintain close contact with subordinate positions- Incident Commander, Operations personnel, and other agencies involved in the incident.
    - Ensures safety of all tactical operations.
- ☐ Determine strategies and tactics for incident operations.
- ☐ Request additional resources to support tactical operations (not release from the incident).
- ☐ Approve release of resources from operational assignments.
- ☐ Make or approve expedient changes to the IAP during the Operational Period as necessary.
- ☐ Maintain Unit Log (ICS 214).

Position: **Public Safety Branch: Fire Services Group**	Role: Staff support and strengthens fire and emergency medical services and stakeholders to prepare for, prevent, mitigate and respond to all hazards. Through data collection, public education, research and training efforts, the U.S. Fire Administration has helped to reduce fire deaths and make our communities and residents safer.

- ☐ Develop plans, procedures, and equipment guidelines to support firefighting response operations.
- ☐ Develop and manage firefighting mutual aid agreements.
- ☐ Coordinate plans with commercial/private fire response organizations.
- ☐ Conduct firefighting operations.
- ☐ Conduct fire overhaul operations.
- ☐ Maintain current status list of firefighting and EMS resources.
- ☐ Mobilize firefighting resources in support of urban, rural and wild-land firefighting operations.
- ☐ Assist in removal of affected individuals from the incident site.
- ☐ Provide for worker health and safety including decontamination of equip.
- ☐ Conduct building plan reviews to reduce or eliminate hazards.
- ☐ Conduct fire code inspections and coordinate with appropriate personnel or building inspections.
- ☐ Investigate and Assist in investigating fires:
  - Determine cause and origin.
  - Maintain the chain of evidence.
- ☐ Establish and maintain security at fire scenes.
- ☐ Develop and implement firefighting training and exercise program to support fire departments prepare for, prevent and respond to fires and other hazards.
- ☐ Develops and delivers fire prevention and safety education programs in partnership with other federal agencies, the fire and emergency response community, the media and safety interest groups; works with the public and private groups to promote and improve fire prevention and life safety through research, testing and evaluation.
- ☐ Maintains the National Fire Incident Reporting System (NFIRS) (i.e., is the world's largest, national, annual database of fire incident information. Provides information and analyses, based on data, on the status and scope of the U.S. fire problem).
- ☐ Sponsors research and conducts studies to support emergency responder health and safety and help fire departments prepare for and respond to fire, natural disasters and non-fire emergencies.
- ☐ Spearheads the Fire Is Everyone's Fight - national initiative to unite the fire service and life safety organizations and professionals to reduce home fire injuries, deaths and property loss by changing how people think about fire and fire prevention.
- ☐ National Fire Academy provides free training and education programs to support fire departments and emergency medical services organizations prepare for, prevent and respond to fires and other hazards.

- ☐ Offers a WUI toolkit to fire departments prepare for, and respond to, wildland urban interface fires. Works collaboratively with other federal agencies to provide resources and training to assist with stakeholder efforts, to prepare communities to be more resilient in the event of a wildfire.
- ☐ Enhance fire and emergency medical services' ability to identify, prevent, prepare for and mitigate community risks.

Position: **Public Safety Branch: Law Enforcement Group**	Role: Staff consider law enforcement capabilities in the mission to prepare for, protect against, respond to, recover from and mitigate all hazards. Set policy, programs and operations affecting or impacting the law enforcement community. Enhance communication and coordination between national security agencies and law enforcement professionals by enabling synchronization of internal and external initiatives that involve law enforcement and security activities through partnership, intelligence, information-sharing, analysis and decision-making support.

- ☐ Conduct a public safety and security response.
- ☐ Develop methods to assess personnel safety and security following an incident.
- ☐ Establish public safety and security monitoring and surveillance programs.
- ☐ Provide and plan for access to the site for emergency workers and other necessary and appropriate personnel:
    - Secure critical sites.
    - Identify and establish an incident perimeter and zones.
    - Identify security zone requirements.
    - Develop security and access control plans.
    - Implement and maintain an on-scene personal identity management system.
    - Coordinate security for facilities and resources.
    - Control traffic and crowds.
    - Arrange for shelter, housing and feeding for law enforcement responders.
- ☐ Maintain contact list of all Public Safety agencies within the County.
- ☐ Secure animals during an animal health emergency.
- ☐ Develop plans, procedures, and implementing instructions for the handling and processing of fatalities.
- ☐ Develop plans, procedures, and implementing instructions to recover human remains in a dignified manner.
- ☐ Develop plans, procedures, and implementing instructions for investigating deaths as the result of incidents.
- ☐ Develop plans, procedures for establishing a family assistance center (FAC).

Position: **Public Safety Branch: Emergency Medical Services (EMS) Group**	Role: This role directs EMS operations at the incident site, managing situational issues and resources. Tactical aspects of triage, treatment and transport divisions report to this level. This position within the Medical Branch is also strategic in nature and coordinates closer to the activity at the incident while the Medical Branch Director is in closer proximity to the Incident Commander at the Command Post for quick intervention at a command level.

- ☐ Coordinate with the Local Health District to ensure all Public Health needs are met.
- ☐ Identify the operations, hazards, and exposures of greatest risk to site personnel and coordinate with the Incident Command (IC) to develop specific actions to address them and protect site personnel.
- ☐ Assist the Incident Commander (IC) in developing an Incident Safety and Control Plan.
- ☐ Ensure that the exposure monitoring (personnel and environment) specified in the Health and Safety Plan and related standard operating procedures (SOPs) is performed.
- ☐ Observe the scene and review/evaluate hazard and response information as it pertains to the safety of all persons on the scene and responding.
- ☐ Assist the Incident Command (IC) and Incident Command System (ICS) staff in implementing exposure monitoring and enforcing safety considerations.
- ☐ Develop a plan to coordinate the actions of the various agencies providing environmental health services.
- ☐ Identify appropriate expertise needed for all aspects of environmental health response.
- ☐ Provide input on forecasting and planning aspects as part of the Incident Command System (ICS) for needs in the coming days.
- ☐ Issue environmental health alerts as appropriate.
- ☐ Assist epidemiologists and health providers in linking environmental exposures to health risks, prevention strategies, and disease outcomes.
- ☐ Develop a Crisis Communication Plan clearly identifying and communicating environmental health risk issues to the media, public, partners and stakeholders.
- ☐ Disseminate crisis and emergency risk communication information to media, public, partners and stakeholders.
- ☐ Provide situational advice/guidance to law enforcement authorities regarding re-entry (if applicable).
- ☐ Develop and conduct relevant emergency response training for field staff and managers of state/local wastewater programs and utilities.
- ☐ Conduct environmental investigations of disease outbreaks and exposures, as needed; work in conjunction with epidemiologist, laboratory and health care providers.
- ☐ Ensure appropriate implementation of infection control precautions for isolated patients.
- ☐ Assist in disease control, quarantine, containment, and eradication.
- ☐ Identify community sites suitable for quarantine.

- ☐ Conduct building/facility inspections in advance to identify food/sanitation capability and suitability of structures identified as mass care facilities (housing, shelters, feeding, and care facilities).
- ☐ Create emergency response plan for managing the type and quantities of waste generated by the event and cleanup efforts.
- ☐ Determine, recommend, and assess appropriate decontamination methods.
- ☐ Identify suitable repositories by type and their capacities for radioactive waste disposal.
- ☐ Assist in the development plan for long-term environmental monitoring (if applicable).
- ☐ Coordinate quarantine activation and enforcement with public safety and law enforcement.
- ☐ Ensure critical medical care for any ill individuals.
- ☐ Track (with a database) the details of the persons who are being placed in isolation or quarantine using Personal Health Identification Numbers (PHINs).
- ☐ Issue/terminate isolation or quarantine orders or agreements for voluntary isolation or quarantine.
- ☐ Issue an order that closes public venues based on the recommendation of an epidemiologist.
- ☐ Ensure mental health care and access to religious practices.
- ☐ Assist in the coordination of public information releases about those people who have been isolated or quarantined.
- ☐ Establish criteria for patient decontamination that fully considers the safety of emergency medical services (EMS) personnel and hospital-based first responders.
- ☐ Develop plans, procedures, and implementing instructions to ensure individual gross decontamination of persons prior to admittance to shelters and other mass care facilities, medical and alternate care facilities, reception centers, and other places as needed.
- ☐ Provide post-hospitalization regulating and mass movement of patients that matches needy patients with transportation assets and available definitive care.
- ☐ Provide accurate and relevant public health and medical information to clinicians, other responders, and the public in a timely manner.
- ☐ Provide worker crisis counseling and mental health and substance abuse behavioral health support.
- ☐ Process and manage requests for additional personnel or equipment.
- ☐ Develop plans for establishing staging areas for internal and external response personnel, equipment, and supplies.
- ☐ Ensure the timely provision of equipment and materials to shelters and mass care and medical facilities. (Note: This task needs to treat provision of personnel as a separate task because personnel and supplies are handled separately.)
- ☐ Coordinate public health and medical services.
- ☐ Provide security to protect medicines, supplies and public health personnel.
- ☐ Coordinate dispensing of mass therapeutics and vaccines.
- ☐ Develop plans to activate morgue operations in the County.

- ☐ Develop a fatality incident action plan (IAP) by evaluating previously developed plans, procedures, implementing instructions, and systems.
- ☐ Identify and arrange local morgue site/s.
- ☐ Coordinate mortuary/morgue services.
- ☐ Coordinate with public health and regulatory agencies to develop plans, procedures, and implementing instructions to protect the public from communicable diseases and radiological, chemical, and other hazards when handling remains.

Position: **Infrastructure Branch: Agricultural and Natural Resources Group**	Role: Agriculture and Natural Resources organizes and coordinates Federal support for the protection of the Nation's agricultural and natural and cultural resources during national emergencies. Works during actual and potential incidents to provide nutrition assistance; respond to animal and agricultural health issues; provide technical expertise, coordination and support of animal and agricultural emergency management; ensure the safety and defense of the Nation's supply of meat, poultry, and processed egg products; and ensure the protection of natural and cultural resources and historic properties.

- ☐ Inspect and monitor meat, poultry, and egg establishments that can continue to operate in the affected area.
- ☐ Inspect the safety and security of the agricultural infrastructure in the locality.
- ☐ Collect and compile information about threats to the locality's food supply.
- ☐ Develop plans to collect and dispose of infected material to reduce the spread of animal disease.
- ☐ Coordinate with Federal, State, and local agencies to ensure the safety and security of food and agricultural products, in retail and food service establishments and institutions.
- ☐ Conduct response-related activities for agricultural support.
- ☐ Coordinate and provide food and agricultural response support.
- ☐ Direct agricultural processes for surveillance, testing and isolation or quarantine for threats to agricultural assets and the food supply.
- ☐ Conduct product tracing to determine the source, destination, and disposition of adulterated or contaminated products.
- ☐ Implement instructions for disposing of infectious agricultural waste.

Position: **Public Safety Branch: Animal Control**	Role: Staff respond to animal and agricultural health issues; provide technical expertise, coordination and support of animal emergency management functions. These functions may include: emergency sheltering operations, feeding, re-homing/adoption, animal collection and processing, animal veterinary care, etc.

- ☐ Inspect and monitor, the safety and security of the food supply infrastructure in the County following an incident.

- ☐ Develop animal safety and security plans, programs, and agreements.
- ☐ Develop plans, procedures, implementing instructions, and systems for providing mass animal care.
- ☐ Develop plans, procedures, and implementing instructions for long-term animal health care.
- ☐ Provide coordination and support for animal health care through the incident command system (ICS).
- ☐ Implement plans and procedures to provide animal health care.
- ☐ Coordinate and conduct an animal safety and bio-security response.
- ☐ Develop and implement training and procedures to enable local veterinary communities to recognize exposure to CBRNE materials, and to use tools and equipment to detect CBRNE materials.
- ☐ Coordinate with Agricultural and Natural Resources Unit to ensure animal health and veterinary medical services are supported.

Position: **Human Services Branch: Sheltering and Mass Care**	Role: Staff will utilize plans to setup and operate Evacuation Centers local facilities as needed to house and feed displaced residents and certain household pets during extreme emergencies. Acquire and provide resources necessary to support mass care services.

- ☐ Develop plans, procedures and implementing instructions for the immediate provision of mass care services to shelters for disaster victims to include shelter, feeding, basic first aid, bulk distribution of needed items and other related services.
- ☐ Develop procedures and implementing instructions to establish and manage shelters.
- ☐ Develop evacuation and emergency operations procedures for at-risk populations and locations.
- ☐ Develop evacuation and emergency operations procedures for the care of special needs population.
- ☐ Develop plans, procedures, and implement instructions for evacuation/shelter-in-place decisions.
- ☐ Develop plans, procedures, and implementing instructions to ensure individual/gross decontamination of persons prior to admittance to shelters and other mass care facilities.
- ☐ Develop hazard/incident specific plans and policies to identify, screen, and manage evacuees who may be a hazard to others.
- ☐ Develop plans, procedures and implementing instructions for family assistance center operations and family reunification.
- ☐ Develop plans, procedures and implementing instructions for transitioning shelter operations to interim housing.
- ☐ Develop plans, procedures, and implementing instructions to manage quarantines.
- ☐ Develop plans, procedures, and implementing for providing security of the evacuation facilities, mass care and medical facilities.
- ☐ Develop plans, procedures, and implementing instructions for safe and organized re-entry of evacuees to homes and businesses.
- ☐ Pre-Identify suitable and accessible Evacuation sites/Shelters for general population.
- ☐ Pre-Identify populations and locations at risk.
- ☐ Pre-Identify potential transportation targets.
- ☐ Pre-identify suitable and accessible Evacuation sites/shelters for special needs population to include individuals with disabilities, non-English speaking persons, migrant workers, and those with developmental or medical conditions that require attention and their care givers.
- ☐ Pre-identify suitable locations for Points of Distribution (POD's) for emergency relief items.
- ☐ Provide shelter guidance to agencies responsible for the care of special needs populations to include service animals.
- ☐ Provide for public information warnings and instructions for mass evacuations/shelter-in-place.

- ☐ Assess and Conduct building inspections in advance to determine the stability of structures identified as mass housing, shelter, and care facilities making sure they were not damaged during the incident and are safe to use.
- ☐ Assess need for:
  - Emergency feeding and sheltering activities.
  - Mass feeding services.
  - Bulk distribution of relief items.
- ☐ Manage resources to support emergency feeding and sheltering activities.
  - Activate emergency shelters.
  - Activate the approved traffic control plan.
  - Conduct bulk distribution of relief items.
  - Coordinate preparedness efforts for recruitment and training of personnel to provide mass care services.
  - Assist in monitoring status of shelter-in-place and special needs population.
  - Provide assistance to assure that sanitary conditions of food, air, and water and waste disposal at shelters are maintained.
  - Provide counseling and mental health services at shelters.
  - Provide decontamination services.

Position: **Human Services Branch: Volunteer and Donation Management Unit**	Role: Develops the Volunteer Management Plan and coordinates with Donations Management to ensure coverage is provided for volunteer services. Creates activation and deployment schedules for disaster volunteers and maintains and updates volunteer roster. Leverages the expertise of local community partners for volunteer initiatives. Identify how to effectively manage the surge of unsolicited goods. Gather information from organizations, agencies, volunteers, media, and others for donations intelligence purposes. Facilitate the matching of unaffiliated volunteers with appropriate organizations or agencies during program implementation. List the planning considerations for cash donations. Incorporate technology needed to successfully manage data and information on unaffiliated volunteers and unsolicited goods.

- ☐ Develop procedures, and implementing instructions to establish and manage Mange Volunteers and Donations.
- ☐ Develop plans, policies, and implementing instructions for managing volunteers and performing non-medical tasks.
- ☐ Develop plans, policies, and implementing instructions for managing volunteers for medical tasks.
- ☐ Develop just-in-time training program for volunteers to perform required tasks.

- ☐ Develop a critical resources list and procedures for acquisition in time of crisis.
- ☐ Develop plans, policies, and implementing instructions for managing donated supplies, services, money and equipment.
- ☐ Develop procedures for recruiting, registering and utilizing auxiliary manpower.
- ☐ Review and activate State and local plans for unsolicited donations and unaffiliated volunteers.
- ☐ Identify potential sites/facilities to manage donated goods and services being channeled into the disaster area.
- ☐ Establish a donations and volunteer coordination center, to receive donated good and receive cash donations.
- ☐ Establish a liaison with media outlets and other stakeholders to provide information about volunteers and donations.
- ☐ Activate Donations/Volunteer Coordination Teams (DVCT).
- ☐ Assign volunteers to tasks that best utilize their skills.
- ☐ Assign the tasks of coordinating auxiliary manpower and material resources.
- ☐ Develop and implement a process for the expeditious transport of resources into secured areas.
- ☐ Coordinate the use of assigned Volunteer Organizations Active in Disasters (VOAD).
- ☐ Coordinate voluntary support/activities with community leadership and liaise with local agencies.
- ☐ Assist in the coordination and development of a Community Relations Plan for ensuring continued communications with citizens, other neighboring localities, and private industry leaders.
- ☐ Disseminate guidance for the public regarding appropriate donation methods and volunteer activities.
- ☐ Compile and submit totals for disaster-related expenses.

Position: **Infrastructure Branch: Public Works Group**	Role: Staff will enhance response and recovery efforts with other city and county departments. Specific activities within the scope of this function include: debris management, damage assessments, facility maintenance, coordination with Virginia Department of Transportation (VDOT), etc.

- ☐ Participate in post-incident assessments of structures, public works facilities and infrastructure to help determine critical needs and workloads.
- ☐ Assess damage to public facilities and county property/resources.
- ☐ Assess damage to public and private structures for reoccupation safety.
- ☐ Assess the condition of public water systems in the County for structural or operational damage.
- ☐ Assess the potability of water; establish required corrective action.
- ☐ Coordinate technical assistance for water and wastewater (sewerage) safety.
- ☐ Participate in and facilitate recovery activities related to public works and engineering.
- ☐ Provide technical advice, evaluation and engineering support.

- [ ] Participate in and facilitate recovery activities related to public works facilities in the County.
- [ ] Manage public works mutual aid agreements.
- [ ] Incorporate appropriate private-sector entities into incident response activities.
- [ ] Manage and coordinate debris clearing operations.
- [ ] Maintain current up-to-date and accessible list of all equipment and personnel resources.
- [ ] Compile and submit required damage assessment reports to Coordinator.
- [ ] Facilitate plans for regional, state and local mutual aid agreements to share building code enforcement personnel during disasters and provide training for such personnel.
- [ ] Develop procedures for notifying building owners about standards and permitting requirements for repairing and reoccupying condemned or damaged buildings or having utilities reconnected (a recovery package).

Position: **Planning Section Chief**	Role: Manages staff to collect, evaluate, processes, and disseminates information for use at the incident. When activated, the Section is managed by the Planning Section Chief who is a member of the General Staff. There are four units within the Planning Section that can be activated as necessary: Resources Unit, Situation Unit, Documentation Unit, Demobilization Unit.

- [ ] Supervise/facilitate incident planning activities.
- [ ] Collect and process incident-relevant informational data.
- [ ] Provide input to the Incident Commander and Operations Section in preparing the IAP.
- [ ] Coordinate the development of an Incident Traffic Plan (from Ground Support) and other supporting plans into the Incident Action Plan (if applicable).
- [ ] Supervise preparation of the IAP.
- [ ] Establish information requirements and reporting schedules for Planning section units (i.e., Resources Unit, Situation Unit).
- [ ] Determine need for specialized resources in support of the incident.
- [ ] Establish specialized information collection activities as necessary (i.e., weather, environmental, toxic, etc.)
- [ ] Compile and display incident status information.
- [ ] Report any significant changes in incident status.
- [ ] Provide periodic predictions on incident potential.
- [ ] Assemble information on alternative strategies.
- [ ] Reassign out-of-service personnel already on-site to ICS organization, as appropriate.
- [ ] If requested, assemble and disassemble strike teams and task forces not assigned to operations.
- [ ] Oversee preparation of the Demobilization Plan.

- [ ] Maintain Unit Log (ICS 214).

Position: **Documentation and Situation Unit**	Documentation Role: Staff are responsible for the maintenance of accurate, up-to-date incident files. Duplication services will also be provided by the Documentation Unit. Incident files will be stored for legal, analytical and historical purposes. Situation Role: Staff collect, process, and organize situation information, prepare situation summaries, and develop projections and forecasts related to the incident. They gather and disseminate information for the IAP. This unit produces Situation Reports (SITREP) as scheduled or at the request of the Planning Section Chief or Incident Commander. The Situation Unit frequently includes Geographic/Geospatial Information Systems (GIS) Specialists. The Situation Unit may also include Field Observers to gather information on the incident and/or response.

- [ ] Set up work area; begin organization of incident files.
- [ ] Establish duplication services; respond to requests.
- [ ] File all official forms and reports.
- [ ] Review records for accuracy and completeness; inform appropriate units of errors or omissions.
- [ ] Provide incident documentation as requested.
- [ ] Store files for post-incident use.
- [ ] Develop, update, and maintain the Emergency Operations Plan.
- [ ] Establish plans and procedures to assure that the EOC is organized and adequately staffed to meet NIMS standards.
- [ ] Develop personnel qualifications and certifications for NIMS specified roles.
- [ ] Establish and implement an order of command succession or continuity consistent with NIMS.
- [ ] Verify that all individuals serving in the Emergency Communication Center and any alternate or supplementary locations have clear and standard operating procedures (SOPs), consistent with the potential needs specifically related to the event.
- [ ] Develop plans, policies, procedures and implementing instructions describing how personnel, equipment, and other governmental and nongovernmental resources will support incident management requirements.
- [ ] Implement emergency management policies and procedures.
- [ ] Provide direction, information, and/or support as appropriate to incident command (IC) or unified command (UC) and/or joint field office(s).
- [ ] Provide periodic information releases to the media and the public via all media: television, radio, and so forth.

- ☐ Work with agency heads to develop a recovery assistance management plan and activate transition plans to move from response to recovery.
- ☐ Develop and provide training for all personnel involved in providing services during an emergency.
- ☐ Review legal and regulatory documents for conformance with applicable laws.

Position: **Logistics Section Chief**	Role: Provides all incident support needs. May assign a Deputy when all designated units within the Logistics Section are activated. Determines the need to activate or deactivate a unit. If a unit is not activated, responsibility for that unit's duties will remain with the Logistics Section Chief.

- ☐ Manage all incident logistics.
- ☐ Provide the Logistical input to the IC in preparing the IAP.
- ☐ Review and provide input to the Communications Plan (ICS 205), Medical Plan (ICS 206)
- ☐ Provide facilities, transportation, communications, supplies, equipment maintenance and fueling, food, and medical services for incident personnel and all off-incident resources.
- ☐ Identify known or anticipated incident service and support requirements.
- ☐ Request and supervise request for additional resources as needed.
- ☐ Ensure and oversee development of Traffic, Medical, and Communications Plans as needed.
- ☐ Brief Branch Directors and Unit Leaders as needed.
- ☐ Oversee demobilization of Logistics Section and associated resources.

Position: **Communication/IS Unit (Information Systems)**	Role: Staff are responsible for developing plans for the use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communications Center; and the distribution and maintenance of communications equipment.

- ☐ Coordinate the development of an Incident Communications Plan.
- ☐ Establishing voice and data networks for command, tactical, support units.
- ☐ Install and test all communications equipment.
- ☐ Establish and develop equipment accountability system to oversee communications equipment distribution, maintenance locations and recovery of communications equipment.
- ☐ Assign radio frequencies.
- ☐ Provide technical advice on:
  - Adequacy of communications system.
  - Equipment capabilities.
  - Amount and types of equipment available.
  - Potential problems with equipment.
- ☐ Advise on communications capabilities/limitations.

Position: **Supply/Ground Unit**	Supply Role: Responsible for ordering, receiving, processing and storing all incident-related resources (equipment and supplies). Maintaining an inventory of supplies; and servicing nonexpendable supplies and equipment. All off-incident resources will be ordered through the Supply Unit, Including: Tactical and support resources (including personnel). All expendable and non-expendable support supplies. Ground Role: Staff are primarily responsible for the maintenance, service, and fueling of all mobile equipment and vehicles, with the exception of aviation resources. The Unit also has responsibility for the ground transportation of personnel, supplies and equipment, and the development of the Incident Traffic Plan.

- ☐ Provide input to Logistics Section planning activities.
- ☐ Provide incident related resources to Planning, Logistics, and Finance/Administration Sections.
- ☐ Order, receive, distribute, and store supplies and equipment.
- ☐ Maintain an inventory of supplies and equipment.
- ☐ Respond to requests for personnel, equipment, and supplies.
- ☐ Determine the type and amount of supplies enroot.

- ☐ Service reusable equipment, as needed. Participate in Support Branch/Logistics Section planning activities.
- ☐ Develop the Incident Traffic Plan. (Should be done by a person experienced in traffic management.)
- ☐ Provide support services (fueling, maintenance, and repair) for all mobile equipment and vehicles.
- ☐ Provide support for out-of-services equipment.
- ☐ Maintain an inventory of support and transportation vehicles.
- ☐ Record time use for all incident-assigned ground equipment (including contract equipment).
- ☐ Order maintenance and repair supplies (i.e., fuel, spare parts).
- ☐ Update the Resources Unit with the status (location and capability) of transportation vehicles.
- ☐ Maintain a transportation pool on larger incidents as necessary.

Position: **Finance/Admin Section Chief**	Role: Responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section. Only when the involved agencies have a specific need for Finance/Administration services will the Section be activated. May assign deputies and assistants and may establish branches, groups, divisions, or units, depending on the section.

- ☐ Manage all financial aspects of an incident.
- ☐ Provide financial and cost analysis information as requested.
- ☐ Develop an operational plan for the Finance/Administration Section and submit requests for the section's supply and support needs.
- ☐ Maintain daily contact with cooperating and assisting agencies on Finance/Administration matters.
- ☐ Ensure that personnel time records are completed accurately and transmitted to the appropriate agency/organization.
- ☐ Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- ☐ Ensure compensation and claims functions are addressed relative to the incident.
- ☐ Gather pertinent information from briefings with responsible agencies.
- ☐ Brief agency administrative personnel on incident-related financial issues needing attention or follow-up.
- ☐ Provide input to the IAP.
- ☐ Meet with Assisting and Cooperating Agency Representatives as needed.
- ☐ Provide financial input to demobilization planning.

Position: **Procurement/Claims Unit**	Procurement Role: Staff administer all financial matters pertaining to leases, fiscal agreements and vendor contracts. Unit staff coordinate with local jurisdictions to identify sources for equipment and supplies; prepare and sign equipment rental agreements; and

	process documentation associated with equipment rental and supply contracts. The unit works closely with local fiscal authorities to ensure efficiency. Claims Role: Staff will oversee the completion of all forms required by workers' compensation and local agencies. A file of injuries and illnesses associated with the incident will also be maintained, and all witness statements will be obtained in writing. Close coordination with the Medical Unit is essential. Claims is responsible for investigating all claims involving property associated with or involved in the incident. This can be an extremely important function on some incidents.

- ☐ Review incident needs and any special procedures with Unit Leaders, as needed.
- ☐ Coordinate with local jurisdiction on plans and supply sources.
- ☐ Coordinate the development of an Incident Emergency Procurement Plan (if applicable).
- ☐ Prepare and authorize contracts and land use agreements, as needed.
- ☐ Establish contracts and agreements with supply vendors (if applicable).
- ☐ Interpret contracts and agreements; resolve disputes.
- ☐ Coordinate with Compensation/Claims Unit for processing claims.
- ☐ Coordinate use of Imprest funds as required.
- ☐ Complete final processing of contracts and send documents for payment.
- ☐ Coordinate cost date in contracts with Cost Unit Leader.
- ☐ Determine the need for Compensation-for-Injury and Claims Specialists and order personnel as needed.
- ☐ Establish a Compensation-for-Injury work area.
- ☐ Review Incident Medical Plan.
- ☐ Review procedures for handling claims with Procurement Unit.
- ☐ Periodically review logs and forms produced by Compensation/Claims Specialists to ensure compliance with agency requirements and policies.
- ☐ Ensure that all Compensation-for-Injury and Claims logs and forms are complete and routed to the appropriate agency for post-incident processing prior to demobilization.

Position: **Cost/Time Keeping (Documentation) Unit**	Cost Role: Staff provide all incident cost analysis-track costs, analyze cost data, make estimates, and recommend cost-saving measures. They ensure that equipment and personnel for which payment is expected are properly identified; obtain and record cost data; analyze and prepare estimates of incident costs; maintains accurate records of incident costs. Cost Unit staff provide cost estimates for resource use to Planning Section staff. The Cost Unit staff maintain information on the actual cost of all assigned resources. Time Role: Staff ensure the daily recording of incident personnel and equipment time is accurate and in accordance with the policies of the relevant agencies. The Time Unit Leader may need assistance from personnel familiar with the relevant policies of any affected agencies. Time Unit staff verify these records, check them for accuracy, and post them according to policies. As applicable, personnel time records will be collected and processed for each operational period.

- ☐ Determine incident requirements for time recording function.
- ☐ Contact appropriate agency personnel/representatives.
- ☐ Ensure that daily personnel time recording documents are prepared and in compliance with agency(s) policy.
- ☐ Maintain separate logs for overtime hours.
- ☐ Submit cost estimate data forms to Cost Unit as required.
- ☐ Maintain records security.
- ☐ Ensure that all records are current and complete prior to demobilization.
- ☐ Release time reports from assisting agency personnel to the respective Agency Representatives prior to demobilization.

ATTACHMENT 2: SAMPLE DISASTER DECLARATION

DECLARATION OF A STATE OF EMERGENCY

WHEREAS, the Director of Emergency Management of _____Jurisdiction does/did hereby find:

1. That due to _____(Specify Event)_____, Jurisdiction is facing/faced dangerous conditions;
2. That due to the _____(Specify Event)_____, a condition of extreme peril to life and property necessitates/necessitated the proclamation of the existence of a local emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that an emergency does now/or did exists throughout said Jurisdiction; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said emergency, the powers, functions, and duties of the Emergency Management Organization of Jurisdiction shall be/were those prescribed by State Law and the Ordinances, Resolutions, and approved plans of Jurisdiction in order to mitigate the effects of said emergency.

_____

Date

_____

Chair, Board of Supervisors
County of Cumberland, Commonwealth of Virginia

Attest: _____

Clerk, Board of Supervisors
County of Cumberland, Commonwealth of Virginia

ATTACHMENT 3: CHANGE FORM

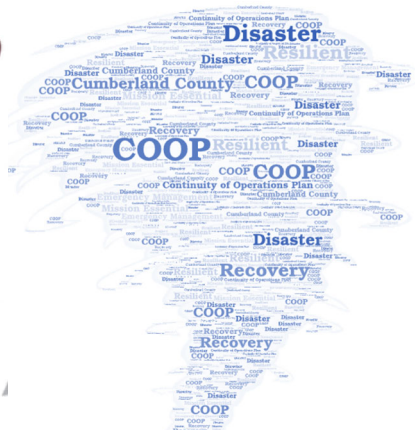
Instructions: This form is used to make a change to the Response Annex. Please email the completed form with the top portion completed to: tbranch@cumberlandcounty.virginia.gov.

RESPONSE ANNEX CHANGE FORM	Date:
Name:	Department:
Phone:	Email:

CHANGE REQUESTED	
Annex Page(s)	Reason for Change:
	Proposed Change Language:

CUMBERLAND COUNTY EMERGENCY MANAGEMENT USE	
Reviewed by:	Change Approved? Yes ☐ No ☐
Approved Change Language:	
☐ Recorded in Record of Changes Date:	☐ Updated Annex Sent to Plan Holders

County of Cumberland Virginia



Annex D: Recovery

January 2026

This Page Intentionally Left Blank

PLAN DOCUMENTATION

APPROVAL

This Recovery Annex is hereby approved and is effective immediately. This document, along with any referenced attachments, will be maintained, reviewed, and updated as defined within this document. Authority is delegated to the Cumberland County Director of Emergency Management, or their designee to serve as the Emergency Manager, modify this plan as necessary to address operational or organizational changes, comply with municipal policy, or address mandates from the Commonwealth of Virginia or Federal government. County Departments are hereby directed to follow this plan, its supporting plans, annexes, policies, and procedures.

_____

Chair, Cumberland County Board of Supervisors

_____

Sheriff, Cumberland County

_____

County Administrator, Cumberland County

_____

Chief, Emergency Management Coordinator, Cumberland County Fire and EMS

RECORD OF CHANGES

Change #	Page #	Section	Summary of Change	Change Made By	Date
1					
2					
3					

AUTHORITIES, ACRONYMS, AND DEFINITIONS

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

RELATED AUTHORITIES

FEDERAL

- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-388, as amended.
- The Disaster Mitigation Act of 2000, Public Law 106-390 (amendment to the Stafford Act).
- The Intelligence Reform and Terrorism Protection Act of 2004, Public Law 108-458, Section 7302.
- "Emergency Services and Assistance," Code of Federal Regulations, Title 44.
- Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003.
- National Response Framework (NRF), January 2008.
- National Preparedness Goal, September 2011.
- National Incident Management System (NIMS), February 2008.
- National Disaster Recovery Framework (NDRF), September 2011.
- Presidential Policy Directive 8 (PPD 8), National Preparedness, March 30, 2011.
- Sandy Recovery Improvement Act (SRIA) of 2013
- Disaster Relief Appropriations Act, 2013

ACRONYMS

AAR	After Action Report
DRC	Disaster Recovery Centers
EPG	Emergency Policy Group
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
IAP	Initial Action Plan
IDA	Initial Damage Assessment
LDRM	Local Disaster Recovery Manager
NDRF	National Disaster Recovery Framework
NIMS	National Incident Management System
PA	Public Assistance
PDA	Preliminary Damage Assessment
PIO	Public Information officer
SHSP	State Homeland Security Program
SITREP	Situation Report
UASI	Urban Area Security Initiative
VDEM	Virginia Department of Emergency Management

DEFINITIONS

National Incident Management System: This system provides a flexible national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, mitigation, response, and recovery.

Preliminary Damage Assessment: A mechanism for determining the effect and ratio of damage and the resulting needs of the private and public sectors. The State uses information collected through preliminary damage assessment as a basis for a governor's emergency declaration.

Incident Action Planning (IAP): A written, or verbal plan designed to provide a terse and comprehensible method of capturing and disseminating the comprehensive incident: objectives, strategies, priorities, and tactics.

Local Disaster Recovery Manager (LDRM): The LDRM's function is to organize, coordinate, and advance recovery at the local level. LDRM's bring recovery management and administration experience, critical thinking habits, and resource development skills to recovery operations.

Disaster Recovery Centers: A readily accessible facility or mobile office where those impacted may acquire information and be referred to appropriate services.

Emergency Operation Center: A specified location that serves as a focal point for emergency communications, coordination, information, and decision-making.

TABLE OF CONTENTS

Plan Documentation 3
Approval 3
Record of Changes 4
Authorities, References, and Acronyms 5
Related Authorities 5
Federal 5
Acronyms 6
Definitions 6
Table of Contents 8
Introduction 10
Background 10
Purpose 11
Scope 11
Emergency Management Phases 11
Recovery Priorities 11
Concept of Operations Organization 13
Activation and Implementation of the Recovery Plan 13
Recovery Governance and Command 14
Governing Authorities 14
Local Disaster Recovery Manager 14
Organization and Assignment of Responsibilities 15
Recovery Organization 15
Recovery Organization Activities 16
Preparedness Activities 16
Short-term Recovery Activities 17
Response Activities 18
Intermediate Recovery Activities 18
Long-term Recovery Activities 18
Assignment of Responsibilities 20
Recovery Leads 26
Supporting Departments and Partners 26

Additional and External Resources....26
Direction, Control, and Coordination....27
Damage Assessment....27
Rapids Impact Assessment (Size-Up)....27
Initial Damage Assessment (IDA)....27
Joint Preliminary Damage Assessment (JDPA)....28
Public Assistance....28
Disaster Recovery Centers (DRCs)....29
Debris Management....30
Communications....31
Internal Communications....31
External Communications....31
Administration, Finance, and Logistics....32
Administration and Finance....32
Documentation....32
Deactivation/Demobilization....33
Plan Maintenance....33
Attachment 1: Recovery Checklists....34
Short-Term Recovery Checklist....34
Long-Term Recovery Checklist....35
Attachment 2: Rapid Impact Assessment Worksheet....36
Attachment 3: Preliminary Damage Assessment Checklist....37
Attachment 4: Proposed Annex Change Form....38

INTRODUCTION

BACKGROUND

Cumberland County's Director of Emergency Management manages the County's Emergency Management program. This Recovery Annex provides:

- Guidance on how to initiate recovery operations as soon as an event is anticipated within the County.
- A framework that will guide Cumberland's recovery activities in emergencies or disasters.
- Guiding principles of Cumberland and departmental cooperation to enhance recovery operations.

Each department should become familiar with this Annex to ensure efficient and effective execution of emergency responsibilities. This document will continue to be evaluated, updated, and refined to meet the changing needs of the County. The Director of Emergency Management, or their designee, will update and maintain this Plan. Emergency Management will work with all county departments in continuing to enhance recovery operations.

Cumberland County will carry out a recovery program that involves both short- and long-term efforts in the event that disasters occur.

Short-term operations seek to restore vital services and provide for the basic needs of the Whole Community. Long-term recovery focuses on restoring the County to its normal or new normal state.

The Federal government, under the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. Each department should become familiar with this Annex to ensure efficient and effective execution of emergency responsibilities.

PURPOSE

The purpose of this Recovery Annex is to provide a framework to effectively implement recovery strategies after an incident or disaster to restore normalcy, build resiliency, and protect Cumberland County financially. This Plan is consistent with the National Incident Management System (NIMS) and the National Disaster Recovery Framework (NDRF).

The County is prepared to coordinate with state and federal agencies to facilitate individual assistance for our residential population, apply for federal assistance (if available), or file insurance claims. This includes ensuring accurate documentation during response activities to capture funding and recover financial expenditures to the greatest extent possible.

Cumberland County utilizes the Incident Command System and the National Incident Management System (NIMS) to manage major special events, emergencies, and disasters.

The ultimate goals of the Cumberland County Emergency Management program are to:

- Provide effective communications, coordination, and application of resources regarding life safety measures and property loss reduction;
- Provide for the rapid resumption of impacted mission-essential programs and services;
- Provide inclusion emergency policies that ensure persons with access and functional needs can all access public safety and emergency management services; and
- Provide accurate documentation and records required for future cost recovery and future mitigation efforts.

SCOPE

This Annex is intended to address recovery from a disaster. A disaster is an incident that surpasses the County's ability to respond to or recover from without additional assistance. This Recovery Annex will provide a framework for adapting Cumberland's organizational structure and maximizing capabilities to recover from disasters faster and more efficiently.

EMERGENCY MANAGEMENT PHASES

This Annex applies to Cumberland County's phases of emergency prevention, preparedness, mitigation, response (when appropriate), and recovery operations during local, State, and Presidentially declared emergencies or disasters. This Plan applies to all county departments with operational responsibilities for recovery. This Annex will be applied early in the response phase for no-notice events and pre-event for events with notice prior to improve recovery time and reduce expenses. Response operations may still be occurring when this Plan is initiated.

RECOVERY PRIORITIES

The following ***rank-ordered*** priorities are intended to provide guidance for prioritizing actions and undertaking investments by the County during recovery and restoration.

The priorities below are not specific to actual pieces of infrastructure, resource-allocation decisions, or policy development. Instead, they are intended to help guide such real-world decisions in the wake of a disaster. Note that the below priorities are not intended to be *exclusive* of one another-

they are intended to provide a *relative* framework for the design and implementation of recovery programs; the direction of recovery actions; and allocation of limited resources:

1. Address life-safety concerns.
2. Provide for basic needs including public safety/security, health, and social/human services' needs.
3. Protect property and maintain economic stability.
4. Respect personal liberties, legal protections, and privacy safeguards.
5. Maintain standards of fairness, individual rights, and Cumberland County's interests.
6. Support general well-being and address intangible social/personal impacts.
7. Protect and restore the County's resources.

CONCEPT OF OPERATIONS ORGANIZATION

All county departments will have assignments throughout the recovery phase, in addition to their regular, day-to-day duties. As Emergency Operation Center (EOC) and response operations transition to recovery, staff with recovery mission assignments will be identified. The Director of Emergency Management, or their designee will outline how the current operations will transition to recovery operations. These assignments usually parallel or complement regular duties. The assignments of each department are listed in the "Organization" section of this plan.

Recovery procedures, training, and education for recovery assignments need to be accomplished before an event and should be refreshed yearly. Each department is responsible for developing and maintaining its own procedures, training, and education. Education should include details of how personnel should perform the recovery assignments outlined in this plan.

The Director of Emergency Management, or their designee will be responsible for organizing, coordinating, and advancing recovery within the County. During recovery operations, departmental staff may be assigned specific positions in a recovery organization structure, or the Director of Emergency Management, or their designee may give them mission assignments.

ACTIVATION AND IMPLEMENTATION OF THE RECOVERY PLAN

The transition from Response to Recovery is a gradual process, the pace and timing of which will depend upon the circumstances. As response activities diminish, recovery activities will increase. During the response phase, the Director of Emergency Management, or their designee will decide when to transfer direction and control of recovery operations to the Local Disaster Recovery Manager (LDRM) will serve as the Incident Commander (Recovery role) and the Director of Emergency Management, or their designee will supervise the LDRM functions if a support contractor is used.

RECOVERY GOVERNANCE AND COMMAND

GOVERNING AUTHORITIES

The Director or Emergency Management or their designee, maintains full authority to direct recovery activities that promote Cumberland County's recovery.

LOCAL DISASTER RECOVERY MANAGER

The Director of Emergency Management, or their designee appoints the Local Disaster Recovery Manager (LDRM). He/she serves as the Lead for coordination and command of all local recovery efforts. The LDRM will oversee the County's recovery organization. The LDRM, in coordination with the Director of Emergency Management, may activate additional resources or contract them as appropriate to best support recovery.

The LDRM will serve for a period of time determined by the recovery efforts and dictated by the Director of Emergency Management. This individual will be dedicated to the recovery effort and may be unable to perform duties related to their permanent job/home department until released from duty by the Director of Emergency Management. The LDRM may be a full-time appointment or contracted position.

Specific skill sets and credentials of the individual designated as the LDRM will depend on the needs presented by the incident. Considerations for the position include:

- Ability to navigate political environments within Cumberland County;
- Ability to quickly comprehend the complexity of State, Federal, and NGO roles in recovery;
- Authority to make/recommend time-sensitive financial decisions; and,
- Understanding of historical and geographical influences in the County environment.

Under the direction of the Director of Emergency Management or their designee, the LDRM is Cumberland's primary point-of-contact for disaster recovery programming, organization, implementation, and coordinating with the Virginia Department of Emergency Management (VDEM), and the Federal government. The LDRM is authorized to liaise directly with the State Disaster Recovery Coordinator (SDRC) and the Federal Disaster Recovery Coordinator (FDRC). The LDRM can appoint a deputy and other staff to positions consistent with the ICS organizational structure, as necessary.

Depending on the scope of the disaster, long-term recovery may continue for many years. As noted, Cumberland County may consider a pre-event recovery support contract for the LDRM and other disaster accounting and recovery roles for a major disaster.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

RECOVERY ORGANIZATION

The Recovery organization incorporates the LDRM (see the previous section above), leaders of the recovery effort, command staff, and general staff positions as deemed necessary. Command and General Staff may be detailed to the Recovery organization full or part-time, depending on the situation.

The cost of recovery organization staff and recovery tasks will be borne by the County unless such costs are eligible for reimbursement under Federal or State programs, or if Cumberland County identifies other funding mechanisms.

The Recovery organization structure will be consistent with the principles of ICS. This generally means:

- It will be scalable and flexible to adapt to the size and scope of the disaster recovery effort.
- Only positions that are needed will be filled.
- Activated positions will be filled by whoever has the applicable skill sets and experience at that time.
- Tasks assigned to positions that are not filled will revert up the chain of command to that position's supervisor.
- The staffing, scale, and structure of the Recovery organization may expand, change, or contract over time based on the situation.
- No single supervisor should directly oversee more than seven staff ("ICS span of control").
- Each individual in the Recovery organization will report directly to only one supervisor ("ICS unity of command").

RECOVERY ORGANIZATION ACTIVITIES

Cumberland County will follow the NDRF to ensure a more effective recovery. The NDRF illustrates recovery as a fluid process that begins with preparedness and can extend for months or years. Each phase requires a unique set of considerations for the recovery organization to consider.

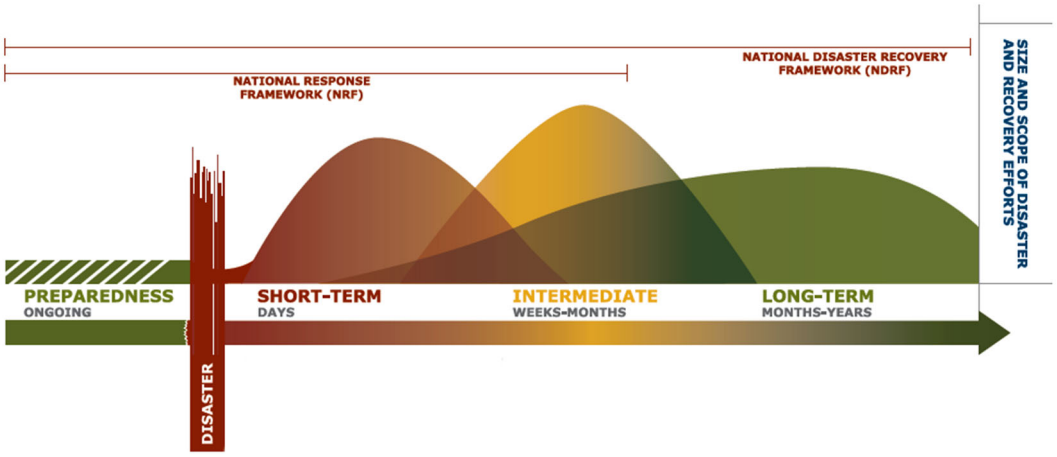


Table 1– National Disaster Recovery Framework

PREPAREDNESS ACTIVITIES

- ☐ Review responsibilities and authorities with legal counsel to ensure existing laws/ordinances ensure the health, safety, and welfare of citizens following a disaster (i.e., protective measures, access restrictions, reentry policies, curfews, price controls, public nuisance and other emergency rules of operation etc.).
- ☐ Build and maintain a disaster recovery organization.
- ☐ Develop and maintain memorandums of agreements (MOAs), memorandums of understanding (MOUs), and cooperative agreements with neighboring jurisdictions, the private sector, and NGOs.
- ☐ Conduct pre-disaster preparedness exercises to test and improve capabilities.
- ☐ Identify potential candidates to serve as the LDRM.
- ☐ Determine surge requirements for resource management and personnel.
- ☐ Develop agreements that will supplement existing staff.
- ☐ Pre-identify services to meet the emotional and health care needs of the County's Whole Community in the event of a disaster.
- ☐ Develop pre-scripted public information messages that can be used to deliver information about recovery efforts on the Citizen Information Line, when not staffed.
- ☐ Build and maintain relationships with private sector partners who can provide critical services for recovery such as financing, grocery, pharmacy, transportation, etc.

- ☐ Develop a mechanism for communicating with the private sector following an emergency or disaster.
- ☐ Inventory resources, capabilities, and current contracts for recovery operations.
- ☐ Understand county, state, and federal regulations/legislation that will create potential support or barriers for local recovery efforts.
- ☐ Ensure that current plans, policies, and procedures include information on aiding those with disabilities, functional, and access needs during recovery operations.
- ☐ Review existing financial system policies, procedures, and supporting infrastructure to ensure effective documentation and tracking of disaster costs being generated by all departments as soon as response and recovery activities are initiated (e.g., personnel, equipment, supplies, contract services, travel etc.)
- ☐ Facilitate the sorting, retrieving, and packaging of the disaster finance information and for cost reimbursement purposes.
- ☐ Develop/provide the necessary pre-event and "Just-In-Time" training to ensure effective and timely implementation of disaster recovery plans.
- ☐ Identify staff to support local damage assessment teams and provide the appropriate training to prepare teams.
- ☐ Pre-establish local debris monitoring and management contracts to address debris removal needs in a timely and effective manner.

SHORT-TERM RECOVERY ACTIVITIES

Short-term Recovery overlaps both the response and intermediate recovery actions.

- ☐ Assess and develop a strategy for post-disaster short-, interim-, and long-term disaster recovery damages/impacts/needs of affected communities.
- ☐ Coordinate re-entry with local municipalities.
- ☐ Extend and expand emergency services as needed to support the recovery mission.
- ☐ Provide emergency and temporary medical care and establish surveillance protocols as needed.
- ☐ Engage those with disabilities, functional, and access needs to ensure that critical needs are being addressed.
- ☐ Initiate the damage assessment process, including informal "windshield assessments" as well as formal assessments of facilities.
- ☐ Initiate actions for enactment, repeal, or extension of emergency ordinances, moratoriums, and resolutions.
- ☐ Assess infrastructure damages and work to establish temporary or interim infrastructure to support Cumberland's reopening.

- ☐ Review and brief department staff on disaster assistance available under the Stafford Act and other applicable disaster assistance programs. Explain associated program requirements relating to cost reimbursement, documentation, and procurement.
- ☐ Maintain contact with utility providers to determine when major utilities will be restored.
- ☐ Request outside assistance as necessary.
- ☐ Monitor recovery operations to ensure compliance with all applicable laws, regulations, policies, and programmatic requirements.
- ☐ Document and track all expenditures during the recovery process.

RESPONSE ACTIVITIES

As noted in the previous section and **Annex C: Response**, the Director of Emergency Management, or their designee monitors the need for and implements pre-recovery activities during the response phase. This includes rapid impact assessment (infrastructure assessment) and damage assessment for Public Assistance (PA) and Small Business Administration (SBA) eligibility and support for Individual Assistance (IA).

INTERMEDIATE RECOVERY ACTIVITIES

In this phase, life safety response activities have ceased, and vital services may/may not have been restored. However, the community has not returned to "normal."

- ☐ Complete damage assessment to support the County and State Disaster Declaration and trigger Federal Assistance.
- ☐ Identify Recovery and Post-Disaster Mitigation projects, develop project worksheets (PWs), and participate in FEMA applicant meetings.
- ☐ Aid the affected population (i.e., crisis counseling, transportation, etc.).
- ☐ Coordinate with county resources, to determine potential locations for emergency shelter and/or temporary housing and family/disaster assistance centers (DRCs).
- ☐ Develop transportation restoration and rebuilding plans for increased resiliency.
- ☐ Ensure that environmental and historic preservation laws and executive orders are met.
- ☐ Utilize the Recovery organization to review the County's rebuilding and resiliency goals.
- ☐ Ensure that all new construction done by volunteers meets building codes.
- ☐ Provide the Whole Community with recovery and mitigation resources.
- ☐ Assesses the need to activate departmental the County's COOP.
- ☐ Conduct post-disaster After-Action Review and update emergency management plans as appropriate.

LONG-TERM RECOVERY ACTIVITIES

Long-term recovery consists of those activities and ongoing projects that return Cumberland County to a sense of "normalcy," or a new normal.

- ☐ Manage Recovery and Mitigation grant-funded projects, track PW progress and reporting requirements, and ensure the retention of documentation.
- ☐ Ensure participation in applicable meetings relating to recovery (housing, economic recovery, environmental remediation, etc.).
- ☐ Conduct ongoing monitoring of acute and chronic effects on the environment as a result of the long-term implications.
- ☐ Re-establish county services, programs, systems, resources and workforce levels, and provide for the devolution of COOP activities.
- ☐ Prioritize long-term services required for at-risk populations, including social, medical and mental/behavioral health needs.
- ☐ Remediate areas where hazardous material releases have occurred.
- ☐ Aid in the transition of remaining emergency temporary housing populations to permanent housing.
- ☐ Identify additional mitigation initiatives following long-term recovery.
- ☐ Update resource directories, vendor lists, and inter-agency agreements, reflecting changes, additions, and newly discovered resources for future preparedness planning.

ASSIGNMENT OF RESPONSIBILITIES

To ensure the most effective use of the services and functions of existing departments within the County for emergency operations, selected roles have been assigned emergency management responsibilities in this Recovery Annex as illustrated below.

Position:	Role:
Executive Policy Group	**Role:** Assist the Emergency Management program in developing strategic goals for recovery operations. This includes but is not limited to reviewing, updating, adopting county ordinances, policies and procedures, providing legal guidance, etc.

- ☐ Directs recovery activities, develop strategic recovery goals, pass laws and ordinances to promote the County's recovery.
- ☐ Appoints or activates pre-event contract (if applicable) to designate a Local Disaster Recovery Manager to lead recovery.
- ☐ Ensures that the Recovery organization is established, and the identified partners are able to support recovery needs, strategies, and plans.
- ☐ Understands key hazards and evolving risks in the Community.
- ☐ Adopts and enforces mitigation measures.
- ☐ Supports the Recovery though the identification and coordination of recovery resources and the engagement of partners.
- ☐ Shares information with the public on recovery efforts.

Position:	Role:
EOC Manager/Local Disaster Recovery Manager	**Role:** The Local Disaster Recovery Manager (LDRM) may be a full-time appointment or a contracted position. The LDRM is solely dedicated to the recovery effort and may be unable to perform duties related to their permanent position until released from duty. The specific skillsets and credentials of the LDRM will depend on the needs presented by the incident.

- ☐ Identifies threats and hazards most likely to impact the County.
- ☐ Provides training and education to response partners and the Community on likely threats and hazards.
- ☐ Integrates hazard mitigation and recovery planning efforts to build resilience in the Community.
- ☐ Documents lessons learned and incorporate them into future plans and policies.
- ☐ Serves as the Lead Recovery Agent for the County and will oversee the recovery organization.

- ☐ Acts as the Liaison between the Local government and the State.
- ☐ Appoints a deputy and other staff to positions consistent with the ICS organizational structure, as necessary.
- ☐ Assesses impacts of the disaster and communicates the County's recovery priorities.
- ☐ Makes recommendations for enactment, repeal, or extension of emergency ordinances, and resolutions.
- ☐ Communicates the importance of administrative and documentation requirements that will be necessary for the event of a Presidentially Declared disaster.
- ☐ Interfaces with the State, private sector, and nonprofit organizations to facilitate the timely recovery of the impacted jurisdiction.
- ☐ Coordinates opportunities to exercise recovery plans.
- ☐ Works to assess and communicate local recovery priorities to state and federal partners.
- ☐ Establishes and maintains contact with recovery partners in neighboring communities (if necessary).
- ☐ Promotes mitigation, resilience, and sustainability measures in local recovery plans and strategies.
- ☐ Engages the Whole Community in the Recovery process including through with limited English proficiency and access and functional needs.
- ☐ Builds the Recovery team and identify subject matter experts as needed to support recovery.
- ☐ Coordinates opportunities to train and exercise recovery plans.

Position: **Public Information Officer**	**Role:** The Public Information Officer keeps the public informed and maintain all social media platforms of pertinent information to the public.

- ☐ Serves as the official spokesperson for the Recovery organization.
- ☐ Responds to all media and general public inquiries.
- ☐ Maintains the appropriate flow of information about recovery operations to the media for public dissemination through public information releases via multiple channels (i.e., social media, governmental websites, public broadcasts, etc.).
- ☐ Informs the public about the Recovery effort via multiple media channels (i.e., social media, disaster hotlines, local governmental websites, public broadcasts, L.E.D signboards, etc.).
- ☐ Develops public communication and messaging plan in the early stages of the Recovery effort that will serve as a roadmap for strategic communications between the Recovery unit and the public.

- ☐ Maintains current information and summaries on the Recovery effort.

Position: **Liaison Officer**	**Role:** The Liaison Officer maintains being point of contact for outside department recovery efforts.

- ☐ Serves as the point of contact for representatives assisting and cooperating agencies and organizations.
- ☐ Maintains a list of assisting and cooperating recovery agencies and representatives.
- ☐ Coordinates intergovernmental/interagency deployments to the recovery organization.
- ☐ Interacts with representatives from state agencies that have local offices and/or provide direct assistance to the recovery effort.
- ☐ Monitors recovery operations to identify current or potential inter-organizational problems.

Position: **Safety Officer**	**Role:** The Safety Officer monitors incident recovery operations and advises the EOC Manager and LDRM on all matters relating to incident health and safety of emergency responder personnel. The Safety Officer has emergency authority to stop and/or prevent unsafe acts during incident operations.

- ☐ Monitor and assess hazardous and unsafe working situations and develop methods for assuring personnel safety throughout recovery.
- ☐ Collect and compile all risk information associated with the execution of recovery mission assignments.
- ☐ Help develop safety messaging for recovery operations.

Position: **Recovery Organization**	**Role:** The Recovery Organization maintains and directs personal in their roles during a recovery.

- ☐ Assign personnel only to positions that are needed.
- ☐ Initially include command staff, general staff, and any other necessary resources in the Recovery structure, as appropriate.
- ☐ Fill activated positions with whoever has the applicable skillsets and experience.
- ☐ Pre-identify personnel with applicable recovery skillsets and experience.
- ☐ Adjust the organizational structure to suit the situation and phase of recovery over time (i.e., staffing, scare, and structure of the recovery organization).

- ☐ Do not directly oversee more than seven staff members ("ICS span of control"). [All supervisory positions]
- ☐ Report directly to only one supervisor ("ICS unity of command"). [All recovery personnel]
- ☐ Designate a Local Disaster Recovery Manager (LDRM).
- ☐ Serve as the lead recovery agent in the impacted jurisdiction. [LRDM]
- ☐ Support decision-making and help provide access to key resources throughout the Recovery. [All recovery personnel]
- ☐ Consider creating a Long-Term Recovery Committee.
- ☐ Help coordinate local recovery efforts and offer support to the Community's needs. [Long-term Recovery Committee]
- ☐ Manage recovery from the Local government, if applicable. [Long-term Recovery Committee]

Position: **Operations Section Chief**	**Role:** The Operation Section Chief oversees all recovery efforts. While engage with other section chiefs to maintain and prioritize recovery efforts.

- ☐ Manages recovery operations in coordination with the LDRM.
- ☐ Supervises the execution of recovery operations as defined in the recovery action plan.
- ☐ Activates and deactivates additional support as needed for recovery operations.
- ☐ Determines resource needs for managing the locality's recovery activities.
- ☐ Participates in damage and impact assessments with other recovery partners.
- ☐ Ensures inclusiveness within the Whole Community Recovery process including persons with disabilities and limited English proficiency.
- ☐ Communicates recovery priorities to the State and Federal government (as needed or required) and other recovery stakeholders and supporters.
- ☐ Works closely with the recovery leadership at all levels to ensure a well-coordinated, timely, and well-executed recovery.
- ☐ Develops and implements recovery progress measures and communicates adjustments and improvements to applicable stakeholders and authorities.

Position: **Planning Section Chief**	**Role:** The Planning Section Chief develops, monitors and supervises the Recovery Action Plan.

- ☐ Develops the Incident Action Plan (IAP) to accomplish recovery objectives.
- ☐ Supervises the preparation of the Recovery Action Plan.
- ☐ Collects, evaluates, disseminates, and documents information about recovery operations and status of resources.
- ☐ Compiles and reports on damage assessment data using the Initial Damage Assessment (IDA) Report Form.
- ☐ Monitors and documents decision-making and action planning around recovery to ensure it is fair and equitable.
- ☐ Organizes recovery planning processes that include individuals with disabilities and access and functional needs.
- ☐ Leads the development of the Recovery organization's visions, priorities, resources, capability and capacity.
- ☐ Conducts and facilitates recovery planning meetings.
- ☐ Compiles and displays recovery status information.
- ☐ Provides relevant situational information, plans and reports to VDEM.
- ☐ Determines the need for specialized recovery resources.
- ☐ Oversees the preparation of the Demobilization Plan
- ☐ Coordinates the development of the Recovery effort After-Action Report (AAR).

Position: **Logistics Section Chief**	**Role:** The Logistics Section Chief maintains on support needs and equipment for the recovery operation.

- ☐ Provides all support needs to aid the County and orders all resources as requested by those dealing with the Recovery.
- ☐ Helps identify resources for recovery facilities, transportation, supplies, equipment maintenance, fuel, food services, communications and information technology support throughout the Recovery process.
- ☐ Manages all recovery logistics.
- ☐ Identifies anticipated and known recovery services and support requirements.
- ☐ Oversees the development of communications, medical, and traffic plans during recovery.

- ☐ Establishes, supports, and maintains any physical sites that are established.

Position: **Finance/Admin Section Chief**	**Role:** The Finance/ Admin Section Chief maintains, tracks and files all financial costs incurred during the recovery effort.

- ☐ Processes vouchers, timesheets, and paystubs.
- ☐ Monitors and approves disaster recovery-related costs (i.e., lodging and rental vehicles).
- ☐ Provides overall fiscal guidance, training, and issues purchasing cards to staff and secure advances when necessary.
- ☐ Provides financial and cost analysis information as requested.
- ☐ Tracks and coordinates payment for recovery supplies and services.
- ☐ Ensures that all recovery documentation is prepared, stored appropriately, and completed on time.
- ☐ Briefs the recovery organization on all recovery-related costs needing attention.
- ☐ Maintains expenditure records for federal recovery programs.

RECOVERY LEADS

Depending on the scale of the incident, the Director of Emergency Management, or their designee may need to designate Recovery Leads. Each Recovery Lead will serve as the primary agent to accomplish their assigned objectives within the County's Recovery operation. The Recovery Lead will coordinate activities, resources, and identification of recovery needs. Recovery Leads are not expected to have all necessary assets, expertise, or capabilities internally; however, they are responsible for requesting, tasking, coordinating, and supporting the activities of supporting departments and partners to accomplish assigned objectives. The Recovery Leads will also coordinate with other elements of the Recovery operation through the Recovery Action Planning cycle.

Each Recovery Lead will be responsible for educating supporting departments and their representative staff to the Recovery operation on plan activation and transition from response to recovery. The Recovery Leads will provide an initial transition briefing specific to the roles and responsibilities of their assigned mission areas.

SUPPORTING DEPARTMENTS AND PARTNERS

Each Recovery mission area may have supporting departments and partners. These departments and partners offer specific capabilities or resources that are available to support the Recovery Lead in executing assigned Recovery operational objectives. Supporting departments and partners may provide information, advice, counsel, operational support, and coordination. Supporting partners may include non-profit organizations, private sector firms, community groups, county, state, and federal agencies, and other organizations external to Cumberland County.

ADDITIONAL AND EXTERNAL RESOURCES

Recovery Leads, through the Operations Section Chief, may request additional or external resources. The Operations Section Chief will, in cooperation with the Logistics and Finance/Admin Sections, coordinate with the Director of Emergency Management, or the LDRM, to identify additional volunteer, mutual aid, and/or contracted resources.

If the need for contractor support is identified, those individuals and organizations will be managed through the established Recovery structure in a way that will not compromise the County's Recovery authority. The respective contracting department will administer contracts, and responsibility for contractor performance will be managed by the Department under which the contractor is mobilized.

DIRECTION, CONTROL, AND COORDINATION

Cumberland County will carry out a recovery program that involves both short- and long-term efforts in the event that disasters occur.

The Director of Emergency Management, or their designee will provide the primary direction, control, and coordination function for all short-term and long-term recovery activities following a disaster.

Short-term operations seek to restore vital services to the County and provide for the basic needs of the Whole Community. Long-term recovery focuses on restoring Cumberland to its routine or new normal state.

DAMAGE ASSESSMENT

RAPIDS IMPACT ASSESSMENT (SIZE-UP)

A rapid impact assessment, also referred to as "Size-Up," is the first estimation of damages sustained following an event. The assessment will identify the boundaries of the disaster area(s), access points to the disaster area(s) and casualty information. This assessment provides a quick glimpse as to whether or not the County, State, and/or Federal assistance is warranted and to what extent resources are needed. This assessment generally begins immediately after a disaster, or when conditions are deemed safe and will be completed within the first 24 hours post-impact.

INITIAL DAMAGE ASSESSMENT (IDA)

As soon as conditions are safe and response and recovery operations allow, all county departments and offices will conduct an IDA of all county-owned and operated infrastructure, buildings, equipment, vehicles, roads, etc., as follows:

Collection: Cumberland County will collect damage information from facilities and departments. The caller's name, facility, facility location, department, and damages will be recorded.

Assessment: Once a list of facilities, departments, and addresses have been collected, a team will go out to confirm and further define the extent of damage at each location. Damaged areas not previously reported may be identified during this process and should be recorded as well.

Analysis: Once all the data is collected, the Director of Emergency Management, or their designee, will work to identify problem areas and provide information related to those areas.

Reporting: Within 72 hours of the event, the Director of Emergency Management, or their designee, will provide a Cumulative Local IDA summarizing damage to county facilities, departments, and infrastructure. Often, this information is used by the County to request a Preliminary Damage Assessment (PDA) from the State.

JOINT PRELIMINARY DAMAGE ASSESSMENT (JDPA)

The Joint Preliminary Damage Assessment (JPDA) is a coordinated, county-wide effort to verify initial assessments from the Initial Damage Assessment (IDA) and determine whether the damage meets established thresholds that would prompt state and federal Individual and/or Public Assistance.

- Prior to the conduct of a JPDA, VDEM will confirm that the information captured in the IDA is complete and consistent with the programmatic assessment criteria prior to requesting a Joint Federal and State Preliminary Damage Assessment.
- Once the request for a JPDA is made, the Commonwealth of Virginia will provide IDA data to the FEMA Regional Recovery Division. FEMA and VDEM will then discuss the information submitted, determine team requirements, and schedule a JPDA briefing.
- VDEM will work with the County to schedule field assessments. Cumberland County Emergency Management will coordinate the event with VDEM.
- The damage assessment field team will include one representative from the Federal government, one state representative, and a local representative who is familiar with the extent and location of damage in the area.
- JPDAs are intended to validate the information captured in the IDA.
- JPDA Teams should start with the most heavily damaged areas.
- Once the JPDA has been completed, the state will review the validated information and make a recommendation to the Governor on the need to request a Stafford Act declaration.

PUBLIC ASSISTANCE

FEMA's Public Assistance Program (PA) is designed to provide supplemental Federal disaster grant assistance for debris removal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations. The PA Program also encourages the protection of these damaged facilities from future events by assisting with hazard mitigation measures during the recovery process.

The Federal share of assistance is no less than 75% of the eligible cost for emergency measures and permanent restoration. The grantee (usually the State) determines how the non-Federal share (up to 25%) is split with the sub-grantees (eligible applicants). In Virginia, the Local jurisdiction is responsible for the 25%, based on the Commission on Local Governments Economic Index stress factor for individual localities.

It is important to note that in-kind County contributions (supplies) and volunteer utilization if properly documented, can potentially provide up to 100% of the local match. Proper documentation of previously purchased resources and volunteer management (*volunteer timekeeping should mirror the same process as for employees, which documents their disaster-related mission and accurate hours*) becomes a critical factor for proving matching contributions. The ICS 214 should be used to document paid and volunteer labor.

A claim must be filed with the County's insurance carrier(s) prior to applying for Federal monies. The steps below are necessary for local participation in the Public Assistance program:

- Preliminary Damage Assessment;
- Governor's Request;
- Declaration;
- Applicant's Briefing;
- Request for Public Assistance;
- Kickoff Meeting;
- Project Formulation;
- Project Review;
- Project Funding; and,
- Program Closeout.

Figure 1– Public Assistance Process

If these steps are completed, in accordance with FEMA guidance, the County may be approved for funding from FEMA's PA Program. Requests for PA must be filed with the State within 30 days from the date of the federal declaration designating the areas as eligible for PA. Program funds can be used to assist with debris removal, restoration of public infrastructure, and emergency protective measures.

Cumberland is responsible for:

1. Educating at least one staff member on the PA process.
2. Executing the local debris management plan.
3. Ensuring that Cumberland's insurance policy covers all publicly owned government facilities.
4. Assisting in Project Worksheet generation.
5. Attending applicant briefing meetings
6. Completing and submitting "Requests for Public Assistance" forms.
7. Sending a representative to the Kick-Off Meeting.

DISASTER RECOVERY CENTERS (DRCS)

Cumberland County will work with Emergency Management to establish locations for a DRC following a disaster.

- The County should maintain a desk at the DRC to answer questions and concerns from county citizens and to better coordinate Individual Assistance (IA) programs, referrals to supporting NGOs, and issues with state and federal officials.

DEBRIS MANAGEMENT

An initial debris "push" is vital for major road clearance and ingress and egress to Cumberland's critical infrastructure facilities, access by emergency management, emergency responders, and utility restoration crews. Recovery cannot begin unless there is safe access to the area.

Debris Management is the coordination of debris removal, collection, and disposal following a disaster. Debris Management is essential to mitigate potential threats to the health, safety, and welfare; expedite recovery efforts in the impacted area and address any threat of significant damage to property.

Debris Management support entails removing debris from county-owned property and rights-of-way (not covered by VDOT), enabling vehicle access and reinstituting traffic patterns, minimizing health risks that might result from disaster debris, and disposing of debris in the most efficient, effective, and permissible manner.

Debris removal and management also supports the damage assessment process as well as providing critical and emergency services. It is essential to be aware of the logistical and environmental challenges of debris collection. Debris should be separated into different types, including household waste, hazardous materials (paint, chemicals, etc.), organic/vegetative debris, appliances, and other types.

COMMUNICATIONS

During recovery operations, communication between the Director of Emergency Management, the LDRM, departments, and their partners will be crucial. Teams working outside of the Emergency Operation Center (EOC) to conduct recovery operations will maintain communication with the EOC using telephones, email, or WebEOC.

INTERNAL COMMUNICATIONS

The Director of Emergency Management, or the LDRM, will be responsible for the organization and structure of internal communications (i.e., among the recovery stakeholders). This function may address key issues such as:

- Communication activities that will be needed and who will be responsible for those activities.
- Effective communication with elected officials.
- Methods of sharing information, including management of sensitive issues.
- Resource levels that may be needed.
- Internal communications methods will include the following:
- WebEOC;
- Landline, cell, and satellite telephone;
- Radios;
- E-Mail; and,
- SMS text messages.

The Director of Emergency Management recognizes that sufficient communications will not always be available and that no-tech, low-tech, and high-tech communications strategies may need to be implemented.

EXTERNAL COMMUNICATIONS

The Director of Emergency Management, or the LDRM, will take the lead role for the coordination and dissemination of recovery information. Information will be shared with the county, regional, and state PIOs to ensure consistent messaging. Social media will be leveraged as appropriate for communicating recovery information and priorities to the public.

Public education and outreach will be conducted using a variety of accessible formats to ensure that the entire affected population receives sufficient content and detail.

Methods used to communicate with and disseminate information to the public will include:

- Portable and fixed electronic sign boards;
- Radio;
- Television;
- Social Media;
- Flyers and word of mouth.

ADMINISTRATION, FINANCE, AND LOGISTICS

ADMINISTRATION AND FINANCE

It is paramount that detailed records are kept and backed up with documentation that supports the incurred disaster event-related cost. Costs that should be tracked include but are not limited to personnel hours, supplies, materials, equipment, and expendable resources (such as fuel). This detailed cost-tracking approach is necessary for obtaining state and/or federal disaster declarations, reimbursements, and payments for staff and projects during recovery. Each program should be reviewed carefully to determine the eligibility of damages and expenses.

Qualifying for and obtaining assistance from the state and federal government relates directly to the approach and details of cost tracking. Cumberland County may need to modify existing accounting systems and develop documentation protocols that can meet both ongoing operational requirements and provide sufficient documentation to justify claims for FEMA and insurance.

Cumberland County Departments should employ their own internal process for recording and documenting expenditures throughout the incident. All recovery-related records must be kept for a minimum of five years following the last action on the disaster application. All department cost tracking processes must be consistent with the County's overall disaster recovery policy and procedures.

Financial personnel will gather ICS 214 forms and other supporting documentation regularly throughout the event to determine the total expenses incurred by the County.

DOCUMENTATION

At a minimum, Emergency Management should maintain the following documentation to ensure maximum reimbursement and financial assistance:

- Itemized Receipts;
- Equipment cards;
- Journal vouchers;
- Material requisitions;
- Purchase orders;
- Detailed documentation, which correlates to the time/date a specific employee or volunteer worked with any rental car or hotel room utilized; and,
- Timesheets.

Cumberland County Emergency Management must include the following documentation when making a formal request for assistance or reimbursement:

- Copy of the local disaster proclamation and resolution (if required);
- Initial damage estimate for debris removal, emergency work, and repairing or replacing damaged facilities (note: the cost of compliance with building codes for new construction, repair and restoration should also be documented);

- Written request/resolution by a designated official;
- Type of disaster;
- Date of occurrence and whether the situation is continuing;
- Areas affected; and,
- Type of assistance needed.

DEACTIVATION/DEMOBILIZATION

Recovery staff and assets may be deactivated and/or returned to normal operations at the discretion of the Director of Emergency Management or designated LDRM. This determination may be based on the completion of operational objectives, the ability to accomplish objectives without support or coordination from the Recovery organization, or Cumberland's return to a "new normal."

After the Recovery organization is demobilized, any incomplete goals identified in the Recovery Action Plan and/or Recovery Plan will revert to non-disaster planning and implementation mechanisms.

Overall deactivation of the Plan and demobilization of the Recovery organization will be at the discretion of the Director of Emergency Management/LDRM in consultation with the County Administration.

PLAN MAINTENANCE

Cumberland County Emergency Management is responsible for the overall development and maintenance of the Recovery Annex. The Director of Emergency Management, or their designee, will ensure the Annex is reviewed and updated by each involved department. It should be updated with minor changes based on lessons learned following an actual or threatened emergency situation or exercise.

The Recovery Annex should be reviewed annually in conjunction with the EOP to add and correct deficiencies identified through actual emergency response operations, drills, exercises, and through changes in the County organizational structure, technological changes, etc. Annex updates will be documented **Attachment 4: Proposed Change to Recovery Annex Form.**

ATTACHMENT 1: RECOVERY CHECKLISTS

SHORT-TERM RECOVERY CHECKLIST

The initial actions for short-term recovery center on accurate situational awareness and getting the recovery group organized. When there is a disaster event that is of such a magnitude that coordination efforts will be needed for recovery, implement the following actions:

- ☐ Fully activate the Recovery organization.
- ☐ Develop a strategy for post-disaster short, interim, and long-term disaster recovery damages/impacts/needs of affected communities.
- ☐ Have departments collect information on their ability to sustain operations.
- ☐ Collect information on damages, duration, and impact from the following:
  - Utility Providers;
  - Social, medical and health services;
  - Transportation routes and services;
  - Debris issues;
  - County government operations;
  - Private-sector retail and wholesale providers; and,
  - Others.
- ☐ Work to have debris cleared from primary transportation routes.
- ☐ Develop information for the public on the recovery process and progress.
- ☐ Reach out to members of the Whole Community with access and functional needs to make sure critical needs are being met.
- ☐ Coordinate with neighboring counties and state jurisdictions on recovery efforts as needed.
- ☐ Begin developing a plan to transition from response to recovery when emergency lifesaving activities wind down.

LONG-TERM RECOVERY CHECKLIST

As emergency issues are resolved and the County works to return to the new post-disaster "normal", the general priority is to continue accurate situational awareness and to sustain recovery operations. As Cumberland transitions to long term recovery, implement the following actions:

- ☐ Ensure enough people and the right departments are assigned to Recovery operations.
- ☐ Continue to collect information on progress, duration, and impact of the following:
  - Utility Providers;
  - Social, medical, and health services;
  - Transportation route and services;
  - County Government Operations;
  - Debris issues; and,
  - Others.
- ☐ Assist with financial assistance concerning county property repairs.
- ☐ Determine potential locations for temporary placement of residents.
- ☐ Seek regional coordination and solutions where appropriate.
- ☐ Facilitate departmental involvement in the recovery process.
- ☐ Develop partnerships to strengthen recovery efforts.
- ☐ Refer to Mitigation Plans for ways to build resiliency.
- ☐ Continue to provide information for the public on the recovery process.
- ☐ Prioritize long-term services.

ATTACHMENT 2: RAPID IMPACT ASSESSMENT WORKSHEET

	Single Family	Multi Family	Mobile Homes	Business	Hospitals	Public Facilities/ Buildings	Schools	Utilities	Public Roads	Bridges
Destroyed	4									
Major	4									
Minor										
TOTAL	8									

1. Enter Numbers for each category.
2. Place your cursor in the cell for the column you want to total.
3. Press “F9” on a PC or “fn+F9” on a Mac to calculate the total.

Notes:

Date:

Parameters:

Completed by: Contact Number:

ATTACHMENT 3: PRELIMINARY DAMAGE ASSESSMENT CHECKLIST

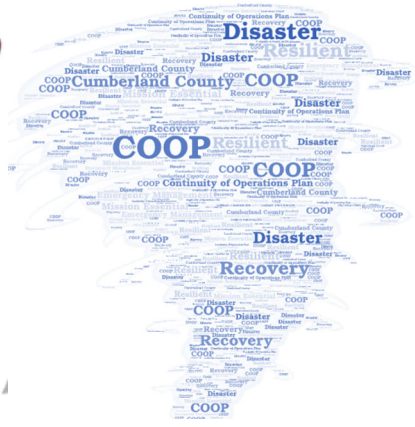
- ☐ Establish a local damage assessment team and assign roles.
- ☐ Familiarize the team with risk and vulnerability assessment data.
- ☐ Determine the functional roles and responsibilities of personnel assisting in the damage assessment process.
- ☐ Identify resources necessary to conduct local damage assessment.
- ☐ Identify damage assessment zones.
- ☐ Establish defined standards for damage assessment (i.e., 4-point scale).
- ☐ Train and exercise the damage assessment process.
- ☐ Collect damage information from Rapid Needs Assessment reports.
- ☐ Determine if the damage warrants a joint PDA.
- ☐ Collect supplies and contact information including:
  - Review information with PDA team members;
  - Make necessary travel and lodging arrangements;
  - Contact individuals who will be conducting the assessment;
  - Identify potential Public Assistance/Infrastructure damages;
  - Initiate Project Worksheets (PWs); and,
  - Capture Applicant damages, narratives, and impact statements.
- ☐ Collate damage data for the County.
- ☐ Update existing Damage Assessment information as new information becomes available.
- ☐ If the damage threshold meets the FEMA threshold, ensure the Virginia Department of Emergency Management (VDEM) requests a Joint Preliminary Damage Assessment (JPDA).
- ☐ Provide a representative to join the JPDA team.
- ☐ If a declaration is received, the Director of Emergency Management, or their designee should plan to attend the Applicant briefings.

ATTACHMENT 4: PROPOSED ANNEX CHANGE FORM

Instructions: This form is used to a change to the Recovery Annex. Please email the completed form with the top portion completed to: tbranch@cumberlandcounty.virginia.gov.

RECOVERY ANNEX CHANGE FORM	Date:
Name:	Department:
Phone:	Email:
CHANGE REQUESTED	
Annex Page(s)	Reason for Change:
	Proposed Change Language:
CUMBERLAND COUNTY EMERGENCY MANAGEMENT USE	
Reviewed by:	Change Approved? Yes ☐ No☐
Approved Change Language:	
☐ Recorded in Record of Changes Date:	☐ Updated Annex Sent to Plan Holders

County of Cumberland Virginia



Annex E: Radiological Response

January 2026

This Page Intentionally Left Blank

PLAN DOCUMENTATION

APPROVAL

This Radiological Response Annex is hereby approved and is effective immediately. This document, along with any referenced attachments, will be maintained, reviewed, and updated as defined within this document. Authority is delegated to the Cumberland County Director of Emergency Management, or their designee to serve as the Emergency Manager, modify this plan as necessary to address operational or organizational changes, comply with policy, or address mandates from the Commonwealth of Virginia or Federal government. All County Departments are hereby directed to follow this plan, its supporting plans, annexes, policies, and procedures.

_____

Chair, Cumberland County Board of Supervisors

_____

Sheriff, Cumberland County

_____

County Administrator, Cumberland County

_____

Chief, Emergency Management Coordinator, Cumberland County Fire and EMS

RECORD OF CHANGES

Change #	Page #	Section	Summary of Change	Change Made By	Date
1					
2					
3					

AUTHORITIES, REFERENCES, ABBREVIATIONS, ACRONYMS AND DEFINITIONS

BACKGROUND

Following the onset of the Novel Coronavirus (COVID-19) outbreak, Cumberland County procured planning support services from The Olson Group, Ltd. (OGL) through the Emergency Management Consulting Contract. Legal authority to undertake the development of the Emergency Operations Plan and subsequent actions in an emergency derives from the Cumberland County Administrator.

AUTHORITIES

The following policies, statutes, bylaws, regulations, executive orders, or directives pertain to powers, authorities, or requirements that affect or relate to emergency planning and response in Cumberland County.

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act and Amendments
- Homeland Security Presidential Directives #5, Management of Domestic Incidents
- Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
- Federal Radiological Emergency Response Plan
- National Oil and Hazardous Substances Pollution Contingency Plan
- Radiation Control Act, Title 32, Chapter 6, Article 8, Code of Virginia
- Target Capabilities List (TCL) 2.0
- Universal Task List (UTL) 2.0
- Title 44 of the Code of Federal Regulations
- United States Department of Homeland Security

COMMONWEALTH OF VIRGINIA

- Commonwealth of Virginia Emergency Services and Disaster Laws of 2000 (Code of Virginia, §44-146.19)

LOCAL

- Cumberland 2030The Comprehensive Plan for Cumberland County, VA

REFERENCES

- The Commonwealth of Virginia Radiological Emergency Response Plan (COVRERP), Volume III, Originally Published June 1983, revised May, 2007

- The Commonwealth of Virginia, Department of Health, Bureau of Radiological Health Radiological Emergency Response Plan, 1999
- NUREG-0654/FEMA-REP-1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants, U.S. Nuclear Regulatory Commission/Federal Emergency Management Agency, (NRC/FEMA) December, 2019, Rev.1
- FEMA-REP, Radiological Emergency Preparedness Exercise Manual, FEMA, September 2019
- Radiological Emergency Preparedness: Exercise Evaluation Methodology and Alert and Notification, Part II, Federal Emergency Management Agency, Federal Register, Vol. 66, No. 177/April, 2002
- Southern Mutual Radiation Assistance Plan (SMRAP), Southern States Energy Board, December 2020
- Manual of Protective Action Guides and Protective Actions for Nuclear Incidents, EPA 400-R-92-001, 2017
- Virginia Power North Anna Power Station Emergency Plan
- Virginia Power Surry Power Station Emergency Plan
- Federal Radiological Emergency Response Plan, Federal Emergency Management Agency

DEFINITIONS

Alert - The second of the four emergency classification levels.

Access Control Points - Locations, usually manned by law enforcement officers, which are strategically positioned to prevent entry into the evacuated area.

Contamination Levels - An individual or surface will be considered contaminated if a survey reading indicates a level in excess of 0.1 mR/hr above background.

Committed Dose - The radiation dose due to radionuclides in the body over a 50-year period following their inhalation or ingestion.

Committed Effective Dose Equivalent - Dose incurred from inhalation of radioactive materials from exposure and intake during the early phase.

Crops and Soil (Including all fruits and vegetables, grown commercially or for home use) - Crops and soil that may have become contaminated with radioactive materials will be monitored for contamination by members of the Virginia Department of Health and other appropriate agencies. The Division of Consolidated Laboratory Services and the BRH mobile laboratory will analyze crop samples, as necessary. For small areas, decontamination may be accomplished by digging up the affected area and disposed as determined by Virginia Department of Health. For a large area, decontamination may be accomplished by a variety of methods including plowing, soaking of soils, or some other acceptable means. VDH will monitor crops grown on land that has been decontaminated to assure that they are safe for consumption.

Decontamination - The removal or reduction of contaminated radioactive materials from a surface.

Decontamination Activities - Decontamination activities will be performed by or under the guidance of Virginia Department of Health-Bureau of Radiological Health (VDH-BRH) if this action is warranted in any jurisdiction within the ingestion pathway beyond the Plume (10-mile) EPZ.

Deep Dose Equivalent - Deep Dose Equivalent and Effective Dose Equivalent are the same if the body exposure is uniform (a typical situation).

Dose, Projected - The estimated radiation dose which affected population groups may potentially receive if no protective actions are taken.

Dose, Radiation - The quantity of radiation absorbed, per unit of mass, by the body or any portion of the body. Rem is a unit of equivalent dose measurement.

Dose Rate - The amount of radiation to which an individual is exposed per unit of time.

Dosimeter - An instrument for measuring the total accumulated exposure to penetrating ionizing radiation.

Effective Dose Equivalent - The sum of the products of the dose equivalent to each organ and a weighing factor, where the weighing factor is the ratio of the risk of mortality from delayed health effects arising from irradiation of a particular organ or tissue to the total risk of mortality from delayed health effects when the whole body is irradiated uniformly to the same dose.

Emergency Operations Facility (EOF) - A facility operated by the utility for continued evaluation of the emergency and direction and control of licensee activities in response to the emergency. Representatives of State agencies are present and perform data analysis jointly with the utility. The EOF provides information on plant conditions and utility actions to Federal, State, and local authorities.

Emergency Phase - The initial time period during which actions are taken in response to a threat of release or a release in progress.

General Emergency - The fourth and highest of the four emergency classification levels.

Ingestion Pathway Emergency Planning Zone - An area delineated by a circle around a nuclear facility used in preplanning. The primary concern is preventing internal exposure to radioactive materials through the food pathway.

Intermediate Phase - The period beginning after the source and releases have been brought under control and environmental measurements are available.

Livestock - Livestock in the affected areas will be monitored for contamination by VDH based on accident assessment calculations and the results of initial samplings.

Plume Exposure Emergency Planning Zone (EPZ) - An area delineated by a circle around a fixed nuclear facility used in preplanning. The primary concern is preventing whole body or inhalation exposure from airborne and deposited radioactive materials. In the case of a commercial nuclear power station, this distance is about 10 miles.

Protective Action Guide (PAG) - Levels of radiation doses to individuals in the general population that warrants protective action.

Protective Actions - Emergency measures taken for the purpose of preventing or minimizing radiological exposure that would likely occur if no actions were taken

Radiological Monitoring - The process of using a radiological survey instrument to locate and measure radioactive contamination.

Recovery - The process of reducing radiation exposure rates and concentrations of radioactive material in the environment to acceptable levels for return by the general public for unconditional occupancy or use after the emergency phase of a radiation emergency.

Reentry - The temporary return of individuals into a restricted zone under controlled conditions.

Relocation - A protective action, taken in the post-emergency phase, through which individuals not evacuated during the emergency phase are asked to vacate a contaminated area to avoid chronic radiation exposure from deposited radioactive material.

Rem - an acronym for Roentgen Equivalent Man, a unit of dose of any ionizing radiation that produces the same biological effect as a unit of absorbed dose of ordinary x-ray.

Restricted Area - An area in which evacuation has been completed and entry into this area is prohibited until the area is determined to be safe to reenter.

Return - The reoccupation of areas cleared for unrestricted residence or use by previously evacuated or relocated populations.

Site Area Emergency - The third of the four emergency classification levels.

Structures and Vehicles - Vehicles used by evacuees and emergency workers that have been in the evacuated area will be monitored and, if necessary, decontaminated by washing the vehicles with soap and water. If such action is deemed necessary, decontamination of structures and vehicles will be under the direction and control of a local government agency designated by the local Coordinator of Emergency Management. Advice, recommendations, and training on decontamination will be provided by VDH.

Total Effective Dose Equivalent - The sum of the Deep Dose Equivalent and the Committed Effective Dose Equivalent

Thyroid Exposure - Radiation exposure to the thyroid through inhalation or ingestion of certain radioactive materials.

Unusual Event - The first and lowest of the four emergency classification levels.

Whole Body Exposure - Direct external radiation exposure to the body from airborne or deposited radioactive materials.

NOTE: A more comprehensive listing of terms that are unique to fixed nuclear facilities and transportation of radioactive materials is included in Appendix 16 of the COVRERP.

ABBREVIATIONS AND ACRONYMS

ARES	Amateur Radio Emergency Services
BRH	Virginia Department of Health Bureau of Radiological Health
CCNPP	Calvert Cliffs Nuclear Power Plan
CFA	Cognizant Federal Agency
COVERP	The Commonwealth of Virginia Radiological Emergency Response Plan
CSX	CSX Transportation Company
DEQ	Department of Environmental Quality
EAS	Emergency Alert System
EEM	Exercise and Evaluation Method
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EPA	Environmental Protection Agency
EPZ	Plume Exposure Emergency Planning Zone
FAA	Federal Aviation Administration
FEMA	Federal Emergency Management Agency
FNARS	FEMA National Radio Systems
FRERP	Federal Radiological Emergency Response Plan
JIC	Joint Information Center
KI	Potassium Iodide
LEOF	Local Emergency Operations Facility
NAPS	North Anna Power Station
NAWAS	The National Warning System
NRC	U.S. Nuclear Regulatory Commission
OEMS	Virginia Office of Emergency Medical Services
PAG	Protective Action Guide
PAO	Public Affairs Office/Officer
PARs	Protection Action Recommendations
PIO	Public Information Officer
RERT	Radiological Emergency Response Team
SECC	State Emergency Communications Committee
SMRAP	Southern Mutual Radiation Assistance Plan
SOP	Standard Operating Procedures

SPS	Surry Power Station
SRD	Self-Reading Dosimeter
SR	State Relay
USCG	United States Coast Guard
VDEM	Virginia Department of Emergency Management
VDH	Virginia Department of Health
VEOC	Virginia Emergency Operations Center

TABLE OF CONTENTS

PLAN DOCUMENTATION **3**
Record of Changes 4
AUTHORITIES, REFERENCES, ABBREVIATIONS, ACRONYMS AND DEFINITIONS **5**
Background 5
Authorities 5
Commonwealth of Virginia 5
Local 5
References 5
Definitions 6
Abbreviations and Acronyms 9
TABLE OF CONTENTS **11**
FORWARD **14**
INTRODUCTION **15**
Purpose 15
Scope 15
Situation 15
Potential Sources Of Radiological Emergencies 15
Mission 16
Organization 16
Overview 16
NATURE OF THE HAZARD **17**
Radiological Hazard 17
Scope Of Potential Radiological Emergencies 17
Plume Exposure Emergency Planning Zone 17
Ingestion Pathway Emergency Planning Zone 18
Time Frames 18
Protection Against The Hazard 19
Area Identification 19
CONCEPTS OF OPERATIONS **20**
Coordination Of Emergency Operations 20
Communications 20

Logistics (Decontamination Equipment) 20
Emergency Response Facilities 20
Public Information 21
Re-Entry and Return 21
Recovery Planning 21
ROLES AND RESPONSIBILITIES 23
Assignment of Duties 23
Office Of Emergency Management 23
Fire Department 23
Sheriff's Department 24
Emergency Communications Center 24
Public Information 24
Extension Agent 24
County Health Department 25
Maintenance & Utilities 25
Planning Department 25
Disaster Recovery Team 25
Volunteer And Quasi-Public Organizations 25
Amateur Radio Emergency Services (Ares) 25
Fire And Rescue Services 25
State 26
Agriculture and Consumer Services, Virginia cooperative extension service 26
Consolidated Laboratory Services, Division of Department of General Services 26
Virginia Department of Emergency Management (VDEM) 26
Department Of Environmental Quality 27
Department of Game and Inland Fisheries 28
Virginia Department of Health (VDH) 28
Virginia Marine Resources Commission 29
Virginia Institute of Marine Science 30
Virginia Cooperative Extension 30
Operator Of Fixed Nuclear Facility 30
Training, Drills, And Exercises 31
ATTACHMENT 1: NORTH ANNA POWER STATION INGESTION PATHWAY PLANNING ZONE 32

ATTACHMENT 2: FIFTY (50) MILE EPZ RADIUS 33
ATTACHMENT 3: INITIAL ENVIRONMENTAL SAMPLING POINTS 34
ATTACHMENT 4: SUMMARY OF PRIMARY AND SUPPORT RESPONSIBILITIES 35
ATTACHMENT 5: PROPOSED ANNEX CHANGE FORM 36
APPENDIX A: INTERMEDIATE AND RECOVERY PHASE ACTIONS / CONSIDERATIONS 37
APPENDIX B: PUBLIC INFORMATION 38
APPENDIX B (1): SAMPLE NEWS RELEASES 40
APPENDIX B (2): SAMPLE POST TO WEBSITE NEWS & ANNOUNCEMENT 41
APPENDIX B (3): EMERGENCY ALERT SYSTEM (EAS) OPERATIONAL AREA 42
APPENDIX C: EMERGENCY ALERT SYSTEM (EAS) STATE COORDINATION 43
APPENDIX C (1): SAMPLE RE-ENTRY BRIEFING OUTLINE 45
APPENDIX C (2): REGISTRATION AND RE-ENTRY LOG 46
APPENDIX C (3): RE-ENTRY PASS 47
APPENDIX C (4): FORM REC-1 EMERGENCY WORKER RADIATION EXPOSURE RECORD 48
APPENDIX D: TELEPHONE DIRECTORY 50

FORWARD

This Annex complements and is designed to interface with the Commonwealth of Virginia Radiological Emergency Response Plan (COVRERP), the North Anna Nuclear Power Station Emergency Plan, and the Surry Power Station Emergency Plan and the Cumberland County Emergency Operations Plan. Preplanned response actions for each emergency classification level, as well as protective actions delineated herein are compatible with those of the COVRERP. The implementation of the protective actions and procedures prescribed in this Annex provides a reasonable level of safety in dealing with radiological emergencies caused by incidents at nuclear reactors or by transportation accidents occurring in Cumberland County involving radioactive materials.

INTRODUCTION

PURPOSE

The overall purpose of this annex is to provide guidance for effective emergency response operations in the event of a Radiological, Chemical, Nuclear, Biological and Explosive emergency involving the ingestion exposure pathways. This annex sets forth policies and concepts that serve as the basis for detailed Standing Operating Procedures (SOPs). From these policies and concepts, specific protective actions and other response actions are devised and implemented as needed or required based upon the emergency conditions.

The responsibilities of Cumberland County are outlined later in this document. Attachments and Appendices follow this plan and provide detailed SOPs that ensure that these responsibilities will be met. Other detailed SOPs may be developed and used by individual groups, as needed.

SCOPE

This annex applies to radiological emergencies that may occur within or affect Cumberland County. An emergency could be caused by events at the North Anna Power Station (NAPS), Surry Power Station (SPS), other fixed nuclear facilities, or by transportation accidents. This annex may also be implemented to assist neighboring counties, who are responding to such an emergency.

SITUATION

POTENTIAL SOURCES OF RADIOLOGICAL EMERGENCIES

1. **Nuclear Power Plant Reactors**

   a. The North Anna Power Station (NAPS) is located in Louisa County on Lake Anna. The Plant consists of two pressurized water nuclear reactors (Units 1 and 2) that generate nominally an electrical output of 982 megawatts each. The station is owned and operated by Virginia Power.

   b. The Surry Power Station (SPS) is located on the James River in Surry County. The Plant consists of two pressurized water nuclear reactors (Units 1 and 2) that generate nominally an electrical output of 855 megawatts each. The station is owned and operated by Virginia Power.

   c. The Calvert Cliffs Nuclear Power Plant (CCNPP) is located in Calvert County, near the Town of Lusby, Maryland. The Plant consists of two pressurized water nuclear reactors that generate an electrical output of 825 megawatts each. The Station is owned and operated by Baltimore Gas and Electric Company.

   d. The planning for radiological emergencies at NAPS and SPS concentrates on a response to an airborne release of radioactive materials. If an incident were to occur, this type of release is the most likely and allows the least time for reaction. Cumberland County is not within the 50-mile EPZ of the Calvert Cliffs Nuclear Power Plant.

2. **Transportation Accidents** - Another potential source for a radiological emergency is a transportation accident involving shipments of radioactive materials being transported in and through Cumberland County. Shipment of radioactive materials within the State in support of fixed nuclear facilities, other users of radioactive materials, and the Department of Defense facilities raises the possibility of radioactive emergencies caused by transportation accidents. The primary mode of transporting radioactive materials is by truck, although shipments may be by rail, ship, or aircraft.
3. **Nuclear Weapon Accident** - In a nuclear weapon accident, health and safety, public affairs, classified information security, and weapons recovery are the critical components and concerns facing response organizations. Other radiological emergency response aspects that must be addressed include medical assistance, security, logistics, legal implications, site restoration, communications, and response team integration and coordination. The Commonwealth of Virginia Department of Emergency Management in conjunction with the lead or Cognizant Federal Agency (CFA) will manage overall coordination of these operations.

MISSION

The mission of Cumberland County government is to develop and maintain capabilities and procedures for emergency operations in response to radiological emergencies at fixed nuclear facilities and transportation accidents involving radioactive materials. Additionally, the County's mission to conduct the following:

- To provide for the decontamination of people, vehicles, livestock, structures, crops, soil, and any other surfaces that are contaminated with radioactive material.
- To provide for re-entry (temporary access) and return (reoccupation) into affected areas evacuated due to a radiological emergency.
- To develop plans that include recovery, re-entry, and return processes and procedures.

ORGANIZATION

OVERVIEW

Generally, the Virginia Department of Emergency Management (VDEM) in cooperation with the Virginia Department of Health, Agriculture and Consumer Services and the Virginia Cooperative Extension Service will monitor radiation levels and broadcast recommended actions based on information gathered by radiation monitoring teams. Federal and State agencies will conduct damage assessments in potentially affected areas and will inform farmers, growers and producers of any actions that should be undertaken. The Local government will continue to be responsible for specific local government actions and will be apprised of Federal and State actions within the County.

NATURE OF THE HAZARD

RADIOLOGICAL HAZARD

Harmful radiation cannot be detected by the human senses. Detection of its presence depends on instrumentation. In an atmospheric release from NAPS or SPS two methods of exposure would be possible. External radiation is exposure from an external source. This is commonly referred to as whole body exposure. Along with this external exposure, there could be internal exposure. This would occur if radioactive material were to be inhaled or ingested.

The amount of radiation a person might receive, referred to as the projected dose, is dependent on several factors. For instance, the closer the person is to a radioactive source and the longer that person stays there, the higher the projected dose would be. At NAPS and SPS many other factors are taken into consideration when determining the projected dose, which is the centerpiece in deciding on what protective actions should be recommended to the State. These include the quantity and the isotopic and chemical composition of the radioactive material that could be or has been released. Also considered are the atmospheric conditions, to include stability, wind speed and direction.

Health effects from radiation vary depending on the amount of harmful radiation to which a person is exposed. If there is any exposure resulting from an emergency at NAPS or SPS, it is likely to be so small that no health effects will be evident. In the unlikely event that a person is exposed to a high radiation dose, from any source, the effects would fall into two categories.

- **Early Effects** - Early affects from an extremely high radiation dose would occur within the first two or three months. These effects may include nausea, fatigue, vomiting, diarrhea, loss of appetite, loss of hair, temporary sterility, and clinically detectable changes such as chromosomal changes in skin.
- **Delayed Effects** - Delayed effects from an extremely high radiation dose would not appear until years later. These may include somatic effects, such as increase in the incidence of cancer among those exposed or genetic effects such as increased prenatal mortality or heredity defects in future generations.

SCOPE OF POTENTIAL RADIOLOGICAL EMERGENCIES

NRC and FEMA have defined two emergency planning zones (EPZ) to be used for planning emergency response actions in response to an emergency at a fixed nuclear power station.

PLUME EXPOSURE EMERGENCY PLANNING ZONE

The Plume Exposure EPZ, is defined as approximately a 10-mile radius surrounding NAPS. See Attachment 1. The principal exposure sources from this EPZ would be whole body external exposure to gamma radiation from deposited material and inhalation exposure from the passing radioactive plume. The size of this EPZ is based on the following considerations:

- Projected doses from the traditional design basis accident would not exceed protective action guide levels outside of the zone.

- Projected doses from most core melt sequences would not exceed protective action guide levels outside the zone.
- For the worst core melt sequences, immediate life-threatening doses would generally not occur outside the zone.
- Detailed planning within 10 miles would provide a substantial base for expansion of response efforts in the event that this proved necessary.

A joint NRC/Environmental Protection Agency (EPA) Task Force concluded that it would be unlikely that any protective actions for the Plume Exposure Pathway would be required beyond 10 miles from the facility. Also, the ten-mile Plume Exposure Pathway Emergency Planning Zone is of sufficient size for actions within this zone to provide for substantial reduction in early severe health effects (injuries or death) in the event of the worse-case core melt accident.

INGESTION PATHWAY EMERGENCY PLANNING ZONE

The second, the Ingestion Pathway EPZ, is defined as approximately a 50-mile radius surrounding NAPS that includes the plume exposure EPZ. See Attachment 2. The size of this EPZ was selected because:

- The downwind range within which significant contamination could occur would generally be limited to about 50 miles from a power station because of wind shifts during the release and travel periods.
- There may be conversion of atmospheric-suspended iodine to chemical forms that do not readily enter the Ingestion Pathway.
- Much of any particulate material in a radioactive plume would have been deposited on the ground within 50 miles of the facility.
- The likelihood of exceeding Ingestion Pathway protective action guide levels at 50 miles is comparable to the likelihood of exceeding Plume Exposure Pathway protective action guide levels at 10 miles.

TIME FRAMES

A nuclear incident can be broken into three-time phases: Emergency, Intermediate, and Recovery.

- **Emergency Phase** - During this phase actions are taken to respond to the incident. The time between the onset of accident conditions and the start of a major release could range in the order of one-half hour to several hours. The release may last from one-half hour (short-term release) to a few days (continuous release). Protective actions based on accident assessment are implemented. See Concept of Operations on Page 19.
- **Intermediate Phase** - This phase begins when the source and release have been brought under control and initial environmental measurements are available on which to base additional protective actions.
- **Recovery Phase** - During this phase actions are taken to reduce radiation levels to acceptable levels.

PROTECTION AGAINST THE HAZARD

During the Emergency phase the primary concern is protecting the public within the plume exposure EPZ from inhalation and from direct whole body exposure to radioactive materials. Subsequent protective actions may also be required to reduce exposure through the ingestion pathway EPZ. The goal is maximum protection of the public with the least cost and disruption. To be able to help facilitate those affected by a radiological emergency, Cumberland has identified multiple sectors, labeled alphabetically. Sector nomenclature is primarily utilized by the utility but would also be applicable to ingestion pathway jurisdictions.

AREA IDENTIFICATION

The area that could potentially be involved in a radiological emergency at NAPS or SPS is referred to in several different ways. Terms such as Plume Exposure EPZ, Ingestion Exposure EPZ, Sectors, and Protective Action Zones are used to refer to different areas.

- **Ingestion Exposure EPZ** - Immediate actions might not be necessary within about 50 miles of the plant because the immediate exposure resulting from the accident would be less than EPA protective action levels for the radiation plume. The primary concern is long term exposure resulting from the ingestion of contaminated food and water. Attachments 2 provide maps for each ingestion exposure pathway EPZ that involves Cumberland County.

CONCEPTS OF OPERATIONS

COORDINATION OF EMERGENCY OPERATIONS

The County organization utilized for a response to a radiological emergency is essentially the same as that for other peacetime disaster operations. This organization is described in the Cumberland County Emergency Operations Plan. Within this government structure, the County Administrator serves in the role of County Director of Emergency Services, directing the response through the County Coordinator of Emergency Services. The Coordinator is responsible for coordinating the overall response of this jurisdiction. County agencies provide support and assistance as requested by either the Director or the Coordinator of Emergency Services. Their capabilities, as well as those of the Office of Emergency Services are depicted below.

Direction and control of radiological emergency response operations in the County is the responsibility of the County's Director of Emergency Management. Extension Agent activities to include damage assessment functions and local public information news releases will be coordinated through the County Office of Emergency Management. State and Federal agency assistance will be requested through the Virginia EOC at (804) 674-2400, or toll-free (800) 468-8892.

The County's Public Safety Communications Center is staffed 24 hours a day. This center will receive the initial notification of radiological emergency from the Virginia Emergency Operations Center (VEOC). Subsequent notifications will be sent to this center by the VEOC unless an alternate location is established for this purpose.

County departments identified in Appendix D, will provide support to the overall emergency response as directed or requested by the Office of Emergency Management.

COMMUNICATIONS

Commercial telephone will be the primary means of communications. Other best available means will be utilized as necessary. In the event communications assistance is needed, the County may make requests for supplemental emergency communications or restoration of existing service to the Virginia EOC Communications Officer at the VEOC.

LOGISTICS (DECONTAMINATION EQUIPMENT)

The use of ordinary soap and water will be the primary method of decontamination. If more extensive decontamination methods are required VDH will be consulted. Radiation detection equipment used by local emergency services personnel to monitor a surface for contamination will be supplied through VDEM. Training in the use of this instrumentation and maintenance of the equipment will be provided by VDEM. If Cumberland County requires decontamination assistance, the County should contact VDEM or VDH.

EMERGENCY RESPONSE FACILITIES

The County will establish and maintain an adequate facility (may be local EOC) for direction and coordination of response efforts within the ingestion exposure pathway.

PUBLIC INFORMATION

The dissemination of accurate and timely information to the citizens and the dispelling of rumors in times of emergency is one of the most critical elements of an effective emergency response. Cumberland County will ensure that its citizens are informed about a radiological emergency and the implementation of protective measures. A Public Information Officer (PIO) will be designated by the County to implement the County's Public Information Operating Procedures during a radiological emergency.

RE-ENTRY AND RETURN

The decision to allow re-entry and return into an evacuated area rests with the Director of Emergency Management of the local jurisdiction affected after consultation with VDEM. Return will normally be recommended by VDH only when the projected dose is less than 2 Rem during the first year. This dose is the sum of the effective dose equivalent from external gamma radiation and committed effective dose equivalent from inhalation of resuspended materials. Additionally, doses in any single year after the first should not exceed 0.5 Rem and the dose over 50 years excluding the first and second years, not exceed 5 Rem.

Individuals who are permitted to reenter a restricted zone to work, or for other justified reasons, will require protection from radiation. Such individuals should enter the restricted zone under controlled conditions in accordance with dose limitations and other procedures for control of occupationally exposed workers. Ongoing doses received by these individuals from living in a contaminated area outside the restricted zone need not be included as part of this dose limitation applicable to workers. In addition, dose received previously from the plume and associated ground shine, during the early phase of the nuclear incident, need not be considered.

Individuals reentering a restricted area will be registered, issued a permit and given a briefing on hazards. A briefing outline is provided in Appendix C (1). See Appendix C (2) for Re-entry Log and Appendix C (3) for Re-entry Pass. Individuals permitted temporary re-entry will be issued dosimetry so that their exposure can be recorded. Escorts trained and provided by the Department of Health-BRH or the County may accompany individuals who are permitted to temporarily enter restricted areas to perform critical operations. All persons entering and exiting restricted areas will be monitored and exposure reading recorded on the Emergency Worker Form REC-1 which is location in Appendix C (4).

RECOVERY PLANNING

Recovery planning will be initiated after conditions on-site (i.e., at the respective nuclear power station, have stabilized and immediate public health and safety and property protective actions accomplished). Off-site contamination levels will be characterized, and the extent of damage or long-term effects will be determined based on extensive analyses by Federal and State agencies. Recovery planning will focus on the following issues:

- Assistance and resources needed to return impacted areas to normalcy.
- Conditions for temporary re-entry and permanent return into restricted areas.
- Appropriate actions relative to contaminated foods, land and property.
- Continued radiological dose assessment, dose commitment, integrated dose, and health effects to the public--both short- and long-term.
- Decontamination of selected foods, vehicles, buildings, equipment and other properties.

- Support to persons and property owners in the affected areas for financial restitution.
- Plan and procedures for (1) disposal of contaminated soils and other properties and (2) conditions by which restrictions on food consumption, marketing and other economic/commercial activities may be relaxed.
- Coordination with counties and adjacent states affected by radioactive contaminants, the exposure time periods, activity levels, and significance of radiation exposures.
- Redirection of mail deliveries to evacuees and relocated populations.
- Development of an Economic Recovery Plan.
- Financial impact of restrictions placed on the sale of commercial foodstuffs and the curtailment of wholesale and retail marketing in affected communities.
- Continue to monitor and control the spread of radioactive contamination of both humans and animals.
- Ongoing public information outreach effort.

ROLES AND RESPONSIBILITIES

ASSIGNMENT OF DUTIES

Responsibilities assigned to the various departments of Cumberland County in support of radiological emergency response are outlined in this section of the Annex. County agencies assigned radiological emergency responsibilities may develop and keep more detailed SOPs in addition to this annex to assure a capability to fulfill their responsibilities. Each agency will review its SOPs annually and report any necessary changes to the Coordinator of Emergency Management. Cumberland County will participate in ingestion exposure pathway exercises for NAPS and SPS at a level consistent with the preparedness and response goals and objectives of the County, and in coordination with the VDEM and Virginia Power. VDEM will provide planning and other technical assistance, as requested.

OFFICE OF EMERGENCY MANAGEMENT

- ☐ Ensure Continuity of Government
- ☐ Supervise the operation of the County Emergency Operations Center (EOC). An alternate facility may be designated for the purpose of providing direction and coordination of response efforts within the ingestion pathway.
- ☐ Provide direction and control for the emergency response by the County.
- ☐ Provide for coordinated response actions with local extension agents/damage assessment teams.
- ☐ Serve as the County point of contact with State agencies.
- ☐ Request State assistance, as necessary.

Coordinate media relation functions in coordination with the VDEM Public Information Office. See Appendix B (Public Information Procedures) and Appendix D (Telephone Directory) for telephone numbers for VDEM Public Affairs Office (PAO), Virginia EOC, VDEM Administrative offices, and other offices and locations where the VDEM PAO may be contacted. **Always contact the VEOC unless another number is published for this purpose.** Coordinate radiological emergency preparedness through the following functions:

- Provide training
- Coordinate training provided by the State

FIRE DEPARTMENT

- ☐ Provide a decision-making official to the County EOC.
- ☐ Remove victims from any situation in which injury or loss of life has occurred, or the potential for injury or loss of life exists, to include any situation involving or threat of fire.
- ☐ Monitor Radiological Defense for personnel protection and for reporting.

Radiological/Hazardous Materials Officer:

- ☐ Monitor or track Federal and State sample collection activities within the County.
- ☐ Provide personnel to accompany Federal and State Sampling Teams provided local personnel is available and trained for such mission.
- ☐ Contain hazardous materials situations.
- ☐ Assist in dissemination of warning.
- ☐ Assist rescue squads as needed.

SHERIFF'S DEPARTMENT

- ☐ Provide a decision-making official to the County EOC.
- ☐ Maintenance of law and order.
- ☐ Notify key County officials and other agencies as outlined in SOPs.
- ☐ Assist the Coordinator of Emergency Services in identifying the need for State support.
- ☐ Animal and pet control.
- ☐ Provide security at the County EOC.
- ☐ Assist police department as needed.
- ☐ Assist with dissemination of warnings.

EMERGENCY COMMUNICATIONS CENTER

- ☐ Receive notification of a radiological emergency and verify that notification, if necessary.
- ☐ Disseminate notification to all appropriate county department heads.

PUBLIC INFORMATION

- ☐ Provide for adequate means of disseminating public instruction and emergency information.
- ☐ In coordination with VDEM, secure and distribute printed information and instructions on ingestion exposure pathway protective actions.
- ☐ Follow procedures as outlined in Appendix B.

EXTENSION AGENT

- ☐ Provide listings of any dairy, meat, poultry, fisheries, fruit and vegetable growers, grain producers, food processing plants or other agricultural commodity or related operation within the ingestion exposure pathway EPZ(s) that may have an economic impact on the Community.
- ☐ Provide advice to the County on how to minimize loss to agricultural resources.
- ☐ Provide information and assistance to farmers and others in preparing for and returning to normal after a radiological emergency.

- [ ] Serve as a member of the Local Food and Agriculture Council.

County Health Department

- [ ] Provide listing of food stores, open wells and cisterns, and other consumer food operations that are located within the ingestion pathway.
- [ ] Provide an individual to the County EOC who will be available to coordinate response activities and give technical assistance as necessary.
- [ ] Coordinate with area hospitals.
- [ ] Inspect food, milk and water supplies.

Maintenance & Utilities

- [ ] Provide listings of all water supply intake points within the ingestion exposure pathway EPZ.
- [ ] Supply alternate source of potable water, if necessary.

Planning Department

- [ ] Provide population (estimate) within the ingestion pathway sectors or zones.

Disaster Recovery Team

- [ ] Maintain records of all reasonable and necessary costs incurred in providing radiological emergency response and recovery operations.

Volunteer And Quasi-Public Organizations

Volunteer and quasi-public organizations will provide support within their capabilities, as requested by either the Director or the Coordinator of Emergency Services. Their capabilities are depicted below:

Amateur Radio Emergency Services (ARES)

ARES/RACES may be activated to provide communications support. RACES is an alliance of licensed radio amateurs operating under Subpart F, Part 97, Rules and Regulations, Federal Communications Commission.

Fire And Rescue Services

Provide emergency services support within capabilities and in accordance with mission orders.

STATE

State agencies will provide support and assistance as requested by the County. The capabilities of those State agencies that would play primary roles during the intermediate and recovery phases of a radiological emergency are outlined below. The capabilities of other State agencies whose assistance may be requested are contained in the COVRERP.

AGRICULTURE AND CONSUMER SERVICES, VIRGINIA COOPERATIVE EXTENSION SERVICE

- ☐ Obtain milk samples from dairy farms, meat samples from packing firms, and food samples from retail and wholesale establishments located within 50 miles of the nuclear power station where the radiological accident occurred and provide them to the Division of Consolidated Laboratory Services or other facility for analysis.
- ☐ Coordinate the control and disposition of radiologically contaminated food, milk, and animal feed.
- ☐ Coordinate the provision of uncontaminated feed for dairy cattle and other farm animals, if required.
- ☐ Coordinate the disposition of farm animals affected by radiological contamination.
- ☐ Provide advice on and coordinate the disposition or use of farm crops, lands, and equipment that have been radiologically contaminated.
- ☐ Assist the Department of Health in radiological monitoring and in obtaining samples for accident assessment.
- ☐ Provide a decision-making official to the Virginia EOC.

CONSOLIDATED LABORATORY SERVICES, DIVISION OF DEPARTMENT OF GENERAL SERVICES

- ☐ Provide emergency laboratory services to State agencies and political subdivisions as required.
- ☐ Provide a decision-making official at the agency office to be in continuous contact with the Virginia EOC.

VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT (VDEM)

- ☐ Operate the Virginia Emergency Operations Center (EOC).
- ☐ Provide a VDEM State On-Scene Coordinator to the Local Emergency Operations Facility (LEOF).
- ☐ Provide warning in coordination with the State Police and the operators of fixed nuclear facilities.
- ☐ Provide emergency communications.
- ☐ Assist political subdivisions in development and maintenance of local Radiological Emergency Response Plans.
- ☐ Coordinate emergency response actions of Federal and State agencies.
- ☐ Notify the following Federal agencies and Fixed Nuclear Facilities of a radiological emergency:
- ☐ Notify Federal Aviation Administration (FAA) air controllers at Richmond International Airport of a radiological emergency and request that aircraft be instructed to avoid the contaminated airspace until notified otherwise.

- ☐ Notify the Commander, Fifth U.S. Coast Guard (USCG) District of a radiological emergency at the Surry Power Station and request establishment of traffic control of boats and ships on the James River in the vicinity of the Surry Power Station.
- ☐ Notify Fort Eustis of a radiological emergency at Surry Power Station that could affect the health and safety of personnel stationed at that installation.
- ☐ Notify the CSX System Railway Company of a radiological emergency at the North Anna Power Station or the Surry Power Station and request that rail service in the affected area be discontinued temporarily.
- ☐ Notify the State Bureau of Radiological Health (day – 804-786-5932, night – 804-674-2400) immediately of all classes of accidents and incidents reported by operators of nuclear facilities.
- ☐ Notify the Virginia Department of Transportation to establish roadblocks and to temporarily terminate ferry service between James City County and Surry County when appropriate.
- ☐ Notify all other State agencies and support organizations that have emergency task assignments identified in the COVRERP.
- ☐ Notify the State of Maryland EOC of a radiological accident at the North Anna Power Station that results in either a declaration of a Site Area Emergency or General Emergency. Notify the State of North Carolina EOC of a radiological accident at the Surry Power Station that results in either a declaration of a Site Area Emergency or General Emergency.
- ☐ Monitor the transportation of hazardous radioactive materials in Virginia.
- ☐ Provide public information, assisted by the Virginia Department of Health and the nuclear facility operator; and maintain and keep current a list of media representatives, including names and telephone numbers.
- ☐ Coordinate radiological emergency response training and conduct annual training exercises.
- ☐ Notify the Federal Emergency Management Agency (FEMA) when the emergency classification level at a nuclear power facility is classed as an Alert or higher level and provide updated information; and request assistance, if required, when the emergency classification level is classed as a Site Area Emergency or General Emergency.
- ☐ Request assistance from the Federal government in accordance with the Federal Radiological Emergency Response Plan (FRERP).

DEPARTMENT OF ENVIRONMENTAL QUALITY

*Actions performed by the DEQ in the ingestion exposure EPZs will be contingent upon radiation levels being deemed acceptable to the general populous by qualified persons from the Bureau of Radiological Health (BRH) and in accordance with established limits.

- ☐ Conduct and provide air quality monitoring data and analysis from existing air monitoring network to the Virginia Department of Health and Virginia Department of Emergency Management as requested.
- ☐ Provide assistance in collection and analysis of meteorological data.
- ☐ Collect water samples from rivers and lakes located within the ingestion pathway EPZ for assessment.*
- ☐ Collect fish samples from waters adjacent to the nuclear facility for assessment.*

- ☐ Assist the State Department of Health in radiological monitoring and accident assessment.*
- ☐ Define hazardous radioactive materials and promulgate rules and regulations for their transportation within the Commonwealth.
- ☐ Provide a decision-making official at the agency office to be in continuous contact with the Virginia EOC.

DEPARTMENT OF GAME AND INLAND FISHERIES

*Actions performed by DGIF in the ingestion exposure EPZs will be contingent upon radiation levels being deemed acceptable to the general populous by qualified persons from the Bureau of Radiological Health (BRH) and in accordance with established limits.

- ☐ Collecting samples of wildlife and fish suspected of being radiologically contaminated for analysis by the State Department of Health.*
- ☐ Provide back-up communications to support emergency response activities.
- ☐ Provide small boats with motors for administrative, logistical, and operational use of waterways contiguous to nuclear power stations.
- ☐ Assist the Department of Health in radiological monitoring and accident assessment.*
- ☐ Assist in warning people in boats on Lake Anna in the vicinity of the North Anna Power Station.
- ☐ Assist in traffic control of boats of Lake Anna in the vicinity of the North Anna Power Station.
- ☐ Assist in traffic control of boats and ships on the James River in the vicinity of the Surry Power Station.
- ☐ Assist in warning persons in the Hog Island Wildlife Management Area in the vicinity of Surry Power Station.
- ☐ Assist in the evacuation of Surry Power Station personnel and other persons from Hog Island Wildlife Management Area, if necessary.
- ☐ Provide a decision-making official at the agency office to be in continuous contact with the Virginia EOC.

VIRGINIA DEPARTMENT OF HEALTH (VDH)

Perform accident assessment, to include:

- Provision of the Radiological Emergency Response Team (RERT) for radiological assessment and response.
- Determining actual off-site radiological consequences.
- Record keeping and documentation of off-site effects of the accident.

- ☐ Assess the radiological consequences for the ingestion exposure pathway, relate them to the appropriate Protective Action Guides (PAGs), and make timely, appropriate protective action recommendations to mitigate exposure from the ingestion pathway.

- ☐ Advise State and local officials on the implementation of pertinent protective actions based on accident assessment.
- ☐ Task other State agencies for providing radiological monitoring teams and furnishing appropriate protective clothing, dosimeters, and monitoring equipment.

Establish radiological exposure control for:

- State and local government radiological emergency response personnel.
- Other emergency response personnel.
- The affected populace.

- ☐ Develop and provide recommendations to provide appropriate controls to isolate food to prevent its introduction into commerce.
- ☐ Determine whether condemnation or other disposition of contaminated foods is appropriate.
- ☐ Determine the availability of and coordinate the use of medical facilities that could accommodate and care for persons involved in a radiological emergency who may require medical care.
- ☐ Provide other emergency health services.
- ☐ Develop criteria for establishing controlled areas or zones surrounding an accident site, including ingress/egress control provisions and perimeter radiological surveillance of persons entering or leaving controlled zones within the plume and ingestion pathways.
- ☐ Request and coordinate Federal assistance for monitoring and assessment provided under the Federal Radiological Emergency Response Plan and provide administrative and logistical support and liaison to Federal personnel on request.
- ☐ Request and coordinate assistance for radiological monitoring and assessment under the Southern Mutual Radiation Assessment Plan (SMRAP).
- ☐ Develop criteria for re-entry into homes and evacuated areas and advise local governments when these criteria have been met.
- ☐ Develop and conduct, in coordination with the Virginia Department of Emergency Management, training programs for medical support personnel who may be called upon to care for off-site victims of a radiological accident and assist in conducting other radiological training programs.
- ☐ Procure, store, and administer the issuance of potassium iodide.
- ☐ Provide Bureau of Radiological Health (BRH) Radiological Operations Officers and advisors and a decision-making official from the Virginia Office of Emergency Medical Services (OEMS) to the Virginia EOC.

VIRGINIA MARINE RESOURCES COMMISSION

- ☐ In case of a radiological emergency at the Surry Power Station, provide boats and assist in warning and evacuation, as required.
- ☐ Assist in environmental sampling of shellfish, finfish, and other marine life.

- [ ] Assist the Virginia Department of Emergency Management (VDEM) in assessing initial damage to marine resources.

Virginia Institute of Marine Science

- [ ] Assist in environmental sampling of shellfish, finfish, other marine life, and silt.
- [ ] Assist the VDEM in assessing initial damage to marine resources.

Virginia Cooperative Extension

- [ ] Provide advice to State and local officials on how to minimize losses to agricultural resources from radiation effects.
- [ ] Provide information and assistance to farmers and others to aid them in preparing for and returning to normal after a radiological emergency.
- [ ] Conduct damage assessments in potentially affected areas and, in coordination with VDEM and the respective local government(s), inform farmers, growers and producers of any actions which should be undertaken.
- [ ] Provide damage assessment reports to VDEM and the respective local government(s).
- [ ] Serve as a member of both the State and Local Food and Agriculture Council and respond to both local and State requests for help in preventing damage, assessing damage, and providing information to help people recover from a disaster.

Operator Of Fixed Nuclear Facility

- [ ] Coordinate and interface nuclear facility Emergency Plans with State and local government emergency operations plans.
- [ ] Perform the initial assessment of a radiological accident.
- [ ] Conduct initial and on-going environmental sampling within the plume and ingestion exposure pathways.
- [ ] Notify State and affected local governments of a radiological emergency.
- [ ] Establish the Local Emergency Operations Facility (LEOF), as necessary.
- [ ] Establish the Joint Information Center and coordinate news releases with State Public Affairs Office.
- [ ] Notify and provide accident response and recovery coordination with the Nuclear Regulatory Commission and nuclear industry organizations, including nuclear insurers.
- [ ] Provide a representative to the Virginia Emergency Operations Center, upon request.

TRAINING, DRILLS, AND EXERCISES

Cumberland County, in conjunction with the State, will participate in and provide training to involved organizations and individuals. Initial training and retraining will be offered to any individuals and organizations that would be involved in a radiological emergency response.

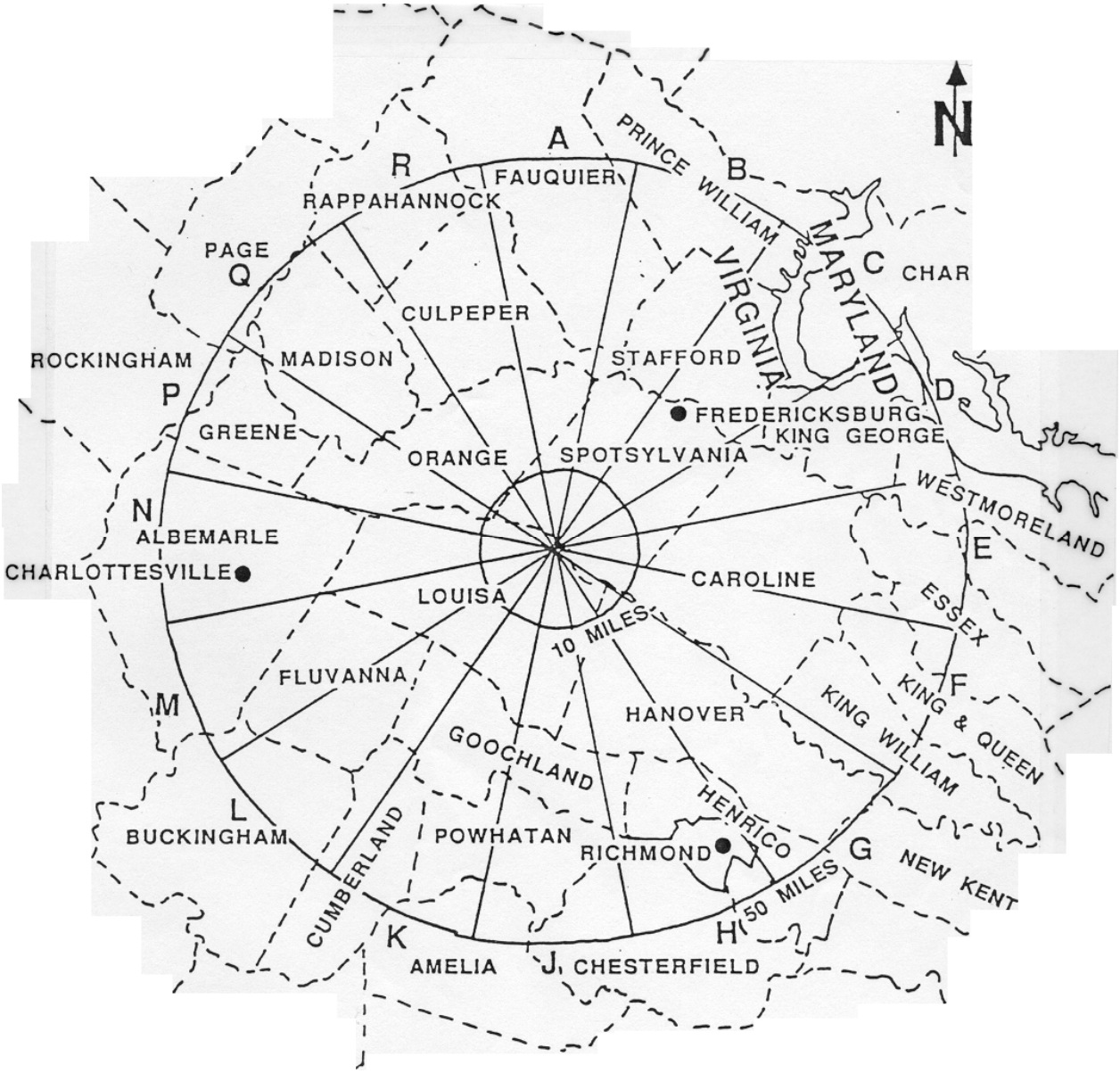
Cumberland County will participate in ingestion exercises as set forth by Virginia Power, the Commonwealth of Virginia, and the Federal Emergency Management Agency. Ingestion pathway exercises are held in the State once every six years. Areas recommended for corrective action or improvement by Federal Evaluators or other observers will be considered and corrected by appropriate training, plan update, and/or demonstration in the next scheduled exercise.

ATTACHMENT 1: NORTH ANNA POWER STATION INGESTION PATHWAY PLANNING ZONE

JURISDICTIONS WITHIN THE 50-MILE EPZ

County/City	Within 10 Miles of NAPS	Within 50 Miles from Calvert Cliffs	Within 50 Miles of SPS
Albemarle			
Amelia			
Richmond			X
Caroline	X	X	
Chesterfield			X
Culpeper			
Culpeper (City)			
Cumberland			
Essex		X	X
Fauquier			
Fluvanna			
Fredericksburg (City)			
Goochland			
Greene			
Hanover	X		X
Henrico			
King George		X	
King & Queen		X	X
King William		X	
Louisa	X		
Madison			
New Kent			
Orange	X		
Page			
Powhatan			
Prince William			
Rappahannock			
Richmond		X	X
Rockingham			
Spotsylvania	X		
Stafford			
30Westmoreland			

ATTACHMENT 2: FIFTY (50) MILE EPZ RADIUS



ATTACHMENT 3: INITIAL ENVIRONMENTAL SAMPLING POINTS

North Anna Power Station - Ingestion Pathway EPZ

Cumberland County

The Department of Health's Bureau of Radiological Health (BRH) has developed an initial sampling plan covering the entire ingestion exposure pathway EPZ. The plan prescribes the sample media or type and size by weight or volume for the initial environmental sample. Depending on the analysis and finding of the initial sample and the commodities grown or produced in the vicinity where the initial sample was taken, the VDH may request a sampling of a specified commodity from the particular location for more detailed analysis. This second sample along with other considerations will provide the basis on which to make Protective Action Recommendations (PAR's).

Additional samples may be drawn from one or more of the following commodities or operations:

- Dairy operations - Cow, goat Livestock Operations

Agricultural Operations

- Crops: Corn, Soybeans, Wheat, Other (above ground, below ground)
- Growers: Vegetable - Spinach, Cabbage, Broccoli, Asparagus, Other (above ground, below ground)
- Growers: Fruits - Strawberries, Grapes, Apples, Other (above ground, below ground)
- APIARIES (Bee Colonies)
- Fish and Shellfish
- Feed Stores
- Food Processors
- Food Stores
- Restaurants

ATTACHMENT 4: SUMMARY OF PRIMARY AND SUPPORT RESPONSIBILITIES

Department or Agency (P = Primary; S = Support)	1. Emergency Management Operations	2. Protective Action Decision-Making	3. Protective Action Implementation	4. Field Measurement and Analysis	5. Emergency Notification and Public Information
Office of Emergency Services	P	S	S	S	S
Public Information Officer	S	S	S	S	P
Sheriff's Department	S	S	S	S	S
Fire Administration	S	S	S	S	S
Communication Center	S	S	S	S	S
Planning Department	S	S	S	S	S
Health Department	S	S	P	P	S
Extension Agent	S	S	P	S	S
Public Works/Utilities	S	S	S	S	S
County Administrator	S	S	S	S	S

ATTACHMENT 5: PROPOSED ANNEX CHANGE FORM

Instructions: This form is used to a change to the Radiological Annex. Please email the completed form with the top portion completed to: tbranch@cumberlandcounty.virginia.gov

RADIOLOGICAL ANNEX CHANGE FORM	Date:
Name:	**Department:**
Phone:	**Email:**
CHANGE REQUESTED	
Annex Page(s)	**Reason for Change:**
	Proposed Change Language:
COUNTY EMERGENCY MANAGEMENT USE	
Reviewed by:	**Change Approved? Yes ☐ No☐**
Approved Change Language:	
☐ **Recorded in Record of Changes Date:**	☐ **Updated Annex Sent to Plan Holders**

APPENDIX A: INTERMEDIATE AND RECOVERY PHASE ACTIONS / CONSIDERATIONS

- ☐ Communications Center receives notification of the radiological incident from the Virginia EOC, via VCIN or commercial telephone.
- ☐ Communications Center notifies the Director of Emergency Management or his/her designee of the incident and provides briefing on the situation.
- ☐ Other County representatives identified in Appendix D are notified of the emergency. Staffing of the emergency operations center or other command center is at the discretion of the Director of Emergency Management or his/her designee.
- ☐ Ensure the County Public Information Officer is notified and either put on standby or instructed to report to an appropriate duty station in case the public needs to be informed of the situation.
- ☐ If notified that ingestion pathway protective actions are necessary (e.g., placing cows on stored feed), ensure coordination with and between the State PAO and the Local PIO on disseminating appropriate information.
- ☐ Request the Virginia EOC provide a radiological deposition footprint or, if one is not available, other radiological deposition information.
- ☐ If radiological information indicates that Cumberland County could be affected by the incident, notify and direct the Local Extension Agent and other County representatives to begin to retrieve, compile or update listings of dairy, meat, poultry, fisheries, fruit and vegetable growers, grain producers, food processing plants and water supply intake points within the ingestion pathway.
- ☐ Consider appropriate actions and communications limiting hunting and fishing activities. Consider whether other outdoor work or sporting activities should be curtailed or limited.
- ☐ Coordinate with VDEM in securing printed information and instructions on ingestion exposure pathway protective actions in preparation for distribution or dissemination to farmers, growers, producers, processors, food outlets, and the general public.
- ☐ Be alert to information regarding State environmental sampling teams taking samples within the County. See Attachment 3 of the Plan for initial sampling points at which State field teams may be taking environmental samples.
- ☐ Confer with VDEM and BRH to determine if residents in any portion of the County should take any protective actions due to excessive radiological depositions.
- ☐ Consolidate detailed records of costs related to the emergency response. Begin claim actions once cost records are consolidated.
- ☐ If no protective actions are necessary continue monitoring the situation until the event is stable or the emergency terminated.
- ☐ If conditions permit close out the Command center.

APPENDIX B: PUBLIC INFORMATION

Public Information

The County will, if necessary, issue news releases that contain county specific information which would be useful to dairymen, farmers, food processors, feed producers, county residents, and others as warranted. Along with news releases, county specific information will be provided at the County media center to reporters from radio and television stations, and newspaper outlets which service the area. To ensure consistency throughout the impacted area, the release of all information to the public and local media representatives should be coordinated with the VDEM Public Affairs Officer (PAO) at the Joint Information Center (JIC) or other location established by VDEM for this purpose.

Mission

To maintain, through all available communications media, a continuous flow of information and instructions before, during, and after a disaster so that the public will:

- Accept the conditions of a disaster or an emergency that are imposed upon them.
- Understand that the Local government has plans for disaster and emergency aid for the population of the County.
- Understand individual responsibilities, actions and duties when the Emergency Plan is in effect.
- Have full knowledge of the existing situation in the disaster area, the actions being taken by the Local government to alleviate the hardship and suffering, and the actions to be taken by the population.

Tasks

The Director of Emergency Management or his/her designee will initially release all information concerning a disaster. Upon the direction of the Director, this function may pass to the Coordinator of Emergency Management who will:

- Receive, review, and approve all news releases prior to their release to the public.
- Coordinate the release of all disaster-related information with other departments or agency heads.

The responsibilities of the Public Information Officer (PIO) during a radiological emergency includes:

☐ Monitoring state and local government operations to determine information that needs to be released to the public. Local jurisdictions can request copies of state news releases and EAS messages from the VDEM PAO at the JIC or the Virginia EOC.

☐ Informing the public in the affected area that the radiological accident has occurred, any pertinent information, and of any protective actions that should be taken. This will entail the preparation, coordination and release of:

- News Releases - Information can be distributed through news releases. News Releases should be approved by the Director of Emergency Management or his/her designee before release to the public. See Appendix B (1) and B (2) for sample news releases.

- Once distributed, copies of news releases issued at the local level should be transmitted via fax to the VDEM PAO at the Joint Information Center (JIC). The JIC is located at:
    - **Innsbrook Technical Center**

      5000 Dominion Boulevard. Glen Allen, Virginia 23060
    - Phone: (804) 273-3842
    - Fax: (804) 273-3790
- Emergency Alert System (EAS) Messages - If the information to be distributed is of critical nature the Emergency Alert System can be activated. EAS activations are usually performed at the State level. However, if this is not possible local jurisdictions may activate, if necessary. Information on the operational area which covers Cumberland County is contained in postings to the County's website News & Announcements section – Information distributed through news releases can be posted to the County's website (https://cumberlandcounty.virginia.gov) under News and Announcements and shared via Code Red Emergency Alerts and posts to social media. The Director of Emergency Management or the Coordinator of Emergency Management will review and approve all new releases that will be posted on the County's website before it is posted and released to the public. See Appendix B (2) for sample posts to the County's website News & Announcements section.

☐ Provide media briefings as required. If conditions warrant briefings should be on a scheduled basis. Information which might be included in briefings include the following:

- Plant conditions
- Protective action decisions for ingestion
- Environmental sampling and assessment efforts
- Rumor control telephone number(s)
- Corrections to rumors/misinformation

☐ Provide rumor control.

- This includes answering inquiries from the public, monitoring the media to determine if accurate information is passed to the public, and correcting any misinformation broadcasted by the media. A telephone number should be published as soon as this function is established.

☐ Maintain liaison with media resources.

ATTACHMENTS:

- Sample News Releases
- Sample posts to the County's Website News & Announcements section
- EAS Operational Area for Cumberland County

APPENDIX B (1): SAMPLE NEWS RELEASES

Sample News Releases

1. This is an important bulletin from the Coordinator of Emergency Management, Office of Emergency Management, regarding the incident that occurred at the _____(1) on _____(2). The Virginia Cooperative Extension Service in conjunction with the local Extension Service and the Virginia Department of Agriculture and Consumer Services recommends that farmers and growers terminate all farming operations in Cumberland County until notified to resume operations. Dairymen in Cumberland County are advised to place milk cows in sheltered areas, if possible, and to put them on stored feed and water until further notice.

   Samples are being taken from the area to determine if radioactive contamination is present. The results determine whether the previously mentioned protective actions can be relaxed or whether additional protective actions are necessary. As soon as a determination is made you will be informed. Stay tuned to this station for further information.

2. This is an important bulletin from the Coordinator of Emergency Management, Office of Emergency Management, regarding the incident that occurred at the _____(1) Power Station _____(2). The State Health Department has collected and analyzed environmental samples from areas in Cumberland County and has determined that no area within Cumberland County was affected by the incident. Stay tuned to your local station for additional information and updates.

   - (1) Indicate the site where the radiological emergency was declared. Insert North Anna Power Station or Surry Power Station.
   - (2) Or indicate date and time of day.

APPENDIX B (2): SAMPLE POST TO WEBSITE NEWS & ANNOUNCEMENT

Sample News Posts

Website Post #1

This is an important message from Cumberland County's Coordinator of Emergency Management, Office of Emergency Management, regarding the incident that occurred at the North Anna Nuclear Power Plant on _____date_____time. Virginia Cooperative Extension in conjunction with the Cumberland Extension office and the Virginia Department of Agriculture and Consumer Services recommend that farmers and growers terminate all farming operations in Cumberland County until notified to resume operations. Dairymen, if any, in Cumberland County are advised to place milk cows in sheltered areas, if possible, and to put them on stored feed and water until further notice.

Samples are being taken from the area to determine if radioactive contamination is present. The results determine whether the previously mentioned protective actions can be relaxed or whether additional protective actions are necessary. As soon as a determination is made you will be informed. Stay tuned to Cumberland County's webpage (https://cumberlandcounty.virginia.gov) for further information.

Website Post #2

This is an important message from Cumberland County's Coordinator of Emergency Management, Office of Emergency Management, regarding the incident that occurred at the North Anna Nuclear Power Plant on _____date_____time. The Virginia Department of Health has collected and analyzed environmental samples from areas in Cumberland County and has determined that no area within Cumberland County was affected by the incident.

Stay tuned to Cumberland County's webpage (https://cumberlandcounty.virginia.gov) for additional information and updates.

APPENDIX B (3): EMERGENCY ALERT SYSTEM (EAS) OPERATIONAL AREA

The Richmond Extended Local Area

- WRVA Radio
  - Phone: (804) 780-3400
  - Fax: (804) 780-3427
- WFLO (Farmville)
  - Phone: 434-394-0923

State and National

- **State Primary:** WRVA-AM 1140 kHz
- **State Relay:** WRVQ-FM 94.5 mHz
- **National Primary:** WRXL-FM 102.1 mHz

Television

Station	Channel	Coverage Area
WTVR	Channel 6	Richmond
WWBT	Channel 12	Richmond
WRIC	Channel 8	Petersburg

Radio

Station	Channel	Coverage Area
WRVA	1140 AM	Richmond
WRVQ	94.5 FM	Richmond
WTVR	98.1 FM	Richmond
WRXL	102.1 FM	Richmond
WFLO	870 AM	Farmville
WPAK	1490 AM	Farmville
WVHL	92.9 FM	Farmville
WBNN	105.3 FM	Dillwyn
WSVS	97.1 FM	Crewe

APPENDIX C: EMERGENCY ALERT SYSTEM (EAS) STATE COORDINATION

Coordination

The Virginia Department of Emergency Management (VDEM) will coordinate EAS messages from State authorities and forward them to the Common Program Control Station-1, WRVA, in the Richmond extended area, and WGH for the Newport News/Peninsula operational area. Local governments will submit requests for activation of the EAS to the State with one exception: If unable to contact the Virginia Emergency Operations Center (VEOC) by telephone or radio, local governments are authorized to activate the local EAS and forward emergency action messages to the Common Program Control Station for that jurisdiction. All information to be broadcast via the EAS will be disseminated in accordance with the State EAS Plan.

VDEM will establish communications, by telephone, with the states of Maryland and North Carolina for exchange of information concerning radiological emergencies at nuclear facilities within any of the three states that might affect one of the other states. The following systems may be utilized as backups: FNARS, NAWAS. For additional background or information on the Commonwealth of Virginia EAS Plan, visit the State Emergency Communications Committee (SECC) website at http://fcc.gov

You will find at this site the State EAS Plan, which was prepared by the Virginia State Emergency Communications Committee, the Virginia Department of Emergency Management, the Federal Communications Commission, the National Weather Service, state and local officials, and the broadcasters and cable operators of Virginia. It provides background data and prescribes specific procedures for the broadcast media and cable to issue emergency information and warnings to the general public in Virginia, or any portion thereof within a stations' broadcast coverage capability, at the request of designated local, state and/or federal government officials.

Emergency Alert System (EAS)

The Emergency Alert System is designed to provide the President of the United States automatic access to the Nation's broadcast and cable facilities, and to speak directly to the Country in times of national disaster. Secondarily, the EAS system can be used by the National Weather Service and State and local officials to disseminate other types of emergency information. Your EAS encoder/decoder will receive commands either directly from the source of the emergency, or from a web of other broadcasters in your area that will relay the information from the primary source.

Public Considerations

The listening and viewing habits of the general public are inherent factors for consideration and are conducive to the effectiveness of the Virginia Emergency Alert System (EAS). Continuing public education is required to increase public awareness of the Virginia Emergency Alert System (EAS) as an established medium for the receipt and/or distribution of emergency information to the general public at the Local, State and National levels.

Adjacent States

Counties, cities, and local areas bordering neighboring states are encouraged to monitor a State Relay (SR) of the neighboring state. In some areas this is spelled out in the state plan of the neighboring state. Some stations may find it necessary to monitor more than two sources to effectively execute EAS in their local area. Compliance can be fulfilled by monitoring a SR from two states when necessary to provide dissemination of emergency information from a two-state area. The State EOC can be contacted for recommendations on monitoring assignments in areas of adjacent states.

APPENDIX C (1): SAMPLE RE-ENTRY BRIEFING OUTLINE

Briefings will be conducted at designated public facilities.

Nature of Emergency

- Area Evacuated or Restricted
- Source and Nature of Release

Radiological Risks

Short Term (Early) Effects (e.g., radiation sickness).

- Early Effects - Early effects from an extremely high radiation dose would occur within the first two or three months. These effects may include nausea, fatigue, vomiting, diarrhea, loss of appetite, loss of hair, temporary sterility, and clinically detectable changes such as chromosomal changes in skin.

Long Term (Delayed) Effects (e.g., higher risk of cancer, genetic defects).

- Delayed Effects - Delayed effects from an extremely high radiation dose would not appear until years later. These may include somatic effects, such as increase in the incidence of cancer among those exposed or genetic effects such as increased prenatal mortality or heredity defects in future generations.

Exposure Reduction

- External Hazards - Time, Distance Shielding
- Internal Hazards - Ingestion, Inhalation, Absorption
- Read and Review Information on Re-Entry Pass. See Appendix C (3).

Radiation Monitoring

- Dosimetry Use. TLD devices may not need to be issued.
- Survey monitoring at Facility - Decontamination if necessary.

APPENDIX C (2): REGISTRATION AND RE-ENTRY LOG

Re-Entry Log						Facility:_____			
Pass #	Name	SSN	Destination	Zone/Sector/ Mile	Log in Date/Time	Expiration Date/Time	Dosimetry (mR)	Previous Expiration (mR)	Year to Date Expiration (mR)

APPENDIX C (3): RE-ENTRY PASS

RE-ENTRY PASS

PASS #:_____

You have requested to enter an evacuated area.
You must present this pass to law enforcement officials when requested.
Remember the following information given to you during the briefing:

1. NO eating, drinking, or smoking in the evacuated areas.
2. DO NOT spend any more time than you have to in the evacuated area.
3. DO NOT remove livestock or produce from the evacuated area.

Return to the facility that issued you this pass before the expiration time.

EXPIRATION

DATE:_____ **FACILITY:**_____

TIME:_____

APPENDIX C (4): FORM REC-1 EMERGENCY WORKER RADIATION EXPOSURE RECORD

FORM REC-1
EMERGENCY WORKER RADIATION
EXPOSURE RECORD

NAME	AGE	I.D. # (assign 4-digit number)

ADDRESS		
CITY	STATE	ZIP CODE

TELEPHONE (home) ( ) -	TELEPHONE (business) ( ) -

POSITION

EMERGENCY DUTIES

DOSIMETRY SERIAL NUMBERS

TLD _____
0-20 R SELF READING DOSIMETER _____
OTHER _____ _____

DOSIMETER READINGS (Note: Dosimeters should be read every 30 minutes)

START DATE		END DATE	
TIME	0-20 R SRD READING	TIME	0-20 R SRD READING

TLD EXPOSURE (To be determined by laboratory analysis later)			
POTASSIUM IODIDE (KI) TAKEN?		**REPEATED EVERY 24 HOURS?**	
DATE	**TIME**	☐ **Yes** ☐ **No**	

APPENDIX D: TELEPHONE DIRECTORY

Emergency Operations Center (EOC) County Administration office, conference room

Alternate EOC: Cumberland Fire/EMS Station 1

NOTE: The Cumberland County Office of Emergency Management may be contacted through the Public Safety Central Communications Center at the following telephone number:

- County of Cumberland Government Building
- Phone (24-Hour): (804)492-4120
- The County of Cumberland has a central dispatching system located in the Public Safety Complex. Emergency Communications Center may be reached directly by dialing (804) 492-4120.

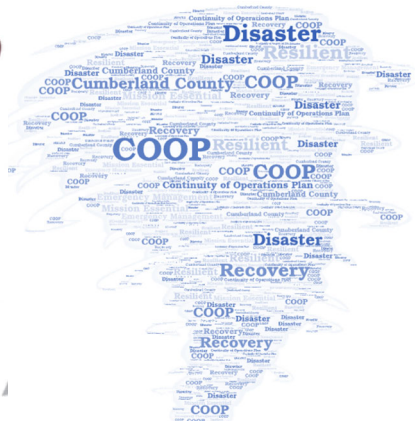
Note:

All telephone numbers are in the (**804)** telephone calling area unless otherwise noted.

County Department	Name	Work
County Administrator/Director of Emergency Management	Derek Stamey	(804)892-7428
Coordinator of Emergency Services	Darren Hurley	(804)892-9565
Sheriff's Office, Lead Communication s Officer	Cathy Neal	(804)492-4120
Sheriff's Office	Darrell Hodges	(804)492-4120
Health Department, District Director	Dr. Maria Almond, MD	(434)392-3984
Finance Department	Jennifer Crews	(804)492-3563
Public Works	Bryan Saxtan	(434)-607-8614

Virginia Department of Emergency Management EMERGENCY OPERATIONS CENTER	**(804)750-8845**
Emergency Operations Center - Toll Free Line	**(800) 468-8892**
Emergency Operations Center - Facsimile (FAX)	**674-2419**
VEOC E-mail	**veoc@vdem.state.va.us**
VEOC On-Line EOC	**www.vdem.state.va.us**
VDEM Public Affairs Office	**897-6510**

County of Cumberland Virginia



Master Plan

January 2026

This Page Intentionally Left Blank

PROMULGATION STATEMENT

Cumberland County must ensure its operations are performed efficiently with minimal disruption, especially during an emergency. This document provides planning and program guidance for implementing the Cumberland County's Continuity Plan (COOP) and programs to ensure the organization is capable of conducting its essential missions and functions under all threats and conditions.

Key Cumberland County personnel who are relocated under this plan are collectively known as the Emergency Relocation Group (ERG). Upon plan activation, these members will deploy to their designated COOP site. Upon arrival, designated COOP personnel will establish an operational capability and perform essential functions within 24 hours from the time of the activation of the Continuity Plan for up to a 30-day period or until normal operations can be resumed.

Protecting the safety and security of Cumberland County is a responsibility we, the undersigned, take very seriously, and can only be fulfilled through collaboration. We are committed to joining with our staff, residents, and visitors in our efforts to meet that shared responsibility.

Implementation

This plan is developed in accordance with guidance in the National Continuity Policy Implementation Plan; Continuity Guidance Circular 1 (CGC 1), Continuity Guidance for Non-Federal Governments (States, Territories, Tribes, and Local Government Jurisdictions), dated July 2013; Continuity Guidance Circular 2 (CGC 2), Continuity Guidance for Non-Federal Governments, dated October 2013.

Approval and Promulgation

This COOP is hereby approved and is effective immediately. This document will be maintained, reviewed, and updated as defined within this document. Authority is delegated to the Cumberland County Emergency Management Director or their successor to maintain this plan as necessary, to address operational or organizational changes, comply with policy, or address mandates from the Commonwealth of Virginia or Federal government. All Cumberland County Departments are hereby directed to follow this plan, its supporting plans, annexes, policies, and procedures.

Approved: _____ Date _____
Don Unmussig
County Administrator, Cumberland County

Record of Changes

Change #	Page #	Section	Summary of Change	Change Made By	Date
1					
2					
3					

Record of Distribution

Name	Department	Phone	Email

COOP Roles Defined

The table below defines the Cumberland County's COOP roles and responsibilities.

COOP Management Team	The COOP Management Team includes the following personnel: • Cumberland County Administrator; • Emergency Management (EM) Coordinator; and • Department Directors.
COOP Coordinators	Assigned departmental personnel responsible for maintaining departmental COOP annexes and coordinating departmental COOP procedures.
Emergency Relocation Group (ERG)	The ERG is comprised of COOP Personnel that are tasked with the initial deployment to the Emergency Relocation Site (ERS). These individuals ensure the ERS is setup (i.e., Infrastructure, Systems, Equipment, Resources, etc.) for the resumption of the Cumberland County's essential functions and services.
Emergency Relocation Site (ERS)	The department specific, pre-identified emergency relocation site for the resumption of Cumberland County's essential functions and services.
Mission Essential Personnel	Personnel that are deemed to be mission essential due to the knowledge they possess and the tasks they are assigned.
Reconstitution Team	The Reconstitution Team is made up of members from the ERG. They are tasked with ensuring that Cumberland County's ERSs are capable of normal operations, making recommendations to remain at the ERS, or finding a different (more permanent) ERS location.

TABLE OF CONTENTS

Promulgation Statement **3**
Implementation 3
Approval and Promulgation 4
Record of Changes 5
Record of Distribution 6
COOP Roles Defined 7
Table of Contents **8**
Introduction **10**
Executive Summary 10
Purpose 11
Scope 11
Situation 11
Planning Assumptions 13
Authoritiy and Reference 13
Concept of Operations **14**
Phase I: Resilience and Preparedness 15
Organization Resilience and Preparedness 15
Staff Readiness and Preparedness 15
Phase II: Activation and Relocation 15
Decision Process 15
Disruption Matrix 16
Alert and Notification Procedures 19
Relocation Process 20
Phase III: Continuity Operations 24
Phase IV: Reconstitution Operations 25
COOP Planning and Responsibilities **27**
Reconstitution **30**
Direction, Control, and Coordination **31**
Communications and IT Systems **33**
Training, Testing, and exercises **36**
Plan Development and Maintenance **37**
Appendices **38**

Appendix I: Departmental Leadership Notification Matrix 38
Appendix II: Essential Functions by Department 40
Appendix III: Orders of Succession By Mission Essential Function 43
Appendix IV: Departmental Emergency Relocation Sites 44
On-site Emergency Relocations Sites 44
Off-Site Emergency Relocation Sites 45
Attachment 1: Proposed Change To The Continuity of Operations Plan Form 46

INTRODUCTION

Executive Summary

Today's ever-changing threat environment, including the potential for attack from a foreign adversary or terrorist, and recent disasters including acts of nature, accidents, and technological emergencies, have underscored the need to plan for continuity of operations across all mission-essential departments.

Continuity of operations planning (COOP) refers to the internal efforts the County has taken to ensure that essential government services and functions continue to be provided in response to a broad spectrum of emergencies, disasters, or other operational interruptions. COOP is an ongoing process that is driven in part by growth and change in information systems, personnel, and mission-critical needs.

Operational interruptions may include:

- Routine business renovation or maintenance;
- Mechanical failure of heating, cooling, or other building systems;
- Fire, inclement weather, flooding, or other acts of nature;
- Major accidents (i.e., chemical spills);
- Major power loss interuptions;
- Public health epidemics; and
- A range of threatened or actual cyber and/or terrorist attacks.

All Emergency Operations plans, including the County's continuity plans, are developed with a goal of ensuring alignment with the organization's mission, vision, and values.

It is Cumberland County's policy to ensure the ability to perform essential functions and deliver essential services under all circumstances. To meet these objectives, the County has established this Continuity of Operations Plan (COOP), which sets forth a concept of operations, identifies essential functions, and outlines four potential phases of operation:

1. Readiness and Preparedness;
2. Activation;
3. Continuity Operations; and
4. Reconstitution.

This plan also identifies the roles and responsibilities of Cumberland County Departments and organizations in support of COOP planning and implementation.

The COOP incorporates the following key elements associated with continuity of operations planning:

- Identification of essential County functions;
- Line of succession for Cumberland County leadership;
- Delegations of authority to key officials identified in the lines of succession;
- Safeguarding of vital County records and databases; and
- Training, tests, and exercises.

Purpose

The purpose of continuity planning is to ensure the continuity of the essential functions under all conditions. The current changing threat environment and recent emergencies, including acts of nature, accidents, technological emergencies, and military or terrorist attack-related incidents, have increased the need for viable continuity capabilities and plans that enable organizations to continue their essential functions in an all-hazards environment and across a spectrum of emergencies.

Scope

This Continuity Plan applies to functions, operations, and resources necessary to ensure the continuation of the County's essential functions in the event its normal operations at Cumberland County departments are disrupted or threatened with disruption. This plan applies to all Cumberland County personnel; therefore, all County employees should be familiar with continuity policies and procedures and their respective continuity roles and responsibilities.

This document ensures the Cumberland County staff are capable of conducting their essential functions under all threats and conditions, with or without warning.

Situation

Continuity planning is based on the worst-case assumption that organizations will not receive warning of an impending emergency. As a result, a risk assessment is essential to continuity planning. The County conducted an analysis and determined the top three threats and hazards that may impact operations for Cumberland County departments and within Cumberland County as a whole. **Table 1** on the following page illustrates the threats and hazards, the likelihood of an occurrence (Highly Likely, Moderate, and Less Likely), and the potential severity of the impact (Catastrophic, Major, and Minor).

Hazard Type	Hazard Likelihood of Occurrence	Estimated Impact Severity
	LESS LIKELY/POSSIBLE/LIKELY	LIMITED/MODERATE/MAJOR
Winter Weather	Highly Likely	Major
Power outages	Highly Likely	Major
Flooding	Likely	Moderate
Public Health	Likely	Major
Hazardous Materials (HazMat)	Likely	Moderate
Tornadoes	Likely	Major
Hurricanes	Likely	Major
Civil Disorder	Unlikely	Limited
Pipeline Accidents	Unlikely	Major
Terrorism	Unlikely	Major

Table 1: Analysis of Threats and Hazards Ranking

In addition, relocation from Cumberland County departments may be necessary due to fire, explosion, or loss of power or water services. Many Cumberland County departments do have backup power capability (generator), which provides for continuing operations in the event of a power outage. The County continuity facilities was selected following an all-hazards risk assessment of facilities for continuity operations use. This risk assessment addresses the following for each continuity facility:

- Identification of all hazards;
- A vulnerability assessment to determine the effects of all hazards;
- A cost-benefit analysis of implementing risk mitigation, prevention, or control measures;
- Sufficient distance between each facility location or threatened area and other facilities or location that are potential sources of disruptions or threats;
- Sufficient levels of physical security required to protect against identified threats; and
- Sufficient levels of information security required to protect against identified cyber- threats.

Planning Assumptions

This Continuity Plan is based on the following assumptions:

- An emergency condition may require the relocation of the Cumberland County's Emergency Relocation Group (ERG) or COOP Management Team to a continuity facility (Emergency Relocation Site) (ERS).
- The alternate facilities will support the ERG and the continuation of essential functions by having available communications and information systems within 24 hours from the time the Continuity Plan is activated, for potentially up to a 30-day period or until normal operations can be resumed.
- Upon relocation to a continuity site (ERS), the Cumberland County administrative functions that are unaffected and available will begin to support departmental continuity of operations as directed by the County Administrator or a successor. However, in the event that ERG deployment is not feasible due to the loss or absence of personnel, the County Administrator will assign available staff as deemed appropriate.

Authority and Reference

The following authority and reference assisted in the development of this COOP Plan:

- Continuity Guidance Circular 1 (CGC 1)

CONCEPT OF OPERATIONS

In the event that Cumberland County Departments will not be available for an extended period, the Cumberland County Administrator will ensure the continuation of essential functions by establishing a COOP Management Team at an appropriate facility, deploying essential personnel to alternate County facilities and/or having other essential personnel telework until an Emergency Relocation Site (ERS) is operational. The Cumberland County Administrator will review several options for establishing an ERS to include, but not limited to:

- Use of other Cumberland County-owned facilities;
- Leased office space within the County; and
- Use of other facilities that may be available.

The goal of this Plan is to establish a fully staffed ERS within 48-hours of activation of the COOP. The selection and establishment of the ERS will be managed by the COOP Management Team that will initially operate at the County EOC (an alternate safe site). In situations where evacuation of Cumberland County Departments is required for only a short time (less than seven (7) days), the establishment of an alternate ERS may not be necessary. Essential functions will continue to be performed by essential employees working via telework or other Cumberland County facilities. The County Administrator or their designee, will determine the need to establish an ERS based upon the specific circumstances of the incident.

In the event that an ERS is necessary, it will be established to support the full complement of essential personnel identified in **Appendix 1**, excluding essential employees who may relocate to other Cumberland County facilities, as noted in the Appendix. The ERSs will include communication, information technology (IT) support, standard office supplies, materials and mail service. The ERSs will be selected and organized to sustain operations for up to 30 days.

The Cumberland County will organize COOP operations into four distinct phases:

1. Readiness and Preparedness;
2. Activation;
3. Continuity Operations; and
4. Reconstitution Operations.

Phase I: Resilience and Preparedness

Cumberland County will participate in the full spectrum of readiness and preparedness activities to ensure personnel can continue essential functions in an all-hazard/threat environment. County resilience and preparedness activities are divided into two key areas:

- Organization resilience and preparedness
- Staff resilience and preparedness

Organization Resilience and Preparedness

Preparedness incorporates hazard mitigation and warning programs, which includes the Emergency Alert System (EAS), National Weather Service alerts, Ready.gov, Cumberland County website, and social media resources and participation in the County's mitigation planning efforts.

Staff Readiness and Preparedness

Cumberland County personnel will prepare for a continuity event and plan in advance for what to do in an emergency. The Director of Emergency Management or their successor will conduct the following continuity readiness and preparedness activities:

- Schedule recurring COOP refresher training;
- Send an annual COOP review and update reminder; and,
- Request updated copies of Department-specific annexes.

Phase II: Activation and Relocation

To ensure the ability to attain operational capability at continuity facilities and with minimal disruption to operations, the County will execute COOP activation as described in the following sections.

Decision Process

The conditions under which the COOP might be activated include the actual or potential lack of access to Cumberland County Departments (and its systems), from which most departments normally conduct business.

0-24 hours

- If there is warning of an impending incident, review departmental COOPs for emergency actions,
- If there is no warning, assess the need for relocation. If relocation is required, begin to implement COOP procedures once it is safe to do so. If relocation is not necessary return to normal operations.

0-48 hours

- If Cumberland County Departments' functions have been relocated, continue event monitoring. If the Cumberland County Department's location is safe to return to, reoccupy their primary location and return to normal operations. If Cumberland County Department's location is not safe to return to, activate the COOP Plan, and implement essential services and functions at the ERS.

- While essential functions and services are continuing from the ERS location, a continuous assessment should be conducted.

48-96 hours

- Once Cumberland County Departments are able to be reoccupied, implement reconstitution plans and return to normal operations.

Disruption Matrix

Most COOP events endure cascading events that can affect Cumberland County's operations. The Disruption Matrix illustrated below in **Figure 1** provides general guidance and suggested actions for the County based upon possible interruptions and their corresponding timeframes. It is important to recognize that a COOP activation may be prompted depending on the size and severity of the interruption.

Interruption / Timeframes	Water Outage	Power Outage	Gas Outage (Heat)	IT Systems/Network Outage (Building Specific)
First Hour	OPEN	OPEN	OPEN	OPEN
2 - 4 Hours	OPEN[1]	OPEN	OPEN[1]	OPEN
4 - 8 Hours	RELOCATE/CLOSE	RELOCATE/CLOSE	RELOCATE/CLOSE	OPEN[2]
8 - 12 Hours	RELOCATE/CLOSE	RELOCATE/CLOSE	RELOCATE/CLOSE	RELOCATE/CLOSE[3]
12 - 24 Hours	RELOCATE/CLOSE	RELOCATE/CLOSE	RELOCATE/CLOSE	RELOCATE/CLOSE[3]
24 - 48 Hours	RELOCATE/CLOSE	RELOCATE/CLOSE	RELOCATE/CLOSE	RELOCATE/CLOSE[3]
48 - 72 Hours	RELOCATE/CLOSE	RELOCATE/CLOSE	RELOCATE/CLOSE	RELOCATE/CLOSE[3]

1 = Seasonal Contingency (Too Cold/Too Hot)

2 = Time of Day Contingency (Close of Business Deadlines Impacted)

3 = Emergency Relocation Site Contingency

Figure 1. Disruption Matrix

This plan may be activated in situations such as:

- *Known threats and emergencies (with warning):* Some threats may afford advance warning that will permit the orderly alert, notification, and, if necessary, evacuation of employees. Examples include a transportation accident with the potential for a hazardous materials (HazMat) release, forecasted severe weather, or the threat of a terrorist act.

- *Unanticipated threats and emergencies during non-duty hours (no warning):* A fire, explosion, HazMat release, or loss of power or water may occur without warning when the majority of the staff is not at work. While operations from the normal place of business may not be possible, the majority of staff will not need to be evacuated and will be provided instructions on relocation or return to normal work location.

- *Unanticipated threats and emergencies during duty hours (no warning):* Incidents also may occur without warning during regular office hours. In this case, implementation of the COOP would be preceded by evacuating employees and visitors out of the building.

The decision to activate the Cumberland County Continuity Plan and related actions will be tailored for the situation and based on projected or actual impact and whether or not there is a warning. To support the decision-making process regarding plan activation, key organization personnel will use the COOP Activation Decision Tree, illustrated in **Figure 2,** on the following page to support that process.

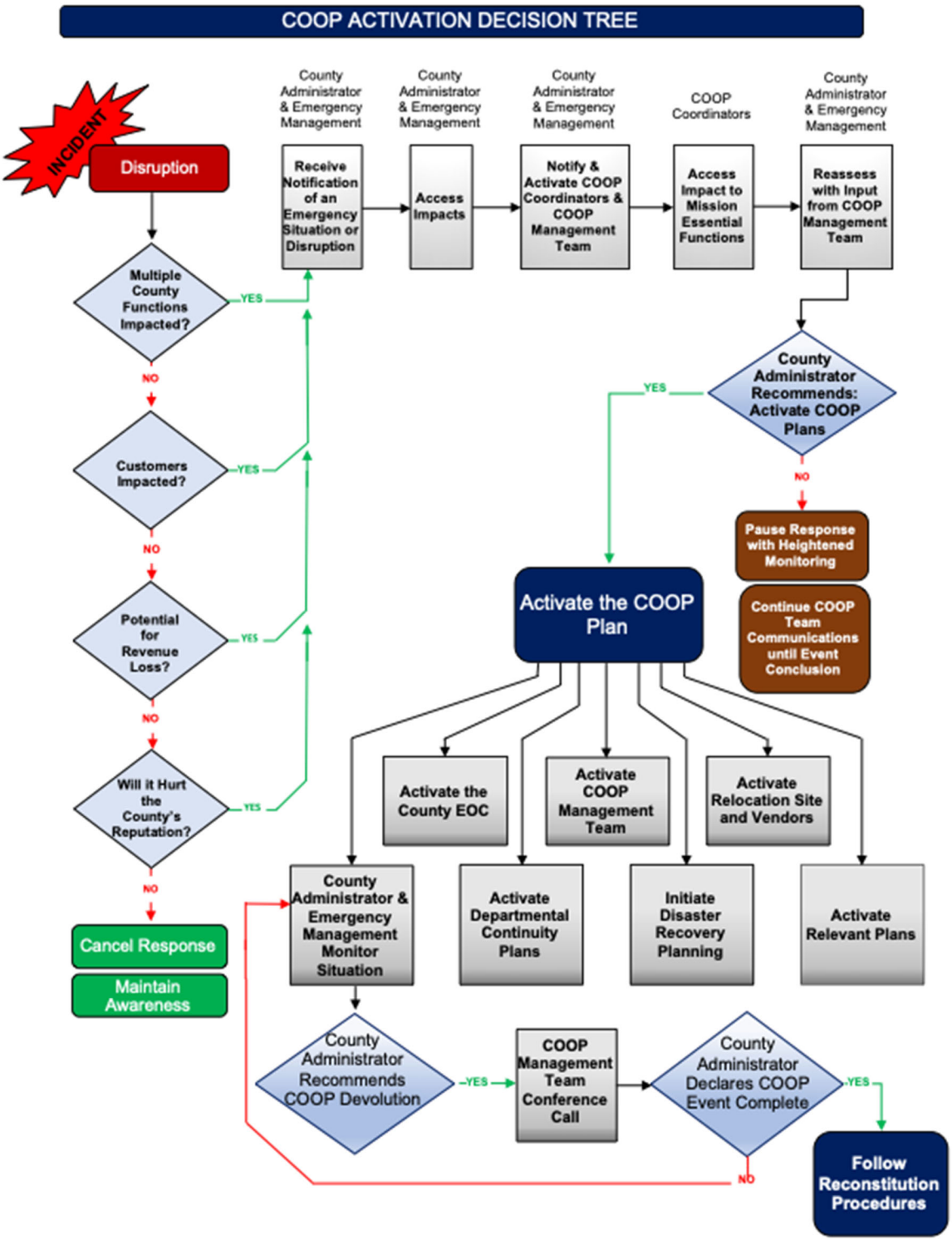


Figure 2. COOP Activation Decision Tree

As the decision-making authority, the Cumberland County Administrator or their designee will be kept informed of the threat environment using all available means, including the County's Emergency Operations Center, Public Safety Communications Center (Dispatch), the regional notification systems, local operations, and state and local reporting channels and news media. The Cumberland County Administrator will evaluate all available information relating to:

1. Direction and guidance from higher authorities;
2. The health and safety of personnel;
3. The ability to execute essential functions;
4. Changes in threat advisories;
5. Intelligence reports;
6. The potential or actual effects on communications systems, information systems, office facilities, and other vital equipment; and
7. The expected duration of the emergency situation.

Alert and Notification Procedures

The County maintains plans and procedures for communicating and coordinating activities with personnel before, during, and after a continuity event.

Before an event, personnel in Cumberland County will monitor advisory information, including the Emergency Alert System (EAS). In the event normal operations are interrupted or an incident appears to be imminent, the County will take the following steps to communicate the organization's operating status with all staff:

1. The Cumberland County Administrator or their designee will make the determination to activate this plan.
2. The Cumberland County Administrator or their designee will communicate the decision to implement this plan.
3. Each Department Director is responsible for maintaining an internal notification process to ensure timely notification of their employees.
4. The Public Information Officer or their designee will inform the public of the County's current operational status and provide updates as applicable.
5. As appropriate, information will be provided to employees through announcements on local radio and television, social media, fixed LED signboards, email, telephone, Emergency Alert System, and the County's website.

Upon the decision to activate the Continuity Plan, a notification will be sent to Cumberland County employees through telephone/cellular phone call, email, or text messages. These platforms will be utilized to notify all Cumberland County personnel with information regarding continuity activation status, operational and communications status, office closures, work schedules, anticipated duration of relocation, etc.

Additional information pertaining to Cumberland County alerts and notifications can be located on County webpage banners, email notifications, and social media postings.

Relocation Process

Upon the decision to implement the Continuity Plan, the County Administrator(or designee), Department Directors or their designee, and the Emergency Management Director will report to the EOC to serve as the COOP Management Team, illustrated below in **Table 2** for overseeing the relocation of operations from Cumberland County departments to an ERS as necessary. Once the Continuity Plan is activated and personnel are notified, the COOP Management Team will relocate with departmental mission essential personnel to the ERS location.

Department	COOP Team Positions	Member	COOP Function Description
Animal Control	COOP Team Coordinator	Lead Animal Control Officer	Manages and coordinates all departmental COOP functions.
Animal Control	Asst. COOP Team Coordinator	Deputy Animal Control Officer	Assists the COOP team Coordinator in all departmental COOP functions.
Building Inspections	COOP Team Coordinator	Building Official/Inspector	Manages and coordinates all departmental COOP functions.
Building Inspections	Asst. COOP Team Coordinator	Permitting Tech	Assists the COOP team Coordinator in all departmental COOP functions.
Commissioner of Revenue	COOP Team Coordinator	Commissioner of Revenue	Manages and coordinates all departmental COOP functions.
Commissioner of Revenue	Asst. COOP Team Coordinator	Chief Deputy	Ensure the functions of the Commissioner of Revenue office are being sustained.

Community Development	COOP Team Coordinator	Assistant County Administrator	Manages and coordinates all departmental COOP functions.
Community Development	Asst. COOP Team Coordinator	Planning Director	Ensure the functions of Community Development are being sustained.
Community Development	Team Member	Environmental Coordinator	Maintains and Coordinates Environmental Management Continuity.
Community Development	Team Member	Building Inspector	Maintains and Coordinates Continuity for Building Inspections.
County Administration	COOP Team Coordinator:	County Administrator	Manages and coordinates all departmental COOP functions.
County Administration	Asst. COOP Team Coordinator	Fire/EMS/ EM Coordinator	Ensures the functions of the County Administration Office are being sustained.
County Administration	Team Member	Deputy Clerk	Assists COOP Team Coordinators as needed.
Finance	COOP Team Coordinator	Director	Manages and coordinates all departmental COOP functions.
Finance	Asst. COOP Team Coordinator	Payroll and Benefits Coordinator	Assist COOP Team Coordinator in managing and coordinating departmental COOP functions.
Information Technology	COOP Team Coordinator	IT Manager	Manages and coordinates all departmental COOP functions.
Information Technology	Asst. COOP Team Coordinator	IT Assistant	IT Manager
Park & Recreation	COOP Team Coordinator	Director	Manages and coordinates all departmental COOP functions.

Park & Recreation	Asst. COOP Team Coordinator	Building Maintenance Supervisor	Assists COOP team coordinator.
Planning & Zoning	COOP Team Coordinator	Planning and Zoning Administrator	Manages and coordinates all departmental COOP functions.
Public Works	COOP Team Coordinator	Director	Manages and coordinates all departmental COOP functions.
Public Works	Asst. COOP Team Coordinator	Utility Worker II or Maintenance Worker II	Ensures the functions of Public Works Department are being sustained and assists COOP Team Coordinator as needed.
Public Works	Team Member	Lead Transfer Station Attendant	Assists COOP Team Coordinator as needed.
Social Services	COOP Team Coordinator	Director	Manages and coordinates all departmental COOP functions.
Social Services	Asst. COOP Team Coordinator	Family Services Supervisor	Assists COOP Team Coordinator in coordinating all departmental COOP functions.
Social Services	Team Member	Benefits Programs Supervisor	Assists COOP Team Coordinator in coordinating all departmental COOP functions.
Social Services	Team Member	Administration Services Manager	Assists COOP Team Coordinator in coordinating all departmental COOP functions.
Social Services	Team Member	Benefits Program Specialist IV	Assists COOP Team Coordinator in coordinating all departmental COOP functions.

Table 2: COOP Management Team

Emergency procedures during work hours with or without warning will be implemented as follows:

- In the event that Cumberland County Departments are expected to be unavailable for a relatively short period (e.g., 2-7 days), essential functions will be managed by the COOP Management Team, which is provided in **Appendix 1**, at the ERS location.

- The Cumberland County Administrator or their designee, in consultation with the Human Resource Director, will determine the status of non-essential personnel and ensure that non-essential personnel who regularly work at Cumberland County Departments are notified of the situation.

- The COOP Management Team will review the essential personnel and equipment requirements (listed in the Department-specific annexes) to confirm requirements for space, office furniture, office supplies, and computers, phones, and printers at the ERS.

Upon approval of an ERS by the Cumberland County Administrator or their designee, Department Directors will support and deploy staff if possible, to the ERS to make preparations for its use. This will include testing the operation of existing systems or setting up and testing new telephone lines and network connections; checking heating, cooling, plumbing, and electrical systems; and ensuring sufficient workspaces are available to support essential employees.

The IT Director or their designee, will ensure that the ERS has access to the Cumberland County server and other technology resources identified in **Table 5**. IT will also ensure that adequate computers, printers, phones, faxes are procured and set up at the ERS.

Cumberland County Administrator will ensure adequate office furniture and standard office supplies are provided for ERS operations and that mail service is established. The Finance Director or their designee, will provide support as needed in purchasing and/or leasing supplies and equipment.

Once Cumberland County departments have transitioned essential functions and services to the ERS, all remaining essential personnel will be directed to deploy to the alternate site. Essential employees who were working at home will be directed to report to the ERS to continue performing essential functions. Unless otherwise directed by the Cumberland County Administrator, personnel transportation to the alternate facility will be by the employee's normal method of transportation.

Employees who are not required to relocate to the alternate facility will be instructed by their Department Directors, in coordination with the Human Resource Director or their designee, as to what action to take. If their COOP responsibilities are different from their regular duties, employees will be informed of their additional functions during a COOP activation.

The Public Information Officer, or their designee, in coordination with the Cumberland County Administrator will develop messages to inform the public of the need to relocate Cumberland County services to alternate facilities and which, if any, non-essential services will be suspended during COOP implementation. The Cumberland County Board of Supervisors and/or Administrator will receive regular status updates.

Operations will continue at the ERS until Cumberland County department offices become available, or a more permanent alternative is identified and established.

Emergency procedures during non-working hours with or without warning will be implemented as follows:

- ERG team members, if applicable, will deploy to the designated continuity facility from their current location using their normal method of travel.
- Mission essential personnel will depart to the assigned continuity facility from their current location using their normal method of travel.
- Non-mission essential personnel will remain at their residence or other designated facility to wait for further instructions.

Phase III: Continuity Operations

Upon activation of the Continuity Plan, employees will continue to operate if feasible, from Cumberland County Departments until directed to cease operations by the Cumberland County Administrator or their designee, in consultation with the COOP Management Team. At that time, essential functions will transfer to the designated continuity facility.

The ERG will be the first to arrive at the continuity facility to prepare the site for the arrival of mission essential personnel. Upon arrival at the continuity facility, the ERG will ensure:

- Sufficient space to accommodate essential personnel. The number of essential personnel will vary according to the incident and the departments involved.
- Adequate infrastructure systems, such as power, heating, ventilation, and air conditioning are functional;
- Kitchen/break area availability;
- Parking lot or public transportation access;
- Sufficient networking (IT) capabilities to support the performance of essential functions;
- Appropriate access to the public;
- Access to Cumberland County Server;
- Computers, phones, printers, faxes, and mail service;
- Tables and chairs;
- Standard office supplies; and
- Contact Lists.

As mission essential personnel arrive, the Department Directors will oversee the in-processing of personnel to ensure accountability. In-processing procedures are conducted at individual department "office spaces" and will include:

- In the event that the payroll system and/or manual time clocks are unavailable, hardcopy timesheets should be utilized for employee timekeeping.
- Personnel acknowledgment that sufficient supplies and resources are available to conduct business.

In addition, all departments will identify their departmental leadership at the continuity facility. Upon arrival at the continuity facility, mission essential personnel will:

- Report to your departmental location at the ERS for check-in and in-processing as soon as possible;
- Receive all applicable instructions and equipment; and
- Continue or initiate departmental mission essential functions.

During continuity operations, the Cumberland County Administrator or their designee may need to acquire necessary personnel, equipment, and supplies on an emergency basis to sustain operations for up to 30 days or until normal operations can be resumed. The Cumberland County Administrator or their designee, maintains the authority for the emergency acquisition of equipment, supplies and materials and the Human Resource Department can make emergency hires as needed. The ability to telework is at the discretion of the Cumberland County Administrator or their designee and will be communicated to Cumberland County departments as needed throughout the COOP event.

Phase IV: Reconstitution Operations

Within 24-hours of an emergency relocation, the following individuals will begin to coordinate operations to salvage, restore, and recover Cumberland County departments after receiving approval from the appropriate State and/or law enforcement and emergency services:

- The County Administrator, or their designee, will serve as the Reconstitution Manager for all phases of the reconstitution process.
- Department Directors will serve as reconstitution points-of-contact to work on or with the Reconstitution Team (ERG). They will update their personnel on developments regarding reconstitution and the status of Cumberland County departmental offices.

During COOP operations, the Cumberland County Administrator or their designee, in consultation with Emergency Operations, should determine the operational status of Cumberland County departmental offices. After obtaining Cumberland County departmental offices' operational status, the County Administrator, or their designee will determine how much time is needed to conduct repairs and/or acquire a new facility. Should the County decide to repair the facility, the Cumberland County Engineer/facilities manager or equivalent has the responsibility of overseeing the repair process and should notify the Cumberland County Administrator on all issues to include an inventory of needed repairs, repair cost estimates, project completion timeline, and all other applicable information.

Reconstitution will commence when the County Administrator or another authorized person ascertains that the emergency situation has ended and is unlikely to recur. These reconstitution plans are viable regardless of the level of disruption that initially prompted the implementation of the Continuity Plan. Once the Administrator has made this determination in coordination with other State, local and/or other applicable authorities, one or a combination of the following options may be implemented, depending on the situation:

- Continue to operate from the Continuity facility;
- Reconstitute Cumberland County Departments and begin an orderly return to the facility; or,
- Begin to establish a reconstituted County Departments in another facility or at another designated location.

The County Administrator or their designee, will oversee the safety, security, and health assessments to determine Cumberland County departmental offices' reoccupancy suitability. These assessments will be done in partnership with Department Directors and appropriate Cumberland County authorities. In addition, the Information Technology Director or their designee, will verify that all systems, communications, and other required capabilities are available and operational.

The County Administrator or their designee, will work with the Public Information Officer or their designee, to notify non-essential employees that the emergency has concluded. Department Directors or their designees, will provide information on when to return to normal operations at the County Departments or another more permanent location. The Public Information Officer will provide assistance in notifying the public of the resumption of normal operations.

After the County has resumed normal operations, the County Administrator or their designee, will de-activate the COOP. The County Administrator will ensure that COOP After-Action Review is conducted. The review will occur as soon as possible, but no later than 4 weeks after the return to normal operations. The analysis will identify areas for improvement and result in the development of a Remedial Action Plan.

COOP PLANNING AND RESPONSIBILITIES

The following table **(Table 3)** identifies the major responsibilities and positions of key personnel and leadership required to implement the Cumberland County's COOP.

Position	Responsibilities
County Administrator/Director of Emergency Management	Ensures that the Director of Emergency Management develops and maintains a COOP for Cumberland County.
	Develops options for establishing fully operational ERSs in the specified timeframe as necessary.
	Provides assistance to the Director of Emergency Management in determining the need for and selection of ERSs.
	Participates in COOP training and exercises.
	As necessary, direct the activation of the COOP and ensure notification to Cumberland County Board of Supervisors.
	Ensures that County employees and residents are provided appropriate information regarding the relocation of Cumberland County departments' operations.
	In the event of a COOP activation, relocates to the Emergency Operations Center (EOC) to oversee the implementation of the COOP.
	Reviews and approve site selection for departmental ERSs.
	Manages County operations at the ERS.
	Approves return of operations to Cumberland County departmental offices.
	Ensures that the Director of Emergency Management conducts an After-Action Review within 30 days following a COOP operation.
Emergency Management Coordinator	Develops and maintain a COOP for Cumberland County.
	Develops and conduct COOP training and exercises.
	Provides technical assistance to Cumberland County departments and organizations in developing COOP annexes in support of the COOP.

	Provides support and technical assistance to the County Administrator in activating and implementing the COOP.
	Develops and maintain a list of potential locations for departmental ERSs.
	In the event of a COOP activation, relocates to the alternate EOC to serve as a member of the COOP management team.
	Provides coordination support for establishing the departmental ERSs.
	Facilitates planning among Cumberland County departments and organizations for return of operations from the ERSs to Cumberland County department offices or other more permanent locations.
	Conducts an After-Action Review following a COOP operation and develop a remedial action plan for approval of the County Administrator.
	Monitors the status of the remedial action plan and ensure that the County Administrator is informed of open actions and issues.
Public Works Director	Provides support for establishing the departmental ERSs by providing facility services and maintenance.
Information Technology Director	Provides technical assistance to Cumberland County departments and organizations in developing the Information Technology related components of their supporting plans.
	Provides technical assistance to County departments and organizations in providing essential employees to telework if needed.
	Develops and maintain a plan for the restoration of Cumberland County information and telecommunication systems.
	Conducts periodic tests of plans for restoring information systems and capabilities.
	Provides guidance to other Cumberland County departments and organizations in backing up vital records and files to ensure availability at alternate locations.
	In the event of a COOP activation, the IT Director, or designee will report to the EOC to serve as a member of the COOP Management Team.
	Develops requirements for computers, printers, faxes, phones for the departmental ERSs .

	Procures (in collaboration with Finance) and set up, as applicable, computers, phones, faxes, copiers at the ERSs.
	Re-establishes the Cumberland County server and other vital information systems as necessary.
	Participates in the COOP After-Action Review process and identify issues to be addressed.
	In the event of an incident impacting Cumberland County offices, provides support to the County Administrator in assessing the situation and determining the potential timeframe needed before returning to normal operations.
	In the event of COOP activation, the Information Technology Director or designee reports to the EOC to serve on the COOP Management Team.
	Activate the COOP Plan for your department if needed. Provide direction, guidance, and control during an incident for the implementation of the COOP plan. Consult with and advise appropriate officials during the COOP Plan implementation.
	Develop, coordinate, and manage all activities required for the department to perform its essential functions during an event or other situation that would disrupt normal operations.
	Remain in constant communication with the County Administrator (or designee).
	Conduct the appropriate notifications (e.g., Vendor Contacts and other departments) during the COOP duration.
Mission Essential Personnel	Prepare to deploy and support organization mission essential functions in the event of COOP implementation.
	Provide current contact information to immediate supervisor.
	Be familiar with COOP planning and know individual roles and responsibilities in the event of continuity plan activation.
	Participate in COOP training and exercises as directed.
	Have a telework agreement for this position, if applicable.
	Mission Essential Personnel (if cross-trained) should be prepared to serve in additional roles.

Table 3: COOP Positions and Responsibilities

RECONSTITUTION

When the County Administrator determines that the Cumberland County departments' buildings can be reoccupied, the COOP Management Team will begin to plan for a return to normal operations. The Department Directors, or their designees, will notify their employees accordingly. The Public Information Officer will provide assistance in notifying Cumberland County employees and the public of the resumption of operations at Cumberland County offices or other locations as applicable.

After the County has resumed normal operations, the County Administrator or their designee, will de-activate the COOP. Emergency Operations will ensure that a COOP After-Action Review (AAR) is conducted. The review will occur as soon as possible, but no later than 30 days after the return to normal operations. The analysis will identify areas for improvement and result in the development of a remedial action report.

DIRECTION, CONTROL, AND COORDINATION

During activation of the Continuity Plan, the County Administrator or their designee, maintains responsibility for the control and direction of County operations. Should the County Administrator become unavailable or incapacitated, the organization will follow the line of succession provided in the Cumberland County Administrator's Departmental COOP. The Assistant/Deputy County Administrator will assume the position of Acting County Administrator**.** The contents and procedures laid forth in this Continuity Plan are consistent with the direction found in FEMA Continuity Guidance Circular 1 (CGC 1) and the plan is reviewed and vetted by Cumberland County Emergency Management to ensure vertical integration within the County.

Table 4 below lists all relevant Cumberland County departments and their planned lines of succession. Delegations and limitations of authority are provided in the Departmental COOP annexes.

Department	Level	Successor
Animal Control	Primary	Lead Animal Control Officer
Animal Control	Secondary	Deputy Animal Control Officer
Building Inspections	Primary	Building Official/Inspector
Building Inspections	Secondary	Director of Housing/Community Development
Commissioner of Revenue	Primary	Commissioner of Revenue
Commissioner of Revenue	Secondary	Chief Deputy
Commissioner of Revenue	Tertiary	Deputy
Community Development	Primary	Assistant County Administrator
Community Development	Secondary	Planning Director
Community Development	Tertiary	Building Official
County Administration	Primary	County Administrator
County Administration	Secondary	Chief of Fire and EMS/EM Coordinator
County Administration	Tertiary	Director of Finance
Finance	Primary	Director

Finance	Secondary	Payroll and Benefits Coordinator
Information Technology	Primary	IT Manager
Information Technology	Secondary	IT Assistant
Park & Recreation	Primary	Director
Park & Recreation	Secondary	Building Maintenance Supervisor
Planning & Zoning	Primary	Planning and Zoning Administrator
Public Works	Primary	Director
Public Works	Secondary	Administrative Assistant for Public Works
Public Works	Tertiary	Water Plant Operator/Utility Worker II/Maintenance Worker II
Social Services	Primary	Director
Social Services	Secondary	Administrative Services Manager
Social Services	Tertiary	Benefits/Services Program Supervisor

Table 4: Cumberland County Department Lines of Succession

COMMUNICATIONS AND IT SYSTEMS

Cumberland County has identified available and redundant critical communications and IT systems that are at departmental primary locations and the continuity facility. Further, the County maintains fully capable continuity communications that support organization needs during all-hazards/threats, to include pandemic and other related emergencies, and give full consideration to supporting social distancing operations including telework and other virtual offices. In addition, the County maintains communications equipment for use by employees with disabilities.

All of Cumberland County's necessary and required communications and IT capabilities will become operational as soon as practicable following a COOP activation. **Table 5** below lists identified critical systems across all County departments.

Department	Mission Essential Function	Technology Resource	Storage Location	Restoration Contact
ALL	All Mission Essential Functions	Outlook	Cloud-Based	IT Department
Animal Control	**MEF 1:** Animal Law Enforcement	Mobile Radio & Cell Phone	Vehicle, on person	Sheriff's Dept or IT
Animal Control	**MEF 2:** Animal Protection	Cell Phone	Vehicle, on person	Cell phone carrier or IT
Building Inspections	**MEF 1:** Building Inspections	Bright and Associates AS 400	County Server	BAI- IT or County IT
Building Inspections	**MEF 2:** Permitting	Bright and Associates AS 400	County Server	BAI- IT or County IT
Building Inspections	**MEF 2:** Permitting	Pay Gov	3rd Party Vendor	5144 E Stop Eleven Rd Indianapolis, IN 46237 1-866-480-8552
Commissioner of Revenue	**MEF 1:** Tax Assessments and Filing	Bright and Associates AS400	County Server	BAI Help Desk or IT Department
Commissioner of Revenue	**MEF 2:** Tax Relief Programs	Bright and Associates AS400	County Server	BAI Help Desk or IT Department
Commissioner of Revenue	**MEF 3:** Land Use Programs	Bright and Associates AS400	County Server	BAI Help Desk or IT Department
Commissioner of Revenue	**MEF 4:** DMV Select Services	Bright and Associates AS400	County Server	BAI Help Desk or IT Department
Commissioner of Revenue	**MEF 4:** DMV Select Services	DMV Software	County Server	DMV's IT Department

Community Development	**MEF 1:** Economic Development	GIS	County Server	IT Department
Community Development	**MEF 2:** Environmental Management	GIS	County Server	IT Department
Community Development	**MEF 3:** Building Inspections	GIS	County Server	IT Department
Community Development	**MEF 3:** Building Inspections	AS400	County Server	IT Department
County Administration	**MEF 1:** County Administration	Network access, AS400	County Server	IT Department
County Administration	**MEF 2:** County/Deputy Clerk	Network access, AS400	County Server	IT Department
County Administration	**MEF 3:** Public Information	Network access, AS400	County Server	IT Department
County Administration	**MEF 4:** Emergency Services and Management	Network access, AS400	County Server	IT Department
Finance	**MEF 1:** Finance Operations	Databases, BAI & Timekeeping System	Cloud-Based & County Server	IT Department & BAI Customer Service
Information Technology	**MEF 1:** Maintain PSAP	CAD software	Local Server	IT Manager
Park & Recreation	**MEF 1:** Recreation	Cognito	Online	Cognito IT Department
Planning & Zoning	**MEF 1:** Zoning	AS400, GIS and Plotter	County Server	IT Department
Planning & Zoning	**MEF 2:** Planning	AS400, GIS and Plotter	County Server	IT Department
Planning & Zoning	**MEF 3:** Erosion and Sediment Inspections	AS400, GIS and Plotter	County Server	IT Department
Planning & Zoning	**MEF 4:** Zoning Appeals	AS400, GIS and Plotter	County Server	IT Department
Planning & Zoning	**MEF 5:** Code Enforcement Ordinance Updates	AS400, GIS and Plotter	County Server	IT Department
Public Works	**MEF 1:** Utilities	Omni System	Onsite Utilities Location	Syndorhydro, Inc Richmond, VA
Public Works	**MEF 3:** Utilities Customer Service	AS400	Cunty Server	IT Department

Public Works	**MEF 4:** Building Maintenance	Simplex (Fire) and Trane (HVAC)	Onsite at Schools	Simplex-Grinnell and Trane of Richmond
Social Services	**MEF 1:** Benefits	VACMS, EPIC & Thomas Brothers	Web-Based	Richmond, VA VITA & Thomas Brothers IT
Social Services	**MEF 2:** Services	Peer Place, OASIS & Thomas Brothers	Web-Based	Richmond, VA VITA & Thomas Brothers IT
Social Services	**MEF 3:** Administration	LETs & ADP	Web-Based	Richmond, VA VITA & ADP IT Department

Table 5: Identified Critical Systems

TRAINING, TESTING, AND EXERCISES

COOP success and effectiveness is dependent upon each employee knowing their roles and responsibilities. Cumberland County personnel should be aware of the need to restore essential functions, services, and systems.

Cumberland County Emergency Management will oversee the training of the County personnel on the COOP. This should include conducting drills and exercises when personnel will use the COOP in response to a mock incident impacting mission essential functions. Individual departments will also test their plans and backups systems regularly. It is only through such testing that gaps can be identified, and modifications made.

Within four weeks of completion of a training exercise, Emergency Management will ensure an After-Action Report (AAR) and Improvement Plan (IP) of the exercise is completed.

PLAN DEVELOPMENT AND MAINTENANCE

The COOP will be revised as needed to incorporate issues identified during COOP training and exercises or an actual event. Emergency Management is responsible for maintaining, updating, and distributing the COOP to all departments. Department Directors will conduct an annual review of their department's information contained in Appendices I and III and provide written updates to Emergency Management, as necessary.

APPENDICES

Appendix I: Departmental Leadership Notification Matrix

The table illustrated below provides (by department) the roles/positions that should be contacted during a COOP event for Cumberland County.

Department	Employee Contact List
Animal Control	Lead Animal Control Officer
Animal Control	Deputy Animal Control Officer
Building Inspections	Building Inspections Official
Building Inspections	Permitting Tech
Commissioner of Revenue	Chief Assessing Officer
Commissioner of Revenue	Chief Deputy
Commissioner of Revenue	Deputy
Commissioner of Revenue	Deputy
Community Development	Assistant County Administrator
Community Development	Planning Director
Community Development	Building Official
County Administration	County Administrator/Clerk/ Emergency Management Coordinator
County Administration	Deputy Clerk
County Administration	Director of Finance
County Administration	Chief of Fire and EMS/Emergency Management Coordinator
Finance	Director
Finance	Payroll and Benefits Coordinator
Information Technology	IT Manager
Information Technology	IT Assistant
Park & Recreation	Director
Park & Recreation	Building Maintenance Supervisor
Planning & Zoning	Planning and Zoning Administrator
Public Works	Director
Public Works	Administrative Assistant for Public Works
Social Services	Director
Social Services	Administrative Services Manager

Social Services	Benefits Program Supervisor
Social Services	Family Services Supervisor

Appendix II: Essential Functions by Department

The table below identifies the mission essential functions of each department and there Recovery Time Objective (RTO). The County Administrator should make every effort to ensure that Mission Essential Functions are brought back to service with in the time frames listed as the RTO and in priority order to meet the county's most critical needs. Additionally, the County Administrator needs to prioritize funding and equipment to ensure that members with functions required in the first 24 hours can be contacted quickly and function to the fullest extent possible.

Department	Essential Function	Description of Function	County Priority	RTO (hrs.)	RTO
County Administration	Emergency Services and Emergency Management	Facilitate Emergency Services and manage County Emergency Operations	1	0.5	.5 Hours
Information Technology	Manage PSAP-Public Safety Answering Point	Keep the 911 Center IT equipment up 24x7	2	0.5	.5 Hours
Community Development	Environmental Management	Coordinate environmental issues.	3	2	2 Hours
Community Development	Building Inspections	Performs inspection of structures to determine level of damage.	4	2	2 Hours
County Administration	County Administration	Oversight and administrative functions for the County Administrator's Office	5	2	2 Hours
Information Technology	Maintain Radio Comms	EMS, Police Radio service	6	2	2 Hours
Information Technology	Maintain WAN/LAN Connectivity	Keep Internet and network connectivity up 24x7	7	2	2 Hours
Information Technology	Maintain Servers	Keep Servers in 24x7 working order	8	4	4 Hours
Information Technology	Maintain Network	Keep Network in 24x7 working order	9	4	4 Hours

Public Works	Utilities (Water and Sewer)	Ensure safe uninterrupted service of water and sewer utilities	10	6	6 Hours
Animal Control	Animal Law Enforcement	Enforce animal laws	11	24	24 Hours
Animal Control	Animal Protection	Ensure protection and safety of domestic animals	12	24	24 Hours
Commissioner of Revenue	Tax Assessments and Filing	Determine and Assess Taxes	13	24	24 Hours
Commissioner of Revenue	Tax Relief Programs	Administer tax assistance programs.	14	24	24 Hours
Commissioner of Revenue	Land Use Program	Administer Land Use Program	15	24	24 Hours
Commissioner of Revenue	DMV Select Services	Serves as satellite office for Department of Motor Vehicles	16	24	24 Hours
County Administration	County/Deputy Clerk	Support	17	24	24 Hours
County Administration	Public Information	Information dissemination and communication	18	24	24 Hours
Finance	Finance Operations	Cumberland County Finance Operations	19	24	24 Hours
Park & Recreation	Recreation	Provide recreation programs for the community	20	24	24 Hours
Park & Recreation	Parks Maintenance	Maintain parks, sports fields and buildings to ensure continued safety and aesthetics	21	24	24 Hours
Planning & Zoning	Zoning	Enforce the County's zoning code while processing zoning requests	22	24	24 Hours
Planning & Zoning	Erosion and Sediment Control Inspections	Monitor construction areas for compliance in regard to erosion and sediment control guidelines to ensure safety for waterways.	23	24	24 Hours
Social Services	Benefits	Determine Benefits Eligibility for Social Services/Programs	24	24	24 Hours
Social Services	Services	Provides Case Management and Referrals for Adult and Children Services	25	24	24 Hours
Social Services	Administration	Provide Administrative/clerical Support for Department Programs	26	24	24 Hours

Information Technology	Maintain Users and PC's	Keep PC's in working order, Manage User Access rights	27	48	48 Hours
Planning & Zoning	Zoning Appeals	Assist with administrative duties to support Board of Zoning Appeals	28	48	48 Hours
Public Works	Trash /Solid Waste Collection at Transfer Station	Collection and Transfer of Solid Waste	29	48	48 Hours
Public Works	Utilities Customer Service	Handles utilities billing dispatch, and requests for service	30	48	48 Hours
Public Works	Building Maintenance	Maintain buildings, systems and grounds of county buildings and properties	31	48	48 Hours
Building Inspections	Building Inspections	Follow local and state ordinances as buildings are inspected.	32	72	72 Hours
Building Inspections	Permitting	Process building permits.	33	72	72 Hours
Community Development	Economic Development	Support local businesses	34	168	1 Week
Planning & Zoning	Code Enforcement Ordinance Amendments	Update CE ordinances and Amendments	35	168	1 Week
Planning & Zoning	Planning	Manage long Range planning and land use functions, Rezoning and other aspects of County's Comprehensive Plan	36	336	2 Weeks

Appendix III: Orders of Succession by Mission Essential Function

There may be instances when an individual who is designated as a leader may be unable to fill her/his leadership role. Some specific mission essential functions do not always align with overall successors of a department. Therefore, another subordinate may be the successor for a specific MEF based on expertise in that function. When this occurs, a successor will assume the duties of the leadership role when the usual leader cannot be contacted by usual method (i.e., telephone, cellular phone, direct contact, email, etc.) and will relinquish leadership duties when the general leader is able to resume their duties or when a permanent successor has been named by the County Administrator, a Department Director, or another authorized individual.

The Orders of Succession with in a Department's Mission Essential Functions is listed with in the Departmental COOP plans. Please see appropriate Departmental Annex for guidance.

Appendix IV: Departmental Emergency Relocation Sites

The Tables below provide (by department) the on-site and off-site Emergency Relocation Sites (ERSs) that have been identified for Cumberland County departments if their current workspaces are inaccessible due to a COOP event.

On-site Emergency Relocations Sites

Department	Emergency Relocation Site	Address/Building/Facility/Room Description
Animal Control	**ERS 1:** Vehicles	Have equipment to perform essential functions in vehicles.
Building Inspections	**ERS 1:** Sheriff's Office	1492 Anderson Hwy, Cumberland, VA 23040
Building Inspections	**ERS 2:** County Administration	1 Courthouse Circle, Cumberland, VA 23040
Building Inspections	**ERS 3:** Courts Building	17 Courthouse Circle, Cumberland, VA 23040
Commissioner of Revenue	**ERS 1:** None	Unable to move to Virtual Operations due to tech issue
Community Development	**ERS 1:** Other Community Development offices	Move staff to other CD offices that are on the other side of their building.
Community Development	**ERS 2:** Admin Building	James River Conference Room in Admin building
County Administration	**ERS 1:** County Administration	1 Courthouse Circle Downstairs Conference Room
Finance	**ERS 1:** Community Center	71 Community Center Drive, Cumberland, VA 23040 - Cafeteria
Information Technology	**ERS 1:** Basement Conference Room	Conference room space in basement of Administration building
Park & Recreation	**ERS 1:** County Admin. Building	Basement Conference Room
Planning & Zoning	**ERS 1:** Staff Board Room	County Administration Building
Planning & Zoning	**ERS 2:** Break Room	County Administration Building
Public Works	**ERS 1:** Basement of Administration Building	1 Courthouse Cir, Cumberland, VA 23040
Public Works	**ERS 2:** Building Maintenance Office	12 Range Road, Cumberland, VA 23040
Social Services	**ERS 1:** Conference Room	71 Community Center Drive, Cumberland, VA 23040

Off-Site Emergency Relocation Sites

Department	Emergency Relocation Site	Address/Building/Facility/Room Description
Animal Control	**ERS 1:** Adjacent county Animal Control facilities	There are verbal agreements with surrounding counties to relocate to their facility if they are needed.
Building Inspections	**ERS 1:** Telework	Any location available with internet and phone access
Building Inspections	**ERS 2:** County Vehicle	All equipment needed to perform essential functions in vehicle
Commissioner of Revenue	**ERS 1:** None	Unable to move to Virtual Operations due to tech issue
Community Development	**ERS 1:** Telework	Any location available with internet and phone access
Community Development	**ERS 2:** Pocahontas Landmark Center	Pocahontas Landmark Center Board room
County Administration	**ERS 1:** Cumberland Rescue Squad	1641 Anderson Highway, Cumberland, VA, 23040
County Administration	**ERS 2:** Cumberland Community Center	1874 Anderson Highway, Cumberland, VA 23040
County Administration	**ERS 3:** Cumberland Middle and High School Complex (for Board Meetings)	15 School Road, Cumberland, VA 23040
Finance	**ERS 1:** Telework	Any location available with internet and phone access
Information Technology	**ERS 1:** Telework	Any location with connectivity
Information Technology	**ERS 2:** Sheriff's Office	Server Room in Sheriff's Office
Park & Recreation	**ERS 1:** Telework	Any location available with internet and phone access
Planning & Zoning	**ERS 1:** Telework	Any location available with internet and phone access
Public Works	**ERS 1:** Utility Vehicles	All equipment is mobile to perform essential functions
Public Works	**ERS 2:** Old School Building	1874 Anderson Hwy, Cumberland, VA 23040
Social Services	**ERS 1:** Telework	Any location available with internet and phone access

ATTACHMENT 1: PROPOSED CHANGE TO THE CONTINUITY OF OPERATIONS PLAN FORM

Instructions: This form is used for a change to the Continuity of Operations Plan. Please email the completed form to tbranch@cumberlandcounty.virginia.gov

CONTINUITY OF OPERATIONS PLAN CHANGE FORM	Date:
Name:	Department:
Phone:	Email:
CHANGE REQUESTED	
Plan Page(s)	Reason for Change:
	Proposed Change Language:
CUMBERLAND COUNTY EMERGENCY MANAGEMENT USE	
Reviewed by:	Change Approved? Yes ☐ No☐
Approved Change Language:	
☐ Recorded in Record of Changes Date:	☐ Updated Plan Sent to Plan Holders

STAFF REPORT
CUP 25-03
Arcola Towers; Lipscomb telecommunication Tower
Conditional Use Permit
Cumberland County, Virginia
Planning Commission Public Hearing

Application Information:

Property Owner:	Wayne D. Lipscomb
Applicant:	Arcola Towers, Jonathan Yates, Agent
Requested Action:	Conditional Use Permit for a new 199' telecommunications tower
Tax Parcel Number:	39-A-8
Address:	TBD Trents Mill Road/913 Trents Mill Road
Election District:	2
Existing Zoning:	A-2
Proposed Zoning:	A-2 with CUP
Size:	72.38 acres
Existing land uses:	Agricultural
Comp. plan area:	Trents Mill/Hatcher Rural Crossroads
Overlay districts:	None

Surrounding Area Information:

Direction	Adjacent existing uses	Adjacent zoning	Adjacent Comp. Plan Area (2023)
North	Residential/Church	A-2	Trents Mill/Hatcher Rural Crossroads
South	Agricultural/Residential	A-2	None
East	Agricultural/Residential	A-2	None
West	Agricultural/Residential	A-2	None

Background Information and Summary of Request:

This application proposes Arcola Towers to construct and manage a steel telecommunications tower approximately 199feet tall on a 100' by 100' wide portion of property proposed to be leased from the property owner. Structures on the proposed lease area would include the tower,

unmanned support buildings and equipment pads, which would all be surrounded by a six (6) foot tall security fence. The proposed tower location is within the A-2 district and not within a growth area as defined by the Comprehensive Plan.

Access to the proposed lease area would be from a proposed 30-foot access easement that would begin at an existing, unnamed private driveway utilized by 913 Trents Mill Road (Route 622).

The supplemental zoning regulations for telecommunication towers indicate a preference for those 199 feet in height (a tower under 200 feet tall does not require lighting by the Federal Aviation Administration). According to the applicant's simulations, the tower was visible along sections of Trents Mill Road, (Route 622), Belle Road (Route 650), and Sports Lake Road (Route 672). Images showing the possible visibility of the proposed tower are included in the attachment.

Staff has reviewed the CUP application and finds that it addresses and meets the requirements of the zoning ordinance for telecommunication towers as cited below.

Consistency with the 2023 Comprehensive Plan:

Objective 15.3 of the 2023 Comprehensive Plan is to "improve voice, data, and communications services…throughout the entire county." Approval of this Conditional Use Permit and the installation of this tower will further the ongoing progress being made in this area.

Consistency with the Zoning Ordinance:

Pursuant to Section 74-702, the following standards shall be considered by the Planning Commission and Board of Supervisors as part of reviewing a conditional use permit application.

The following standards shall be used as guidelines by the planning commission and board in acting upon conditional use permit applications:

1. That the establishment, maintenance and operation of the use shall not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.
2. That the use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted; not diminish and impair property values in the neighborhood.
3. That the establishment of the use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
4. That the exterior architectural appeal and functional plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the district as to cause a substantial depreciation in the property values within the neighborhood.

5. That adequate utilities, access roads, drainage or necessary facilities have been provided.
6. That ingress and egress to property and structures on the property with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access of fire or catastrophe are adequately provided for.
7. That off-street parking and loading areas where required with particular attention to the items in subsection (a)(1) of this section and the economic noise, glare or odor effects of the special exception on adjoining properties generally in the district, are adequately provided for. Lighting: Lighting must not produce glare or spillover onto adjacent properties.
8. That the refuse and service areas, with particular reference to the items in subsection (a) (1) and (2) of this section, are adequately provided for.
9. That appropriate screening and buffering with reference to type, dimensions, and character of the use are adequately provided for.
10. That any signs and exterior lighting are compatible and in harmony with properties in the district, with reference to aesthetics, glare, traffic safety, and economic effect
11. That required yards and other open spaces are adequately provided for.
12. That the proposed use is compatible with adjacent properties and other property in the district.
13. That an adequate supply of light and air to adjacent property is adequately provided for.
14. That the uses, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the board of supervisors.

The Application Statement has addressed the items above.

Pursuant to Chapter 74. Division 2, Subdivision III – Communication Antennae and Towers, all applications for towers and antennae governed by this subdivision must comply with the following:

(1) The tower design must provide for a galvanized steel finish or, subject to any applicable standards of the FAA, be painted a neutral color so as to reduce visual obtrusiveness. Dish antennae will be of a neutral, non-reflective color with no logos.

(2) At a facility site, the design of the buildings and related structures must, to the extent possible, use materials, colors, textures, screening and landscaping that will blend the tower facilities to the natural setting and surrounding structures.

(3) If an antenna is installed on a structure other than a tower, the antenna and supporting electrical and mechanical equipment must be of a neutral color that is identical to, or closely compatible with, the color of the supporting structure so as to make the antenna and related equipment as visually unobtrusive as possible.

(4) Towers must not be artificially lighted unless required by the FAA or other governing authority.

(5) No advertising of any type may be placed on any tower or accompanying facility unless as part of retrofitting an existing sign structure.

(6) To permit co-location, the tower must be designed and constructed to permit extensions to a maximum height of one hundred ninety-nine (199) feet, except as otherwise provided in the approved conditional use permit.

(7) Towers must be designed to collapse within the parcel boundaries in the event of structural failure.

(8) Except where the provisions of an approved conditional use permit or other governmental regulations restrict the height of the tower, or where a stealth design is used, an engineering report certifying that the proposed tower is compatible for co-location with a minimum of four (4) users, including the primary user, must be submitted. If the height of the tower is restricted or a stealth design is used and the tower cannot accommodate four (4) users, a report must be submitted that describes the design limitations for co-location.

Sec. 74-737. Federal requirements.

All towers and antennae must meet or exceed current standards and regulations of the FAA; the FCC, including, but not limited to, those governing emission control; and all other agencies, if any, of the federal government with the authority to regulate towers and antennae.

Sec. 74-738. Building codes.

To ensure the structural integrity of towers, all towers must be designed and at all times maintained in compliance with all federal, state, and local building codes and regulations.

Sec. 74-739. Information required.

Each applicant requesting a conditional use permit under this subdivision must submit the following:

(a) A scaled plan, a scaled elevation view, and other supporting drawings, calculations and other documentation, signed and sealed by a state-licensed professional engineer, showing the location and dimensions of all improvements, including information concerning topography, zoning, vegetation buffers, tower height requirements, setbacks, drives, parking, fencing, landscaping, and adjacent uses and buildings.

(b) A certification from a licensed professional engineer that the emissions from the facility will not exceed the maximum permissible exposure (MPE) standard established by the FCC.

(c) Verifiable evidence from the applicant of the lack of space on suitable existing towers, buildings or other structures to locate the proposed antennae and the lack of space on existing tower sites to construct a suitable tower for the proposed antennae. A statement from a licensed professional engineer must be provided if radio-frequency interference or signal quality is used as the rationale for eliminating co-location on an existing facility.

(d) A signed statement from the applicant, or a duly authorized agent or representative, of the willingness and ability to allow co-location on the proposed tower and co-location of a second tower on the site (where appropriate).
(e) A signed statement from the applicant, or a duly authorized agent or representative, describing the efforts considered and taken to screen or camouflage the facility and reduce its visual impact. This statement should consider at a minimum design, height, location, and landscaping alternatives.
(f) At least two (2) different photographs of the site that include simulated photographic images of the proposed tower. The photographs with the simulated image must illustrate how the facility will look from adjacent roadways, nearby residential areas, or public use buildings, such as schools and churches. County staff reserves the right to select the location for the photographic images and require additional images. The applicant must also conduct a balloon test to demonstrate the height of a proposed tower.
(g) An affidavit attesting to the fact that the lease agreement does not prohibit or discourage co-location, or if so, an explanation of the reason or reasons why co-location is prohibited or discouraged.
(h) Other information deemed necessary by County staff or officials to assess compliance with this subdivision.

Sec. 74-740. Factors considered in granting a conditional use permit for new towers.

The applicant must obtain a conditional use permit before erecting towers or antennae covered by this subdivision. The following factors, and those standards described in this subdivision, will be used in determining whether to issue a conditional use permit:

(a) Height of the proposed tower;
(b) Proximity of the tower to residential structures, residential district boundaries, and other visually sensitive facilities such as churches and schools;
(c) Nature of the uses and impacts of the proposed facility on adjacent and nearby properties;
(d) Surrounding topography;
(e) Surrounding tree coverage and foliage;
(f) Design of the tower, with particular reference to design characteristics that have the effect of reducing or eliminating visual obtrusiveness;
(g) Proposed ingress and egress;
(h) Co-location policy and efforts to co-locate;
(i) Consistency with the comprehensive plan and the purposes to be served by zoning;
(j) Availability of suitable existing towers and other structures as discussed in section 74-741;
(k) Proximity to private airports;
(l) Proposed methods of mitigation for the visual impacts of the project, including proposed landscaping or screening; and
(m) Communications needs of the County.

Sec. 74-741. Availability of suitable existing towers or other structures.

No conditional use permit for a new tower may be granted unless the applicant demonstrates, to the reasonable satisfaction of the County, that no existing tower or structure can accommodate the applicant's proposed antenna. Evidence submitted to demonstrate that no existing tower or structure can accommodate the applicant's proposed antenna may consist of information confirming any one (1) or more of the following:

(a) There are no existing towers or structures are located within the geographic area required that meet the applicant's engineering requirements.
(b) Existing towers or structures are not of sufficient height to meet the applicant's engineering requirements.
(c) Existing towers or structures do not have sufficient structural strength to support the applicant's proposed antennae and related equipment.
(d) The applicant's proposed antennae would cause electromagnetic interference with the antennae on the existing towers or structures, or the antennae on the existing towers or structures would cause interference with the applicant's proposed antennae.
(e) The fees, costs or contractual provisions required by the owner in order to share an existing tower or structure or to adapt an existing tower or structure for sharing are unreasonable.
(f) Other limiting factors that render the use of existing towers and structures unsuitable or unfeasible.

Sec. 74-742. Security fencing.

Towers must be enclosed by security fencing that is not less than six (6) feet in height which is equipped with appropriate anticlimbing design or device.

Sec. 74-743. Landscaping.

The following requirements will govern the landscaping surrounding towers for which a conditional use permit is required:

(a) Tower facilities must be landscaped with a buffer of plant materials that effectively screen the view of the support buildings from adjacent property owners. The standard buffer must consist of a landscaped strip at least four (4) feet wide outside the perimeter of the facilities. The applicant may propose off-site landscaping if it better mitigates the visual impacts of the proposed facility. In such cases, a written agreement must be provided, including approval by the owner of the parcel on which the landscaping will be located.
(b) Existing mature tree growth and natural land forms on the site must be preserved to the maximum extent possible. In some cases, such as towers sited on large, wooded lots, it may be determined that existing growth around the perimeter of the parcel constitutes a sufficient buffer.

Sec. 74-744. Removal of abandoned antennae and towers.

Any antenna or tower that is not operated for a continuous period of twenty-four (24) months will be considered abandoned, and the owner of each such antenna or tower must remove the antenna or tower, or both, within one hundred eighty (180) days of receipt of notice from the County notifying the owner of such removal requirement. Removal includes the removal of the tower, all tower and fence footers, underground cables, and all support buildings except that any one or more support buildings may remain with owner's consent. If there are two (2) or more users of a single tower, the abandonment of the use of the tower and/or equipment is effective when the last user ceases entirely its use of the tower and equipment.

The application addresses the steps taken to meet or exceed these requirements.

Public Notification:

Notice was published in *The Farmville Herald* on January 28, 2026, and February 4, 2026.

Adjoining property owners were sent a notice for the public hearing via first-class mail on January 14, 2026. Public hearing notice was posted on the three bulletin boards in the Cumberland Administration building and added to the Public Hearings page of the Cumberland Website on the same day.

The Planning Commission held its public hearing on this application on November 17, 2025. The Commission unanimously sends this application to the Board of Supervisors with a recommendation of approval.

Suggested Motion:

Mr. Chairman, because this request meets the intent and spirit of the Zoning Ordinance and Comprehensive Plan, I move that the Planning Commission recommend to the Board of Supervisors approval of CUP 25-03, a conditional use permit for a 199-foot Telecommunications Tower on a 100-foot by 100-foot leased area of property owned by Mr. Wayne Lipscomb known as Tax Map # 39-A-8.

Or

Mr. Chairman, because this request does not meet the intent and spirit of the Zoning Ordinance and Comprehensive Plan, I move that the Planning Commission recommend to the Board of Supervisors denial of CUP 25-03.

Respectfully submitted by:
Stephany S. Johnson, CZA
Planning Director | Zoning Administrator

County of Cumberland Virginia

1 Courthouse Circle | P.O. Box 110
Cumberland. Virginia 23040
Telephone 804 492 3800
Facsimile 804 492 9224
info@cumberlandcounty.virginia.gov
www.cumberlandcounty.virginia.gov

Bryan Hamlett District 1 | John Newman District 2 | Eurika Tyree District 3 | Paul Stimpson District 4 | Robert Saunders District 5

January 14, 2026 **SENT VIA FIRST CLASS MAIL**

RE: Conditional Use Permit Request (CUP 25-03) Arcola Towers for Verizon Wireless
Tax Map Number: 39-A-8
Location: near 913 Trents Mill Road, Cumberland, Virginia 23040

Dear Sir or Madam:

As an adjoining or adjacent property owner to the above-mentioned property, this letter serves as official notification that the above-referenced application has been filed. The request is described as follows:

> ***Conditional Use Permit (CUP) 25-03: Arcola Towers for Verizon Wireless –*** *A request to erect a 197' monopole style Wireless Telecommunications Facility. The property is located near 913 Trents Mill Road, and is designated as Tax Map Parcel 39-A-8, a 72.38-acre parcel zoned A-2, Agricultural. The property is located just south of the Trents Mill/Hatcher Rural Crossroads, as designated in the Comprehensive Plan, and is within election district 2.*

The Cumberland County Board of Supervisors will conduct a public hearing on the matter on **Tuesday, February 10, 2026, at 7:00 p.m.**, or as soon thereafter as may be heard, at 17 Courthouse Circle, Cumberland, Virginia 23040.

The proposed development application is available for public review at the office of the Cumberland County Planning Department, County Administration Building, 1 Courthouse Circle, Cumberland, Virginia, between 8:30 am and 4:30 pm on each business day. The public is invited to attend this hearing, at which persons affected may appear and present their views. Questions or comments may be directed to the Planning & Zoning Department at (804) 492-3520. Persons with disabilities are urged to contact the County Administrator's Office at (804) 492-3625 at least five (5) days before the meeting to arrange for any necessary accommodations.

Sincerely,

Stephany S. Johnson

Stephany S. Johnson, CZA, CPC
Planning Director | Zoning Administrator
sjohnson@cumberlandcounty.virginia.gov
804-492-3520

Copy: File

COMMONWEALTH OF VIRGINIA
COUNTY OF CUMBERLAND

Internal Use Only	
FILE #	
RECEIVED	
RECEIPT #	

Application for Conditional Use Permit

Last revised 4/19

IMPORTANT NOTE: For some large-scale developments, VA State Code requires that a Traffic Impact Study (TIS) or a Traffic Impact Analysis (TIA) be completed and submitted with a rezoning application **before** the conditional use permit application is deemed complete.

Address/Location: 913 Trents Mill Road, Cumberland, VA 23040

Election District: 34 Current Zoning: A-2

Proposed Use: Communications Facility

Acreage of Parcel: 61.250 Acreage to be covered by CUP: 0.23

Tax Map Parcel(s): 39-A-8

Comprehensive Plan Area: _____

Is this an amendment to an existing conditional use permit? If so, provide CUP number: _____	☐ YES ■ NO
A Preliminary Site Plan is required to be attached to any CUP application. Is a preliminary site plan attached to this application?	■ YES ☐ NO
Is this a proposal for a shopping center or telecommunication tower? If so, additional information and conditions may apply.	■ YES ☐ NO
Is an amendment to the subdivision or zoning ordinance proposed as part of this CUP application? If so, attach the Code Amendment application.	☐ YES ■ NO

Contact Person/Applicant: Arcola Towers / Jonathan Yates - Agent

Address: 105 Broad Street

City: Charleston State: SC Zip: 29401

Phone Number: 843-414-9754

Owner(s) of Record (If different than applicant):

Wayne Lipscomb

Address: 805 Trents Mill Road

City: Cumberland State: VA Zip: 23040

Phone Number: 804-492-9525

Does the property owner also own or have any ownership interest in any abutting property? If yes, please list those tax map numbers:

40-A-10-A

Section 74-702 of the Cumberland County Zoning Ordinance provides guidelines for conditional use permit applications. Please address the following standards which will be reviewed by the staff in analysis of your request. If you need assistance filling out these items, staff is available.

Provide a written statement demonstrating that: **Please see attached narrative.**

1. The establishment, maintenance or operation of the CUP will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare;

2. The CUP will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood;

3. The establishment of the CUP will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district;

4. The exterior architectural appeal and functional plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable district as to cause a substantial depreciation in the property values within the neighborhood;

5. Adequate utilities, access roads, drainage, and necessary facilities are provided;

6. Ingress and egress to property and structures on the property with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access of fire or catastrophe are adequately provided for;

7. Off-street parking and loading areas are provided as required;

8. Above economic considerations, noise, glare and odor effects of the special exception are adequately provided for properties generally in the district;

9. Refuse and service areas, with particular reference to the items in #s 1. and 2. above are adequately provided for;

10. Appropriate screening and buffering with reference to type, dimensions and character of the use are adequately provided for;

11. Any signs and exterior lighting are compatible and in harmony with properties in the district with reference to aesthetics, glare, traffic safety and economic effect;

12. Required building setbacks and other open spaces are adequately provided for;

13. The proposed use is compatible with adjacent properties and other property in the zoning district;

14. An adequate supply of light and air to adjacent properties is adequately provided for; and

15. The CUP shall, in all other respects, conform to the applicable regulations of the zoning district in which it is located, except as such regulations may, in each instance, be modified by the Board of Supervisors.

Describe your request in detail and include any relevant information such as the number of persons involved in the use, operating hours, or any unique features of the proposed use.

[redacted]

If any improvements are being proposed, briefly state whether new structures are to be constructed, existing structures are to be used or additions are to be made to existing structures. If available, provide dimensions of any structures that will be used for this CUP.

Proposing a new Communications Facility to include a new 50'x50' fenced compound with a 197' Monopole Tower.

Attachments Required – provide a copy of each

1. *Recorded plat or boundary survey of the parcel(s) requested for the rezoning*. If there is no recorded plat or boundary survey, please provide legal description of the parcel(s) and the Deed Book and page number.

   Note: If you are requesting a rezoning for a portion of a parcel, it must be described or delineated on a copy of the plat or surveyed drawing.

2. *Ownership information* – If ownership of the property is in the name of any type of legal entity or organization including, but not limited to, the name of a corporation, partnership or association, or in the name of a trust, or in a fictitious name, an acceptable document must be submitted certifying that the person signing below has the authority to do so.

If the applicant is a contract purchaser or an agent of the owner, an owner/agent agreement must be attached (ask staff for form if needed).

Certification

I (We) hereby certify that I (we) own the subject property, or have the legal power to act on behalf of the owner in filing this application. I (We) also certify that the information furnished in this application is accurate to the best of my (our) knowledge.

Jonathan Yates

Print Name of Owner/Applicant

Jonathan L. Yates — 07/03/2025

Signature of Owner/Applicant — Date

Wayne Lipscomb

Print Name of Owner/Applicant

Wayne D. Lipscomb — 6-16-25

Signature of Owner/Applicant — Date

Cumberland County Department of Planning & Zoning
♦ Box 110 ♦ Cumberland, VA 23040 ♦ 804-492-3520 ♦ Fax – 804-492-9224

FILE #_____

COMMONWEALTH OF VIRGINIA

COUNTY OF CUMBERLAND
Owner / Agent Agreement

Form must be completed in ink, Pencil will not be accepted.

The undersigned is the owner of record of the property identified by the Cumberland County Tax Map parcel(s):

39-A-8,

Located at (provide address or location of lots):

913 Trents Mill Road, Cumberland, VA 23040,

Cumberland County, Virginia. The Undersigned hereby gives consent and approval to:

Jonathan Yates

and to act on his/her behalf as his/her agent to proceed with the attached application on the property referenced herein.

Print Name of Property Owner 1	*Signature* of Property Owner 1	Date
Wayne D. Lipscomb	Wayne D. Lipscomb	6-17-25
Print Name of Property Owner 2	*Signature* of Property Owner 2	Date

~~State~~ / **Commonwealth of** Virginia

County of Cumberland to Wit:

The foregoing instrument was acknowledged before me this 17 day of June 2025 by

Wayne D Lipscomb.

Printed name of property owners

Marion W. Black — Marion W Black

Notary Public printed name — Notary public signature

Note: Signature(s) of property owner(s) must be notarized.

Certification # 7630677

My Commission expires 9/30/2027

MARION W. BLACK
Notary Public
Commonwealth of Virginia
My Commission Expires 9/30/25
Commission ID# 7630677

HELLMAN YATES

JONATHAN L. YATES
DIRECT VOICE 843 414-9754
JLY@HELLMANYATES.COM

HELLMAN & YATES, PA
145 KING STREET, SUITE 102
CHARLESTON, SOUTH CAROLINA 29401
V 843 266-9099
F 843 266-9188

July 3, 2025

VIA FEDERAL EXPRESS

Stephany Johnson
Planning Director | Zoning Administrator
1 Courthouse Circle, P.O. Box 110
Cumberland, Virginia, 23040
(804) 492-3520

Re: Application for construction of a 197-foot monopole-style wireless telecommunications facility to be located at 913 Trents Mill Road, Cumberland, VA 23040 (Tax Map #: 39-A-8) on behalf of Arcola Towers for Verizon Wireless.

Dear Ms. Johnson,

Enclosed, please find the application of Arcola Towers and Verizon for a proposed 197 - foot monopole-style wireless telecommunications facility. The proposed facility will be on the property of Wayne Douglas Lipscomb, which is located at 913 Trents Mill Road, Cumberland, VA and is designated as Cumberland County tax map number 39-A-8. This is a very important facility to allow Verizon to improve its coverage for both voice and advanced broadband in this section of Cumberland County.

We have taken the liberty of recasting the relevant sections of the Cumberland County Zoning Ordinance, with our answer to the relevant section in bold beneath. As will be evident from a review of the attached, Arcola Towers and Verizon have not only met, but exceeded, all of the necessary requirements for approval under the Cumberland County Zoning Ordinance.

Sec. 74-736. – General guidelines and requirements.

a) For purposes of determining compliance with area requirements and at the sole discretion of the Zoning Administrator:
    1. Antennae and towers may be considered either principal or accessory uses;

2. An existing use or an existing structure on the same lot will not alone preclude the installation of antennae or towers on such lot; and
3. The dimensions of the entire parcel control, even where the antenna or tower is located on a leased area of less than the entire parcel.

Applicant accepts and acknowledges this provision. Please see the Site Plan and Drawings by Virginia Professional Engineer John A. Daughtrey III attached hereto as Exhibit "1" and incorporated herein by reference.

b) Towers that are constructed, and antennae that are installed, in accordance with the provisions of this subdivision will not be deemed to constitute the expansion of a nonconforming use or structure.

Applicant accepts and acknowledges this provision

c) All applications for towers and antennae governed by this subdivision must comply with the following:
   1. The tower design must provide for a galvanized steel finish or, subject to any applicable standards of the FAA, be painted a neutral color so as to reduce visual obtrusiveness. Dish antennae will be of a neutral, non-reflective color with no logos.

      As shown in the note on Sheet C-2 of Exhibit "1", the proposed monopole tower will have a galvanized steel finish.

   2. At a facility site, the design of the buildings and related structures must, to the extent possible, use materials, colors, textures, screening and landscaping that will blend the tower facilities to the natural setting and surrounding structures.

      As shown on Sheet Z-1 of Exhibit "1", the existing dense and mature tree growth on the Lipscomb property will serve as landscape buffer and help blend the tower facilities to the natural setting.

   3. If an antenna is installed on a structure other than a tower, the antenna and supporting electrical and mechanical equipment must

be of a neutral color that is identical to, or closely compatible with, the color of the supporting structure so as to make the antenna and related equipment as visually unobtrusive as possible.

This provision is not applicable as this is an application for a new monopole-style wireless telecommunications facility.

4. Towers must not be artificially lighted unless required by the FAA or other governing authority.

   As shown on Sheet C-2 of Exhibit "1", no lighting is required for the proposed monopole tower. In addition, please see the FAA Determination of No Hazard to Air Navigation attached hereto as Exhibit "2" and incorporated herein by reference.

5. No advertising of any type may be placed on any tower or accompanying facility unless as part of retrofitting an existing sign structure.

   Applicant accepts and acknowledges this provision. As shown on Sheet S-2 of Exhibit "1", only the FCC required site identification and emergency signage will be deployed.

6. To permit co-location, the tower must be designed and constructed to permit extensions to a maximum height of one hundred ninety-nine (199) feet, except as otherwise provided in the approved conditional use permit.

   As shown on Sheet C-2 of Exhibit "1", the proposed monopole facility is 197 ft. with a 2 ft. lightning rod, for a total height of 199 ft. The proposed monopole facility is designed for Verizon and four additional broadband carriers.

7. Towers must be designed to collapse within the parcel boundaries in the event of structural failure.

Please see the Fall Zone Certification by Virginia Professional Engineer Robert E. Beacom attached hereto as Exhibit "3" and incorporated herein by reference. Beacom certifies the fall zone at 50 ft. thus any collapse would be contained on the Lipscomb property.

8. Except where the provisions of an approved conditional use permit or other governmental regulations restrict the height of the tower, or where a stealth design is used, an engineering report certifying that the proposed tower is compatible for co-location with a minimum of four (4) users, including the primary user, must be submitted. If the height of the tower is restricted or a stealth design is used and the tower cannot accommodate four (4) users, a report must be submitted that describes the design limitations for co-location.

   As shown on Sheet C-2 of Exhibit "1", the proposed monopole facility complies with co-location requirements, as it is designed for Verizon and four additional broadband carriers.

Sec. 74-737. – Federal requirements.

All towers and antennae must meet or exceed current standards and regulations of the FAA; the FCC, including, but not limited to, those governing emission control; and all other agencies, if any, of the federal government with the authority to regulate towers and antennae.

Applicant accepts and acknowledges this provision. Please see the FAA Determination of No Hazard to Air Navigation in Exhibit "2". In addition, please see the RF Emissions Compliance Report by Virginia Professional RF Engineer David Hamilton Kiser attached hereto as Exhibit "4" and incorporated herein by reference.

Sec. 74-738. – Building codes.

To ensure the structural integrity of towers, all towers must be designed and at all times maintained in compliance with all federal, state and local building codes and regulations.

Applicant accepts and acknowledges this requirement.

Sec. 74-739. - Information required.

Each applicant requesting a conditional use permit under this subdivision must submit the following:

a) A scaled plan, a scaled elevation view, and other supporting drawings, calculations and other documentation, signed and sealed by a state-licensed professional engineer, showing the location and dimensions of all improvements, including information concerning topography, zoning, vegetation buffers, tower height requirements, setbacks, drives, parking, fencing, landscaping, and adjacent uses and buildings.

Applicant accepts and acknowledges this provision. Please see the Site Plan and Drawings in Exhibit "1".

b) A certification from a licensed professional engineer that the emissions from the facility will not exceed the maximum permissible exposure (MPE) standard established by the FCC.

Please see RF Emissions Compliance Report by Virginia Professional Engineer David Hamilton Kiser in Exhibit "4".

c) Verifiable evidence from the applicant of the lack of space on suitable existing towers, buildings or other structures to locate the proposed antennae and the lack of space on existing tower sites to construct a suitable tower for the proposed antennae. A statement from a licensed professional engineer must be provided if radio-frequency interference or signal quality is used as the rationale for eliminating co-location on an existing facility.

Please see the Alternative Candidate Analysis by Ryan Foltz of Arcola Towers attached hereto as Exhibit "5" and incorporated herein by reference. The closest tower is 4.56 miles to the south-east and thus is unable to allow Verizon Wireless to provide coverage to the intended area of Cumberland County.

d) A signed statement from the applicant, or a duly authorized agent or representative, of the willingness and ability to allow co-location on the proposed tower and co-location of a second tower on the site (where appropriate).

Applicant accepts and acknowledges this provision. Please see the Collocation Policy Letter of Ryan Foltz of Arcola Towers attached hereto as Exhibit "6" and incorporated herein by reference.

e) A signed statement from the applicant, or a duly authorized agent or representative, describing the efforts considered and taken to screen or camouflage the facility and reduce its visual impact. This statement should consider at a minimum design, height, location, and landscaping alternatives.

Applicant accepts and acknowledges this provision. Please see the Camouflage Letter of Ryan Foltz of Arcola Towers attached hereto as Exhibit "7" and incorporated herein by reference.

f) At least two (2) different photographs of the site that include simulated photographic images of the proposed tower. The photographs with the simulated image must illustrate how the facility will look from adjacent roadways, nearby residential areas, or public use buildings, such as schools and churches. County staff reserves the right to select the location for the photographic images and require additional images. The applicant must also conduct a balloon test to demonstrate the height of a proposed tower.
Applicant accepts and acknowledges this provision. Please see the Photo Simulations attached hereto as Exhibit "8" and incorporated herein by reference and the Balloon Test attached hereto as Exhibit "9" and incorporated herein by reference.

g) An affidavit attesting to the fact that the lease agreement does not prohibit or discourage co-location, or if so, an explanation of the reason or reasons why co-location is prohibited or discouraged.

Applicant accepts and acknowledges this provision. Please see the Affidavit of Ryan Foltz of Arcola Towers, attesting that the lease agreement neither prohibits or discourages co-location, attached hereto as Exhibit "10" and incorporated herein by reference.

h) Other information deemed necessary by County staff or officials to assess compliance with this subdivision.

Applicant accepts and acknowledges this provision.

Sec. 74-741. - Availability of suitable existing towers or other structures.
No conditional use permit for a new tower may be granted unless the applicant demonstrates, to the reasonable satisfaction of the County, that no existing tower or structure can accommodate the applicant's proposed antenna. Evidence submitted to demonstrate that no existing tower or structure can accommodate the applicant's proposed antenna may consist of information confirming any one (1) or more of the following:

a) There are no existing towers or structures are located within the geographic area required that meet the applicant's engineering requirements.

b) Existing towers or structures are not of sufficient height to meet the applicant's engineering requirements.

c) Existing towers or structures do not have sufficient structural strength to support the applicant's proposed antennae and related equipment.

d) The applicant's proposed antennae would cause electromagnetic interference with the antennae on the existing towers or structures, or the antennae on the existing towers or structures would cause interference with the applicant's proposed antennae.

e) The fees, costs or contractual provisions required by the owner in order to share an existing tower or structure or to adapt an existing tower or structure for sharing are unreasonable.

f) Other limiting factors that render the use of existing towers and structures unsuitable or unfeasible.

Please see the Alternative Candidate Analysis by Ryan Foltz of Arcola Towers attached hereto as Exhibit "5" and incorporated herein by reference. The closest tower is 4.56 miles to the south-east and thus is unable to allow Verizon to provide coverage to the intended area of Cumberland County.

Sec. 74-742. - Security fencing.

Towers must be enclosed by security fencing that is not less than six (6) feet in height which is equipped with appropriate anticlimbing design or device.

As shown on Sheets C-1 and S-1 in in Exhibit "1", the 50 ft. by 50 ft. compound will be secured by a 7 ft. chain link fence topped with three strands of barbed wire as an anti-climbing device for a total height of 8ft.

Sec. 74-743. - Landscaping.

The following requirements will govern the landscaping surrounding towers for which a conditional use permit is required:

a) Tower facilities must be landscaped with a buffer of plant materials that effectively screen the view of the support buildings from adjacent property owners. The standard buffer must consist of a landscaped strip at least four (4) feet wide outside the perimeter of the facilities. The applicant may propose off-site landscaping if it better mitigates the visual impacts of the proposed facility. In such cases, a written agreement must be provided, including approval by the owner of the parcel on which the landscaping will be located.

b) Existing mature tree growth and natural land forms on the site must be preserved to the maximum extent possible. In some cases, such as towers sited on large, wooded lots, it may be determined that existing growth around the perimeter of the parcel constitutes a sufficient buffer.
(Code 1990, § 14-69(1)(b); Ord. of 1-12-2000; Ord. No. 18-07, 2-12-2019)

As shown in the note on Sheet Z-1 of Exhibit "1", Arcola will utilize the existing heavy and mature tree cover on the Lipscomb property in lieu of new landscaping.

Sec. 74-744. - Removal of abandoned antennae and towers.

Any antenna or tower that is not operated for a continuous period of twenty-four (24) months will be considered abandoned, and the owner of each such antenna or tower must remove the antenna or tower, or both, within one hundred eighty (180) days of receipt of notice from the County notifying the owner of such removal requirement. Removal includes the removal of the tower, all tower and fence footers, underground cables, and all support buildings except that any one or more support buildings may remain with owner's consent. If there are two (2) or more users of a single tower, the

abandonment of the use of the tower and/or equipment is effective when the last user ceases entirely its use of the tower and equipment.

Please see the Tower Removal Letter by Ryan Foltz of Arcola Towers attached hereto as Exhibit "11" and incorporated herein by reference.

Sec. 74-745. - Procedure.
Applications will be processed, decisions on applications rendered, and appeals of decisions made in accordance with the procedures set forth in Article 7.2 of the Code of Virginia, 1950, as amended, Code of Virginia, § 15.2-2316.3 et seq.

Section 74-702 Guidelines for Conditional Use Permit Application

1. The establishment, maintenance or operation of the CUP will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare;

   The purpose of the proposed facility is to provide essential wireless infrastructure to the surrounding area and will enhance the health, safety, and general welfare of the surrounding area.

2. The CUP will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood;

   By providing the essential infrastructure, the proposed facility will in no way diminish or impair property values within the neighborhood, as it is simply providing effective wireless service to the properties in the immediate vicinity.

3. The establishment of the CUP will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district;

   The purpose of the proposed facility is to serve the surrounding properties with necessary wireless infrastructure.

4. The exterior architectural appeal and functional plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable

district as to cause a substantial depreciation in the property values within the neighborhood;

The 197 ft. monopole style wireless communications facility and surrounding compound will not result in any depreciation of property values within the surrounding neighborhood.

5. Adequate utilities, access roads, drainage, and necessary facilities are provided;

   All utilities, access roads, drainage, and necessary neighborhood facilities are available to the Lipscomb property.

6. Ingress and egress to property and structures on the property with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access of fire or catastrophe are adequately provided for;

   The proposed wireless communications facility will be accessed via a 10 ft. gravel access drive inside of a 30 ft. access and utility easement from Trents Mill Road.

7. Off-street parking and loading areas are provided as required;

   The compound is designed to accommodate any parking and loading requirements.

8. Above economic considerations, noise, glare and odor effects of the special exception are adequately provided for properties generally in the district;

   The proposed facility will not produce or emit any off-site noise, odor, lights, vibrations, fumes, or glare upon the surrounding neighborhood and properties.

9. Refuse and service areas, with particular reference to the items in #s 1. and 2. above are adequately provided for;

Any refuse and service areas will be taken off-site and properly disposed of by Arcola and Verizon service technicians.

10. Appropriate screening and buffering with reference to type, dimensions and character of the use are adequately provided for;

Arcola Towers and Verizon Wireless will utilize the existing heavy and mature tree cover on the Lipscomb property in order to screen and buffer the proposed wireless communications facility.

11. Any signs and exterior lighting are compatible and in harmony with properties in the district with reference to aesthetics, glare, traffic safety and economic effect;

The proposed wireless communications facility will not feature any illumination and will only deploy the FCC required site identification and emergency signage, as shown on Sheet S-2 in Exhibit "1".

12. Required building setbacks and other open spaces are adequately provided for;

All required setbacks have been met by the careful placement of the proposed facility on the Lipscomb property.

13. The proposed use is compatible with adjacent properties and other property in the zoning district;

The purpose of the proposed wireless communications facility is to provide wireless and broadband service to adjacent and surrounding properties in the zoning district.

14. An adequate supply of light and air to adjacent properties is adequately provided for; and

There will be no diminishment of light and air to the adjacent properties.

15. The CUP shall, in all other respects, conform to the applicable regulations of the zoning district in which it is located, except as such regulations may, in each instance, be modified by the Board of Supervisors.

    The CUP meets all applicable regulations of the A-2 district. The proposed unmanned facility will be operated on a 24/7 basis, but technicians will only visit the proposed facility approximately once a month.

In support of our application, we have also included the Recorded Deed, attached hereto as Exhibit "12" and incorporated herein by reference; the Legal Description, attached hereto as Exhibit "13" and incorporated herein by reference; and the Landlord Authorization, attached hereto as Exhibit "14" and incorporated herein by reference.

Upon review, please let us know if we can provide any additional information or materials in support of our application. I can be reached at (843) 414-9754 or (843) 813-0103.

Thank you so much for all your help with this.

With warmest regards, I am

Very truly yours,

Jonathan L. Yates

JLY:jlc
Enclosures

Exhibit “1”

SITE NAME: TRENTS MILL
ARCOLA TOWERS RAWLAND

913 TRENTS MILL ROAD
CUMBERLAND, VA 23040
COUNTY OF CUMBERLAND

Know what's **below.**
Call before you dig.

SITE INFORMATION

PROJECT DESCRIPTION:	RAWLAND: PROPOSED INSTALLATION OF TELECOMMUNICATIONS TOWER AND RELATED EQUIPMENT WITHIN SECURED COMPOUND.
SITE ADDRESS:	913 TRENTS MILL ROAD CUMBERLAND, VA 23040
LATITUDE (NAD 83): LONGITUDE (NAD 83):	37° 33' 25.2033" -78° 17' 36.8697"
GROUND ELEVATION:	273.5'± AMSL
JURISDICTION:	COUNTY OF CUMBERLAND
ZONING:	A-2
TAX MAP #:	39-A-8
PARCEL AREA:	61.25± ACRES
PARCEL OWNER:	LIPSCOMB, WAYNE DOUGLAS, ET ALS 805 TRENTS MILL ROAD CUMBERLAND, VA 23040
TOWER OWNER:	ARCOLA TOWERS PO BOX 2150 MIDDLEBURG, VA 20118
STRUCTURE TYPE:	MONOPOLE
HEIGHT OF STRUCTURE:	197.0'± AGL
OVERALL HEIGHT OF STRUCTURE:	199.0'± AGL
TOTAL LEASE AREA:	10,000± SQ. FT.
TOTAL AREA OF DISTURBANCE:	42,296± SQ. FT.
POWER PROVIDER:	DOMINION VA POWER (866) 366-4357
TELCO PROVIDER:	AT&T (800) 552-7001

EMERGENCY INFORMATION:

FIRE & RESCUE DEPARTMENT:	(804) 492-3730
POLICE OFFICE:	(804) 492-4120

PROJECT TEAM

CONSTRUCTION MANAGER:	TOTAL COMMUNICATIONS MANAGEMENT, LLC. CHRIS DAIGER (804) 239-2183
PROJECT MANAGEMENT FIRM:	SITES UNLIMITED, INC. RUI DA SILVA (804) 931-0804
ENGINEERING FIRM:	NB+C ENGINEERING SERVICES, LLC. 120 EASTSHORE DRIVE, SUITE 300 GLEN ALLEN, VA 23059 (804) 548-4079

VICINITY MAP

DIRECTIONS

FROM 112 W. WASHINGTON ST, MIDDLEBURG, VA 20117:
HEAD SOUTHWEST ON US-50 W/W WASHINGTON ST TOWARD THE PLAINS RD. TURN LEFT ONTO STATE RTE 709. TURN LEFT ONTO HWY 17 S. USE THE RIGHT LANE TO TAKE THE US-17 S RAMP TO FREDERICKSBURG. CONTINUE ONTO US-17 S/HWY 17 S. KEEP LEFT TO CONTINUE ON US-15 S/US-29 S. KEEP RIGHT TO STAY ON US-29 S. KEEP LEFT TO STAY ON US-29 S. MERGE ONTO US-250 W/US-29 S VIA THE RAMP TO I-64/LYNCHBURG. TAKE THE US-29 S/US-460 W EXIT TOWARD LYNCHBURG/DANVILLE. SLIGHT RIGHT ONTO US-29 S TOWARD DANVILLE. EXIT ONTO US-29 S TOWARD DANVILLE. TURN RIGHT ONTO DRY BRIDGE RD. TURN RIGHT ONTO HODNETTS MILL RD. TURN LEFT ONTO HODNETTS MILL RD. TURN LEFT ONTO CHERRYSTONE LAKE RD. TURN RIGHT ONTO VA-57 W. TURN LEFT ONTO VA-41 S. DESTINATION WILL BE ON THE RIGHT. IN APPROX. 5.9 MILES.

CODE COMPLIANCE

ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUED TO PERMIT WORK NOT CONFORMING TO THE LATEST EDITIONS OF THE FOLLOWING CODES.

- 2018 BUILDING CODE
- 2017 NATIONAL ELECTRICAL CODE
- 2018 NFPA 101, LIFE SAFETY CODE
- 2018 INTERNATIONAL FIRE CODE (IFC)
- AMERICAN CONCRETE INSTITUTE
- AMERICAN INSTITUTE OF STEEL CONSTRUCTION
- MANUAL OF STEEL CONSTRUCTION 15TH EDITION
- ANSI/TIA-222-H
- TIA 607
- INSTITUTE FOR ELECTRICAL & ELECTRONICS ENGINEER 81
- IEEE C2 NATIONAL ELECTRIC SAFETY CODE LATEST EDITION
- TELCORDIA GR-1275
- ANSI/T 311
- 2018 VIRGINIA CONSTRUCTION CODE

DRAWING INDEX

T-1	TITLE SHEET
T-2	GENERAL NOTES
EE-1	EASEMENT EXHIBIT
Z-1	SITE PLAN
Z-2	ADJACENT PROPERTY INFO
Z-3	ENLARGED SITE PLAN
C-1	COMPOUND PLAN
C-2	TOWER ELEVATION DETAILS & NOTES
S-1	CONSTRUCTION DETAILS
S-2	SIGNAGE DETAILS

DO NOT SCALE DRAWINGS

THESE DRAWINGS ARE FORMATTED TO BE SCALED AT FULL SIZE (22"X34") AND MAY NOT SCALE WHEN PRINTED AT OTHER SIZES. CONTRACTOR SHALL VERIFY ALL PLANS AND EXISTING DIMENSIONS AND CONDITIONS ON THE JOB SITE AND SHALL IMMEDIATELY NOTIFY THE DESIGNER / ENGINEER IN WRITING OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK OR MATERIAL ORDERS OR BE RESPONSIBLE FOR THE SAME. CONTRACTOR SHALL USE BEST MANAGEMENT PRACTICE TO PREVENT STORM WATER POLLUTION DURING CONSTRUCTION.

APPROVAL BLOCK

ENGINEERING FIRM

NB+C TOTALLY COMMITTED.
NB+C ENGINEERING SERVICES, LLC.
120 EASTSHORE DRIVE, SUITE 300
GLEN ALLEN, VA 23059
(804) 548-4079

APPLICANT

arcola TOWERS
PO BOX 2150
MIDDLEBURG, VA 20118

CARRIER

verizon

SITE INFORMATION

TRENTS MILL
ARCOLA TOWERS RAWLAND
NB+C PROJECT #: 101019
913 TRENTS MILL ROAD
CUMBERLAND, VA 23040
COUNTY OF CUMBERLAND

DESIGN RECORD

REVISIONS

REV	DATE	DESCRIPTION	BY
E	05/19/25	REV FINALS	KLB
D	09/06/23	FINALS	KLB
C	08/21/23	REVISED	AT
B	07/25/23	REVISED	AT
A	07/11/23	PRELIMINARY ZDs	AT

PROFESSIONAL STAMP

COMMONWEALTH OF VIRGINIA
JOHN A. DAUGHTREY III
Lic. No. 0402052122
05/19/2025
PROFESSIONAL ENGINEER

ENGINEER

JOHN A. DAUGHTREY III, P.E.
VA PROFESSIONAL ENGINEER LIC. #052122

SHEET TITLE

TITLE SHEET

SHEET NUMBER

T-1

LAST PLOTTED: 05/19/2025 2:41 PM

SITE ACTIVITY REQUIREMENTS:

1. PRIOR TO THE START OF CONSTRUCTION, ALL REQUIRED JURISDICTIONAL PERMITS SHALL BE OBTAINED. THIS INCLUDES, BUT IS NOT LIMITED TO, BUILDING, ELECTRICAL, MECHANICAL, FIRE, FLOOD ZONE, ENVIRONMENTAL AND ZONING. AFTER ONSITE ACTIVITIES AND CONSTRUCTION ARE COMPLETED, ALL REQUIRED PERMITS SHALL BE SATISFIED AS CLOSED OUT ACCORDING TO LOCAL JURISDICTIONAL REQUIREMENTS.
2. ALL CONSTRUCTION MEANS AND METHODS; INCLUDING BUT NOT LIMITED TO, ERECTION PLANS, RIGGING PLANS, CLIMBING PLANS, AND RESCUE PLANS SHALL BE THE RESPONSIBLY OF THE GENERAL CONTRACTOR RESPONSIBLE FOR THE EXECUTION OF THE WORK CONTAINED HEREON, AND SHALL MEET ANIS/ASSE A10.48 (LATEST EDITION): FEDERAL, STATE, AND LOCAL REGULATIONS; AND ANY APPLICABLE INDUSTRY CONSENSUS STANDARDS RELATED TO THE CONSTRUCTION ACTIVITIES BEING PERFORMED. ALL RIGGING PLANS SHALL ADHERE TO ANSI/ASSE A10.48 (LATEST EDITION) AND THE REQUIRED INVOLVEMENT OF A QUALIFIED ENGINEER FOR CLASS IV CONSTRUCTION, TO CERTIFY THE SUPPORTING STRUCTURE(S) IN ACCORDANCE WITH ANSI/TIA-322 (LATEST EDITION).
3. ALL SITE WORK TO COMPLY WITH OAS-STD-10068 "INSTALLATION STANDARDS FOR CONSTRUCTION ACTIVITIES" STANDARD FOR INSTALLATION OF MOUNTS AND APPURTENANCES, AND LATEST VERSION OF ANSI/TIA-1019-A-2012 "STANDARD FOR INSTALLATION, ALTERATION, AND MAINTENANCE OF ANTENNA SUPPORTING STRUCTURES AND ANTENNAS."
4. IF THE SPECIFIED EQUIPMENT CAN NOT BE INSTALLED AS SHOWN ON THESE DRAWINGS, THE CONTRACTOR SHALL PROPOSE AN ALTERNATIVE INSTALLATION FOR APPROVAL BY TOWER OWNER PRIOR TO PROCEEDING WITH ANY SUCH CHANGE OF INSTALLATION.
5. ALL MATERIALS FURNISHED AND INSTALLED SHALL BE IN STRICT ACCORDANCE WITH ALL APPLICABLE CODES REGULATIONS AND ORDINANCES. CONTRACTOR SHALL ISSUE ALL APPROPRIATE NOTICES AND COMPLY WITH ALL LAWS, ORDINANCES, RULES, REGULATIONS AND LAWFUL ORDERS OF ANY PUBLIC AUTHORITY REGARDING THE PERFORMANCE OF THE WORK. ALL WORK CARRIED OUT SHALL COMPLY WITH ALL APPLICABLE MUNICIPAL AND UTILITY COMPANY SPECIFICATIONS AND LOCAL JURISDICTIONAL CODES, ORDINANCES AND APPLICABLE REGULATIONS.
6. THE CONTRACTOR SHALL INSTALL ALL EQUIPMENT AND MATERIALS IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS UNLESS SPECIFICALLY STATED OTHERWISE.
7. THE CONTRACTOR SHALL CONTACT UTILITY LOCATING SERVICES PRIOR TO THE START OF CONSTRUCTION.
8. ALL EXISTING ACTIVE SEWER, WATER, GAS, ELECTRIC AND OTHER UTILITIES WHERE ENCOUNTERED IN THE WORK, SHALL BE PROTECTED AT ALL TIMES AND WHERE REQUIRED FOR THE PROPER EXECUTION OF THE WORK, SHALL BE RELOCATED AS DIRECTED BY CONTRACTOR. EXTREME CAUTION SHOULD BE USED BY THE CONTRACTOR WHEN EXCAVATING OR DRILLING PIERS AROUND OR NEAR UTILITIES. CONTRACTOR SHALL PROVIDE SAFETY TRAINING FOR THE WORKING CREW. THIS WILL INCLUDE BUT NOT BE LIMITED TO A) FALL PROTECTION B) CONFINED SPACE C) ELECTRICAL SAFETY D) TRENCHING AND EXCAVATION E) CONSTRUCTION SAFETY PROCEDURES.
9. ALL SITE WORK SHALL BE AS INDICATED ON THE STAMPED CONSTRUCTION DRAWINGS AND PROJECT SPECIFICATIONS, LATEST APPROVED REVISION.
10. CONTRACTOR SHALL KEEP THE SITE FREE FROM ACCUMULATING WASTE MATERIAL, DEBRIS, AND TRASH AT THE COMPLETION OF THE WORK. IF NECESSARY, RUBBISH, STUMPS, DEBRIS, STICKS, STONES AND OTHER REFUSE SHALL BE REMOVED FROM THE SITE AND DISPOSED OF LEGALLY.
11. ALL EXISTING INACTIVE SEWER, WATER, GAS, ELECTRIC AND OTHER UTILITIES, WHICH INTERFERE WITH THE EXECUTION OF THE WORK, SHALL BE REMOVED AND/OR CAPPED, PLUGGED OR OTHERWISE DISCONTINUED AT POINTS WHICH WILL NOT INTERFERE WITH THE EXECUTION OF THE WORK, SUBJECT TO THE APPROVAL OF CONTRACTOR, TOWER OWNER AND/OR LOCAL UTILITIES.
12. THE CONTRACTOR SHALL PROVIDE SITE SIGNAGE IN ACCORDANCE WITH THE TECHNICAL SPECIFICATION FOR SITE SIGNAGE REQUIRED BY LOCAL JURISDICTION AND SIGNAGE REQUIRED ON INDIVIDUAL PIECES OF EQUIPMENT, ROOMS, AND SHELTERS.
13. THE SITE SHALL BE GRADED TO CAUSE SURFACE WATER TO FLOW AWAY FROM THE CARRIER'S EQUIPMENT AND TOWER AREAS.
14. THE SUB GRADE SHALL BE COMPACTED AND BROUGHT TO A SMOOTH UNIFORM GRADE PRIOR TO FINISHED SURFACE APPLICATION.
15. THE AREAS OF THE OWNERS PROPERTY DISTURBED THE WORK AND NOT COVERED BY THE TOWER, EQUIPMENT OR DRIVEWAY, SHALL BE GRADED TO A UNIFORM SLOPE, AND STABILIZED TO PREVENT EROSION AS SPECIFIED ON THE CONSTRUCTION DRAWINGS AND/OR PROJECT SPECIFICATIONS.
16. CONTRACTOR SHALL MINIMIZE DISTURBANCE TO EXISTING SITE DURING CONSTRUCTION. EROSION CONTROL MEASURES, IF REQUIRED DURING CONSTRUCTION, SHALL BE N CONFORMANCE WITH THE LOCAL GUIDELINES FOR EROSION AND SEDIMENT CONTROL.
17. THE CONTRACTOR SHALL PROTECT EXISTING IMPROVEMENTS, PAVEMENTS, CURBS, LANDSCAPING AND STRUCTURES. ANY DAMAGED PART SHALL BE REPAIRED AT CONTRACTOR'S EXPENSE TO THE SATISFACTION OF OWNER.
18. CONTRACTOR SHALL LEGALLY AND PROPERLY DISPOSE OF ALL SCRAP MATERIALS SUCH AS COAXIAL CABLES AND OTHER ITEMS REMOVED FROM THE EXISTING FACILITY. ANTENNAS REMOVED SHALL BE RETURNED TO THE OWNER'S DESIGNATED LOCATION.
19. CONTRACTOR SHALL LEAVE PREMISES IN CLEAN CONDITION. TRASH AND DEBRIS SHOULD BE REMOVED FROM SITE ON A DAILY BASIS.
20. NO FILL OR EMBANKMENT MATERIAL SHALL BE PLACED ON FROZEN GROUND. FROZEN MATERIALS, SNOW OR ICE SHALL NOT BE PLACED IN ANY FILL OR EMBANKMENT.

GROUNDING NOTES:

1. ALL GROUND ELECTRODE SYSTEMS (INCLUDING TELECOMMUNICATIONS, RADIO, LIGHTNING PROTECTION AND AC POWER GES'S) SHALL BE BONDED TOGETHER AT OR BELOW GRADE, BY TWO OR MORE COPPER BONDING CONDUCTORS IN ACCORDANCE WITH THE NEC.
2. THE CONTRACTOR SHALL PERFORM IEEE FALL-OF-POTENTIAL RESISTANCE TO EARTH TESTING (PER IEEE 1100 AND B1) FOR GROUND ELECTRODE SYSTEMS, THE CONTRACTOR SHALL FURNISH AND INSTALL SUPPLEMENTAL GROUND ELECTRODES AS NEEDED TO ACHIEVE A TEST RESULT OF 5 OHMS OR LESS.
3. THE CONTRACTOR IS RESPONSIBLE FOR PROPERLY SEQUENCING GROUNDING AND UNDERGROUND CONDUIT INSTALLATION AS TO PREVENT ANY LOSS OF CONTINUITY IN THE GROUNDING SYSTEM OR DAMAGE TO THE CONDUIT AND PROVIDE TESTING RESULTS.
4. METAL CONDUIT AND TRAY SHALL BE GROUNDED AND MADE ELECTRICALLY CONTINUOUS WITH LISTED BONDING FITTINGS OR BY BONDING ACROSS THE DISCONTINUITY WITH #6 COPPER WIRE UL APPROVED GROUNDING TYPE CONDUIT CLAMPS.
5. METAL RACEWAY SHALL NOT BE USED AS THE NEC REQUIRED EQUIPMENT GROUND CONDUCTOR. STRANDED COPPER CONDUCTORS WITH GREEN INSULATION, SIZED IN ACCORDANCE WITH THE NEC, SHALL BE FURNISHED AND INSTALLED WITH THE POWER CIRCUITS TO BTS EQUIPMENT.
6. EACH CABINET FRAME SHALL BE DIRECTLY CONNECTED TO THE MASTER GROUND BAR WITH GREEN INSULATED SUPPLEMENTAL EQUIPMENT GROUND WIRES, #6 STRANDED COPPER OR LARGER FOR INDOOR BTS; #2 BARE SOLID TINNED COPPER FOR OUTDOOR BTS.
7. CONNECTIONS TO THE GROUND BUS SHALL NOT BE DOUBLED UP OR STACKED BACK TO BACK. CONNECTIONS ON OPPOSITE SIDE OF THE GROUND BUS ARE PERMITTED.
8. ALL EXTERIOR GROUND CONDUCTORS BETWEEN EQUIPMENT/GROUND BARS AND THE GROUND RING SHALL BE #2 SOLID TINNED COPPER UNLESS OTHERWISE INDICATED.
9. ALUMINUM CONDUCTOR OR COPPER CLAD STEEL CONDUCTOR SHALL NOT BE USED FOR GROUNDING CONNECTIONS.
10. USE OF 90° BENDS IN THE PROTECTION GROUNDING CONDUCTORS SHALL BE AVOIDED WHEN 45° BENDS CAN BE ADEQUATELY SUPPORTED.
11. EXOTHERMIC WELDS SHALL BE USED FOR ALL GROUNDING CONNECTIONS BELOW GRADE.
12. ALL GROUND CONNECTIONS ABOVE GRADE (INTERIOR AND EXTERIOR) SHALL BE FORMED USING HIGH PRESS CRIMPS.
13. COMPRESSION GROUND CONNECTIONS MAY BE REPLACED BY EXOTHERMIC WELD CONNECTIONS.
14. ICE BRIDGE BONDING CONDUCTORS SHALL BE EXOTHERMICALLY BONDED OR BOLTED TO THE BRIDGE AND THE TOWER GROUND BAR.
15. APPROVED ANTIOXIDANT COATINGS (I.E. CONDUCTIVE GEL OR PASTE) SHALL BE USED ON ALL COMPRESSION AND BOLTED GROUND CONNECTIONS.
16. ALL EXTERIOR GROUND CONNECTIONS SHALL BE COATED WITH A CORROSION RESISTANT MATERIAL.
17. MISCELLANEOUS ELECTRICAL AND NON-ELECTRICAL METAL BOXES, FRAMES AND SUPPORTS SHALL BE BONDED TO THE GROUND RING, IN ACCORDANCE WITH THE NEC.
18. BOND ALL METALLIC OBJECTS WITHIN 6FT OF MAIN GROUND RING WITH (1) #2 BARE SOLID TINNED COPPER GROUND CONDUCTOR.
19. GROUND CONDUCTORS USED FOR THE FACILITY GROUNDING AND LIGHTNING PROTECTION SYSTEMS SHALL NOT BE ROUTED THROUGH METALLIC OBJECTS THAT FORM A RING AROUND THE CONDUCTOR, SUCH AS METALLIC CONDUITS, METAL SUPPORT CUPS OR SLEEVES THROUGH WALLS OR FLOORS. WHEN IT IS REQUIRED TO BE HOUSED IN CONDUIT TO MEET CODE REQUIREMENTS OR LOCAL CONDITIONS, NON-METALLIC MATERIAL SUCH AS PVC CONDUIT SHALL BE USED, WHERE USE OF METAL CONDUIT IS UNAVOIDABLE (I.E., NONMETALLIC CONDUIT PROHIBITED BY LOCAL CODE) THE GROUND CONDUCTOR SHALL BE BONDED TO EACH END OF THE METAL CONDUIT.
20. ALL GROUNDS THAT TRANSITION FROM BELOW GRADE TO ABOVE GRADE MUST BE #2 BARE SOLID TINNED COPPER N 3/4" NON-METALLIC, FLEXIBLE CONDUIT FROM 24" BELOW GRADE TO WITHIN 3" TO 6" OF CAD-WELD TERMINATION POINT. THE EXPOSED END OF THE CONDUIT MUST BE SEALED WITH SILICONE CAULK. (ADD TRANSITIONING GROUND STANDARD DETAIL AS WELL).
21. BUILDINGS WHERE THE MAIN GROUNDING CONDUCTORS ARE REQUIRED TO BE ROUTED TO GRADE, THE CONTRACTOR SHALL ROUTE TWO GROUNDING CONDUCTORS FROM THE ROOFTOP, TOWERS, AND WATER TOWERS GROUNDING RING, TO THE EXISTING GROUNDING SYSTEM, THE GROUNDING CONDUCTORS SHALL NOT BE SMALLER THAN 2/0 COPPER. ROOFTOP GROUNDING RING SHALL BE BONDED TO THE EXISTING GROUNDING SYSTEM, THE BUILDING STEEL COLUMNS, LIGHTNING PROTECTION SYSTEM, AND BUILDING MAIN WATER LINE (FERROUS OR NONFERROUS METAL PIPING ONLY).

CONCRETE, FOUNDATIONS, AND REINFORCING STEEL:

1. ALL CONCRETE WORK SHALL BE IN ACCORDANCE WITH THE AC 301, AC 318, ACI 336, ASTM A184, ASTM A185 AND THE DESIGN AND CONSTRUCTION SPECIFICATION FOR CAST-IN-PLACE CONCRETE.
2. UNLESS NOTED OTHERWISE, SOIL BEARING PRESSURE USED FOR DESIGN OF SLABS AND FOUNDATIONS IS ASSUMED TO BE 1000 PSF.
3. ALL CONCRETE SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 3000 PSI AT 28 DAYS, UNLESS NOTED OTHERWISE. NO MORE THAN 90 MINUTES SHALL PASS FROM BATCH TIME TO TIME OF PLACEMENT UNLESS APPROVED BY THE ENGINEER OF RECORD. TEMPERATURE OF CONCRETE SHALL NOT EXCEED 90 DEGREE FAHRENHEIT AT TIME OF PLACEMENT.
4. CONCRETE EXPOSED TO FREEZE-THAW CYCLES SHALL CONTAIN AIR ENTRAINING ADMIXTURES. AMOUNT OF AIR ENTRAINMENT TO BE BASED ON SIZE OF AGGREGATE AND F3 CLASS EXPOSURE (VERY SEVERE). CEMENT USED TO BE TYPE II PORTLAND CEMENT WITH A MAXIMUM WATER-TO-CEMENT RATIO (W/C) OF 0.45.
5. ALL STEEL REINFORCING SHALL CONFORM TO ASTM A615, ALL WELDED WIRE FABRIC (WWF) SHALL CONFORM TO ASTM A185. ALL SPLICES SHALL BE CLASS "B" TENSION SPLICES, UNLESS NOTED OTHERWISE. ALL HOOKS SHALL BE STANDARD 90° HOOKS, UNLESS NOTED OTHERWISE. YIELD STRENGTH (FY) OF STANDARD DEFORMED BARS ARE AS FOLLOW:
   #4 BARS AND SMALLER.....40 KSI
   #5 BARS AND LARGER.....60 KSI
6. THE FOLLOWING MINIMUM CONCRETE COVER SHALL BE PROVIDED FOR REINFORCING STEEL UNLESS SHOWN OTHERWISE ON DRAWINGS:
   CONCRETE CAST AGAINST AND PERMANENTLY EXPOSED TO EARTH..... 3"
   CONCRETE EXPOSED TO EARTH OR WEATHER:
   #6 BARS AND LARGER.....2"
   #5 BARS AND SMALLER.....1-1/2"
7. CONCRETE NOT EXPOSED TO EARTH OR WEATHER:
   SLAB AND WALLS.....3/4"
   BEAMS AND COLUMNS.....1-1/2"
8. A TOOLED EDGE OR A 3/4 CHAMFER SHALL BE PROVIDED AT ALL EXPOSED EDGES OF CONCRETE, UNLESS NOTED OTHERWISE, IN ACCORDANCE WITH ACI 301 SECTION 4.2.4.

GENERAL NOTES:

1. THESE DRAWINGS HAVE BEEN PREPARED USING STANDARDS OF PROFESSIONAL CARE AND COMPLETENESS NORMALLY EXERCISED UNDER SIMILAR CIRCUMSTANCES BY REPUTABLE ENGINEERS IN THIS OR SIMILAR LOCALITIES. ITS ASSUMED THAT THE WORK DEPICTED WILL BE PERFORMED BY AN EXPERIENCED CONTRACTOR AND/OR WORKPEOPLE WHO HAVE A WORKING KNOWLEDGE OF THE APPLICABLE CODE STANDARDS AND REQUIREMENTS AND OF INDUSTRY ACCEPTED STANDARD GOOD PRACTICE. AS NOT EVERY CONDITION OR ELEMENT IS (OR CAN BE) EXPLICITLY SHOWN ON THESE DRAWINGS, THE CONTRACTOR SHALL USE INDUSTRY ACCEPTED STANDARD GOOD PRACTICE FOR MISCELLANEOUS WORK NOT EXPLICITLY SHOWN.
2. THESE DRAWINGS REPRESENT THE FINISHED STRUCTURE. THEY DO NOT INDICATE THE MEANS OR METHODS OF CONSTRUCTION. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR THE CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES, AND PROCEDURES. THE CONTRACTOR SHALL PROVIDE ALL MEASURES NECESSARY FOR PROTECTION OF LIFE AND PROPERTY DURING CONSTRUCTION. SUCH MEASURES SHALL INCLUDE, BUT NOT LIMITED TO, BRACING, FRAMEWORK, SHORING, ETC. SITE VISITS BY THE ENGINEER OR HIS REPRESENTATIVE WILL NOT INCLUDE INSPECTION OF THESE ITEMS AND IS FOR STRUCTURAL OBSERVATION OF THE FINISHED STRUCTURE ONLY.
3. NOTES AND DETAILS IN THE CONSTRUCTION DRAWINGS SHALL TAKE PRECEDENCE OVER GENERAL NOTES AND TYPICAL DETAILS. WHERE NO DETAILS ARE SHOWN, CONSTRUCTION SHALL CONFORM TO SIMILAR WORK ON THE PROJECT, AND/OR AS PROVIDED FOR IN THE CONTRACT DOCUMENTS. WHERE DISCREPANCIES OCCUR BETWEEN PLANS, DETAILS, GENERAL NOTES, AND SPECIFICATIONS, THE GREATER, MORE STRICT REQUIREMENTS, SHALL GOVERN. IF FURTHER CLARIFICATION IS REQUIRED CONTACT THE ENGINEER OF RECORD.
4. SUBSTANTIAL EFFORT HAS BEEN MADE TO PROVIDE ACCURATE DIMENSIONS AND MEASUREMENTS ON THE DRAWINGS TO ASSIST IN THE FABRICATION AND/OR PLACEMENT OF CONSTRUCTION ELEMENTS BUT IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO FIELD VERIFY THE DIMENSIONS, MEASUREMENTS, AND/OR CLEARANCES SHOWN IN THE CONSTRUCTION DRAWINGS PRIOR TO FABRICATION OR CUTTING OF ANY NEW OR EXISTING CONSTRUCTION ELEMENTS.
5. IF ITS DETERMINED THAT THERE ARE DISCREPANCIES AND/OR CONFLICTS WITH THE CONSTRUCTION DRAWINGS THE ENGINEER OF RECORD IS TO BE NOTIFIED AS SOON AS POSSIBLE
6. PRIOR TO THE SUBMISSION OF BIDS, THE BIDING CONTRACTOR SHALL VISIT THE CELL SITE TO FAMILIARIZE WITH THE EXISTING CONDITIONS AND TO CONFIRM THAT THE WORK CAN BE ACCOMPLISHED AS SHOWN ON THE CONSTRUCTION DRAWINGS. ANY DISCREPANCY FOUND SHALL BE BROUGHT TO THE ATTENTION OF THE TOWER OWNER.
7. ALL MATERIALS FURNISHED AND INSTALLED SHALL BE IN STRICT ACCORDANCE WITH ALL APPLICABLE CODES, REGULATIONS AND ORDINANCES. CONTRACTOR SHALL ISSUE ALL APPROPRIATE NOTICES AND COMPLY WITH ALL LAWS, ORDINANCES, RULES, REGULATIONS AND LAWFUL ORDERS OF ANY PUBLIC AUTHORITY REGARDING THE PERFORMANCE OF THE WORK. ALL WORK CARRIED OUT SHALL COMPLY WITH ALL APPLICABLE MUNICIPAL AND UTILITY COMPANY SPECIFICATIONS AND LOCAL JURISDICTIONAL CODES, ORDINANCES AND APPLICABLE REGULATIONS.
8. UNLESS NOTED OTHERWISE, THE WORK SHALL INCLUDE FURNISHING MATERIALS, EQUIPMENT, APPURTENANCES AND LABOR NECESSARY TO COMPLETE ALL INSTALLATIONS AS INDICATED ON THE DRAWINGS. THE CONTRACTOR SHALL INSTALL ALL EQUIPMENT AND MATERIALS IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS UNLESS SPECIFICALLY STATED OTHERWISE.
9. IF THE SPECIFIED EQUIPMENT CAN NOT BE INSTALLED AS SHOWN ON THESE DRAWINGS, THE CONTRACTOR SHALL PROPOSE AN ALTERNATIVE INSTALLATION FOR APPROVAL BY THE CARRIER AND TOWER OWNER PRIOR TO PROCEEDING WITH ANY SUCH CHANGE OF INSTALLATION.
10. CONTRACTOR IS TO PERFORM A SITE INVESTIGATION AND IS TO DETERMINE THE BEST ROUTING OF ALL CONDUITS FOR POWER, TELCO AND FOR GROUNDING CABLES AS SHOWN IN THE POWER, TELCO, AND GROUNDING PLAN.
11. THE CONTRACTOR SHALL PROTECT EXISTING IMPROVEMENTS, PAVEMENTS, CURBS, LANDSCAPING AND STRUCTURES. ANY DAMAGED PART SHALL BE REPAIRED AT CONTRACTOR'S EXPENSE TO THE SATISFACTION OF THE TOWER OWNER.
12. CONTRACTOR SHALL LEGALLY AND PROPERLY DISPOSE OF ALL SCRAP MATERIALS SUCH AS COAXIAL CABLES AND OTHER ITEMS REMOVED FROM THE EXISTING FACILITY. ANTENNAS REMOVED SHALL BE RETURNED TO THE OWNER'S DESIGNATED LOCATION.
13. CONTRACTOR SHALL LEAVE PREMISES IN CLEAN CONDITION. TRASH AND DEBRIS SHOULD BE REMOVED FROM SITE ON A DAILY BASIS.

ENGINEERING FIRM

NB+C TOTALLY COMMITTED.
NB+C ENGINEERING SERVICES, LLC.
120 EASTSHORE DRIVE, SUITE 300
GLEN ALLEN, VA 23059
(804) 548-4079

APPLICANT

arcola TOWERS
PO BOX 2150
MIDDLEBURG, VA 20118

CARRIER

verizon

SITE INFORMATION

TRENTS MILL
ARCOLA TOWERS RAWLAND
NB+C PROJECT #: 101019
913 TRENTS MILL ROAD
CUMBERLAND, VA 23040
COUNTY OF CUMBERLAND

DESIGN RECORD

REVISIONS

REV	DATE	DESCRIPTION	BY
E	05/19/25	REV FINALS	KLB
D	09/06/23	FINALS	KLB
C	08/21/23	REVISED	AT
B	07/25/23	REVISED	AT
A	07/11/23	PRELIMINARY ZDs	AT

PROFESSIONAL STAMP

COMMONWEALTH OF VIRGINIA
JOHN A. DAUGHTREY III
Lic. No. 0402052122
05/19/2025
PROFESSIONAL ENGINEER

ENGINEER

JOHN A. DAUGHTREY III, P.E.
VA PROFESSIONAL ENGINEER LIC. #052122

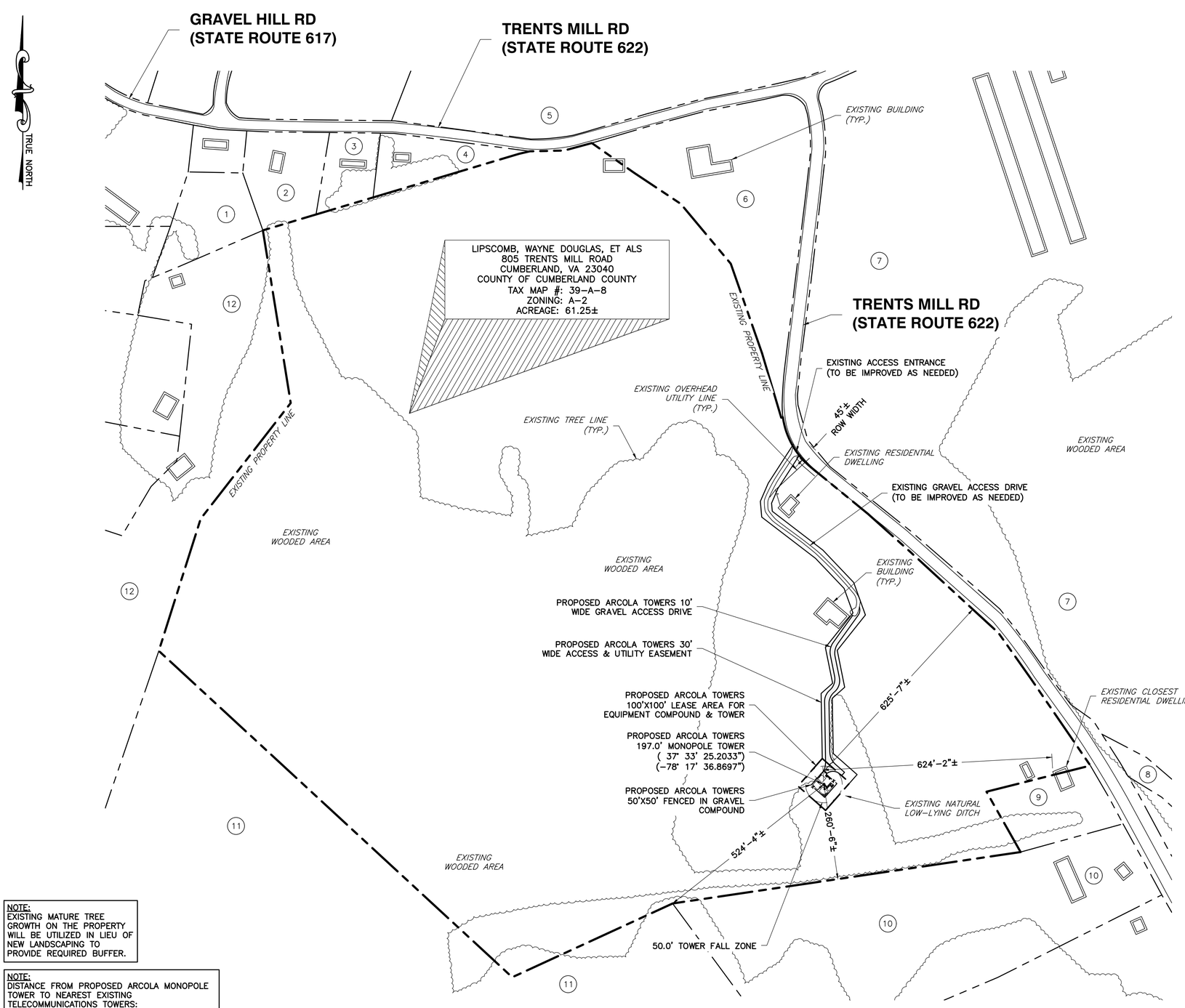
SHEET TITLE

GENERAL NOTES

SHEET NUMBER

T-2

LAST PLOTTED: 05/19/2025 2:41 PM



NOTE:
EXISTING MATURE TREE GROWTH ON THE PROPERTY WILL BE UTILIZED IN LIEU OF NEW LANDSCAPING TO PROVIDE REQUIRED BUFFER.

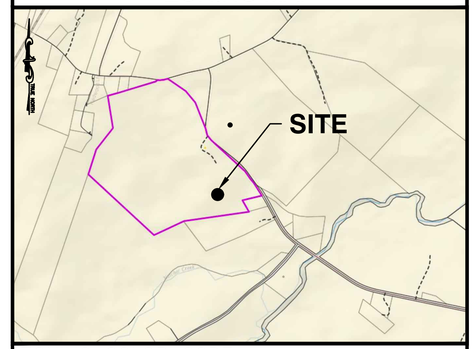
NOTE:
DISTANCE FROM PROPOSED ARCOLA MONOPOLE TOWER TO NEAREST EXISTING TELECOMMUNICATIONS TOWERS:

- SBA 305' TALL LATTICE TOWER (APPROX. DISTANCE: 4.04 MILES SOUTH EAST)
- SBA 250' TALL LATTICE TOWER (APPROX. DISTANCE: 5.21 MILES SOUTH)

1 / Z-1 SITE PLAN
SCALE: 1" = 150' (22X34)
SCALE: 1" = 300' (11X17)

GRAPHIC SCALE
150 0 75 150 300 600
1 INCH = 150 FEET (22X34)
1 INCH = 300 FEET (11X17)

ZONING MAP



ZONING COLOR CODE

GRAY: A-2 (AGRICULTURAL)

GENERAL NOTES

1. THIS PLAN IS SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.
2. NO SIGNIFICANT NOISE, SMOKE, DUST, OR ODOR WILL RESULT FROM THIS FACILITY.
3. THE FACILITY IS UNMANNED AND NOT INTENDED FOR HUMAN HABITATION. THERE IS NO HANDICAP ACCESS REQUIRED.
4. THE FACILITY IS UNMANNED AND DOES NOT REQUIRE POTABLE WATER OR SANITARY SERVICE.

LEGEND

- PROPERTY LINE – SUBJECT PARCEL
- PROPERTY LINE – ABUTTERS
- EXISTING ROAD
- EXISTING FENCE
- PROPOSED EASEMENT
- PROPOSED LEASE AREA
- EXISTING EASEMENT
- PROPOSED FENCE
- EXISTING OVERHEAD UTILITY LINES
- EXISTING BUILDING

ZONING INFORMATION

JURISDICTION:	COUNTY OF CUMBERLAND
ZONING:	A-2
DIMENSION	PROPOSED ±
FRONT YARD SETBACK:	625'-7"±
SIDE YARD SETBACK:	260'-6"±
REAR YARD SETBACK:	524'-4"±
DWELLING SETBACK:	624'-2"±
TOWER FALL ZONE:	50'-0"±
LOT AREA:	61.25 ± ACRES
(ALL MEASUREMENTS ARE IN FEET ± UNLESS OTHERWISE NOTED)	

Know what's below. Call before you dig.

ENGINEERING FIRM
NB+C
TOTALLY COMMITTED.
NB+C ENGINEERING SERVICES, LLC.
120 EASTSHORE DRIVE, SUITE 300
GLEN ALLEN, VA 23059
(804) 548-4079

APPLICANT
arcola TOWERS
PO BOX 2150
MIDDLEBURG, VA 20118

CARRIER
verizon

SITE INFORMATION
TRENTS MILL
ARCOLA TOWERS RAWLAND
NB+C PROJECT #: 101019
913 TRENTS MILL ROAD
CUMBERLAND, VA 23040
COUNTY OF CUMBERLAND

DESIGN RECORD
REVISIONS

REV	DATE	DESCRIPTION	BY
E	05/19/25	REV FINALS	KLB
D	09/06/23	FINALS	KLB
C	08/21/23	REVISED	AT
B	07/25/23	REVISED	AT
A	07/11/23	PRELIMINARY ZDs	AT

PROFESSIONAL STAMP
COMMONWEALTH OF VIRGINIA
JOHN A. DAUGHTREY III
Lic. No. 0402052122
05/19/2025
PROFESSIONAL ENGINEER

ENGINEER
JOHN A. DAUGHTREY III, P.E.
VA PROFESSIONAL ENGINEER LIC. #052122

SHEET TITLE
SITE PLAN

SHEET NUMBER
Z-1

LAST PLOTTED: 05/19/2025 2:41 PM

(1)

MILES, PATSY O.
81 REDWOOD LANE
DILLWYN, VA 23936
TAX MAP #: 39-A-11-A
ZONING: A-2
USE/CLASS: SINGL FAMILY SUBURBAN
AREA: 0.73± ACRES

(2)

OWNBY, RODNEY M. & SANDRA H.
2267 BELLE BRANCH ROAD
DILLWYN, VA 23936
TAX MAP #: 39-A-11
ZONING: A-2
USE/CLASS: RESIDENTIAL / SINGL FAMILY SUBURBAN
AREA: 2.07± ACRES

(3)

SIFORD, KEVIN E. & GWEDOLYN F.
303 BELLE ROAD
DILLWYN, VA 23936
TAX MAP #: 39-A-10
ZONING: A-2
USE/CLASS: RESIDENTIAL / SINGL FAMILY SUBURBAN
AREA: 0.53± ACRES

(4)

CHICK, VIRGIL M.
971 TRENTS MILL ROAD
DILLWYN, VA 23936
TAX MAP #: 39-A-9
ZONING: A-2
USE/CLASS: RESIDENTIAL / SINGL FAMILY SUBURBAN
AREA: 0.57± ACRES

(5)

WATSON, ROY A., JR.
42 SPORTS LAKE ROAD
CUMBERLAND, VA 23040
TAX MAP #: 39-A-5
ZONING: A-2
USE/CLASS: AG 100 AC OR MORE
AREA: 104.97± ACRES

(6)

JONES CHAPEL BAPTIST CHURCH
C/O JUDY OWNBY
41 BARTER HILL ROAD
CUMBERLAND, VA 23040
TAX MAP #: 39-A-7
ZONING: A-2
USE/CLASS: COMMERCIAL / EXEMPT RELIGIOUS
AREA: 4.70± ACRES

(7)

WATSON, ROY A., JR.
42 SPORTS LAKE ROAD
CUMBERLAND, VA 23040
TAX MAP #: 39-A-6
ZONING: A-2
USE/CLASS: AG 20-100 AC
AREA: 60.00± ACRES

(8)

WATSON, ROY A., JR.
42 SPORTS LAKE ROAD
CUMBERLAND, VA 23040
TAX MAP #: 40-A-7
ZONING: A-2
USE/CLASS: RESIDENTIAL / SINGL FAMILY SUBURBAN
AREA: 10.80± ACRES

(9)

LIPSCOMB, WAYNE D.
805 TRENTS MILL ROAD
CUMBERLAND, VA 23040
TAX MAP #: 40-A-10-A
ZONING: A-2
USE/CLASS: RESIDENTIAL / SINGL FAMILY SUBURBAN
AREA: 1.00± ACRES

(10)

KELLER, W. J., IV & FLORENCE P.
793 TRENTS MILL RD
CUMBERLAND, VA 23040
TAX MAP #: 40-A-11
ZONING: A-2
USE/CLASS: RESIDENTIAL / SINGL FAMILY SUBURBAN
AREA: 15.00± ACRES

(11)

MURRAY, L T, III
16437 OTTERDALE POINT ROAD
MOSELEY, VA 23120
TAX MAP #: 40-A-12
ZONING: A-2
USE/CLASS: AG 20-100 AC
AREA: 55.00± ACRES

(12)

MILES, PATSY O.
81 REDWOOD LANE
DILLWYN, VA 23936
TAX MAP #: 39-A-16
ZONING: A-2
USE/CLASS: RESIDENTIAL / AG 20-100 AC
AREA: 37.00± ACRES

LAST PLOTTED: 05/19/2025 2:41 PM

ENGINEERING FIRM

NB+C
TOTALLY COMMITTED.
NB+C ENGINEERING SERVICES, LLC.
120 EASTSHORE DRIVE, SUITE 300
GLEN ALLEN, VA 23059
(804) 548-4079

APPLICANT

arcola TOWERS
PO BOX 2150
MIDDLEBURG, VA 20118

CARRIER

verizon

SITE INFORMATION

TRENTS MILL
ARCOLA TOWERS RAWLAND
NB+C PROJECT #: 101019
913 TRENTS MILL ROAD
CUMBERLAND, VA 23040
COUNTY OF CUMBERLAND

DESIGN RECORD

REVISIONS

REV	DATE	DESCRIPTION	BY
D	08/30/23	FINALS	KLB
C	08/21/23	REVISED	AT
B	07/25/23	REVISED	AT
A	07/11/23	PRELIMINARY ZDs	AT

PROFESSIONAL STAMP

COMMONWEALTH OF VIRGINIA
JOHN A. DAUGHTREY III
Lic. No. 0402052122
05/19/2025
PROFESSIONAL ENGINEER

ENGINEER

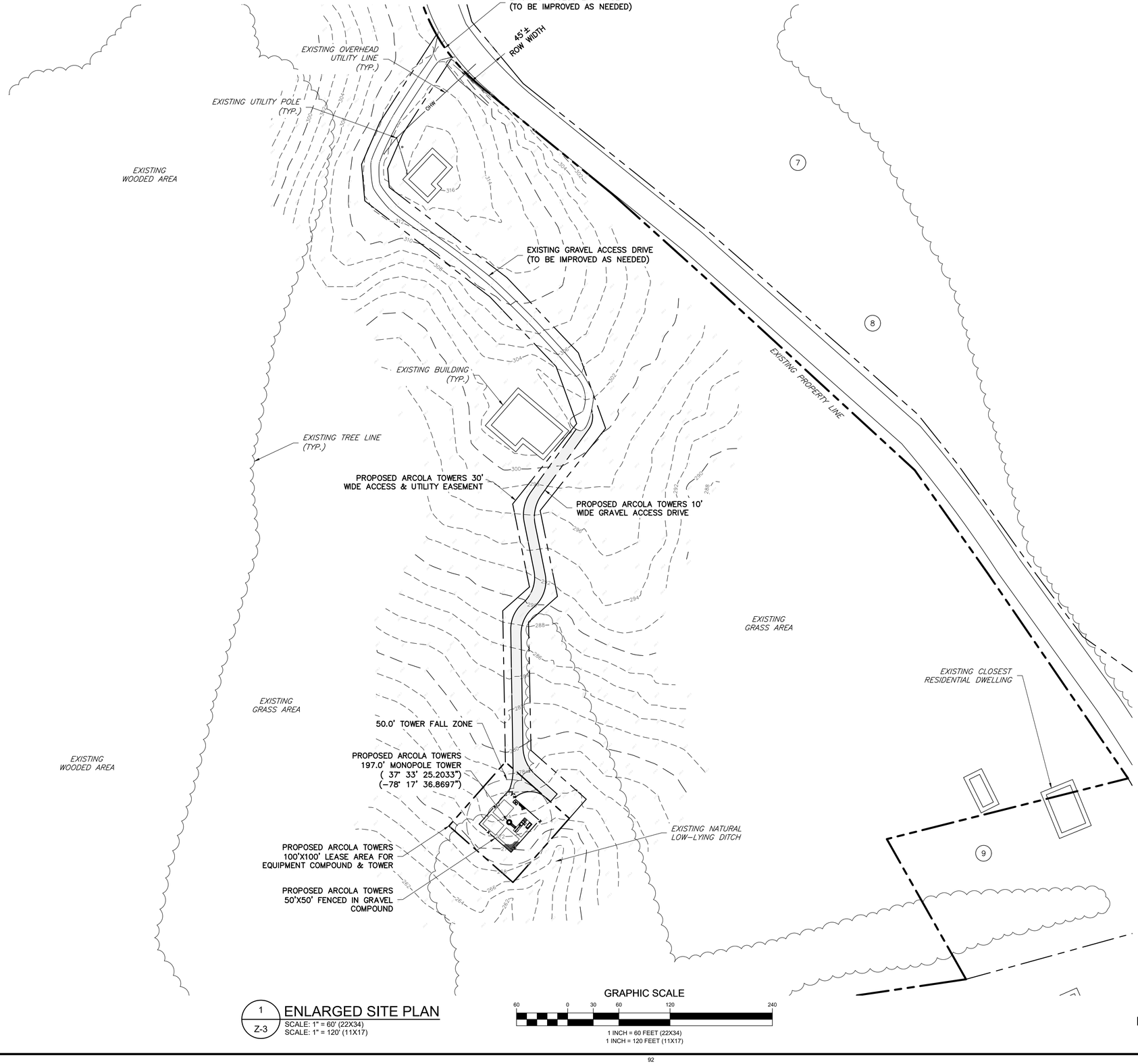
JOHN A. DAUGHTREY III, P.E.
VA PROFESSIONAL ENGINEER LIC. #052122

SHEET TITLE

ADJACENT PROPERTY INFO

SHEET NUMBER

Z-2



1 / Z-3 ENLARGED SITE PLAN
SCALE: 1" = 60' (22X34)
SCALE: 1" = 120' (11X17)

GRAPHIC SCALE
60 0 30 60 120 240
1 INCH = 60 FEET (22X34)
1 INCH = 120 FEET (11X17)

Know what's **below.**
Call before you dig.

LAST PLOTTED: 05/19/2025 2:41 PM

ENGINEERING FIRM

NB+C TOTALLY COMMITTED.
NB+C ENGINEERING SERVICES, LLC.
120 EASTSHORE DRIVE, SUITE 300
GLEN ALLEN, VA 23059
(804) 548-4079

APPLICANT

arcola TOWERS
PO BOX 2150
MIDDLEBURG, VA 20118

CARRIER

verizon

SITE INFORMATION

TRENTS MILL
ARCOLA TOWERS RAWLAND
NB+C PROJECT #: 101019
913 TRENTS MILL ROAD
CUMBERLAND, VA 23040
COUNTY OF CUMBERLAND

DESIGN RECORD

REVISIONS

REV	DATE	DESCRIPTION	BY
D	08/30/23	FINALS	KLB
C	08/21/23	REVISED	AT
B	07/25/23	REVISED	AT
A	07/11/23	PRELIMINARY ZDs	AT

PROFESSIONAL STAMP

COMMONWEALTH OF VIRGINIA
JOHN A. DAUGHTREY III
Lic. No. 0402052122
05/19/2025
PROFESSIONAL ENGINEER

ENGINEER

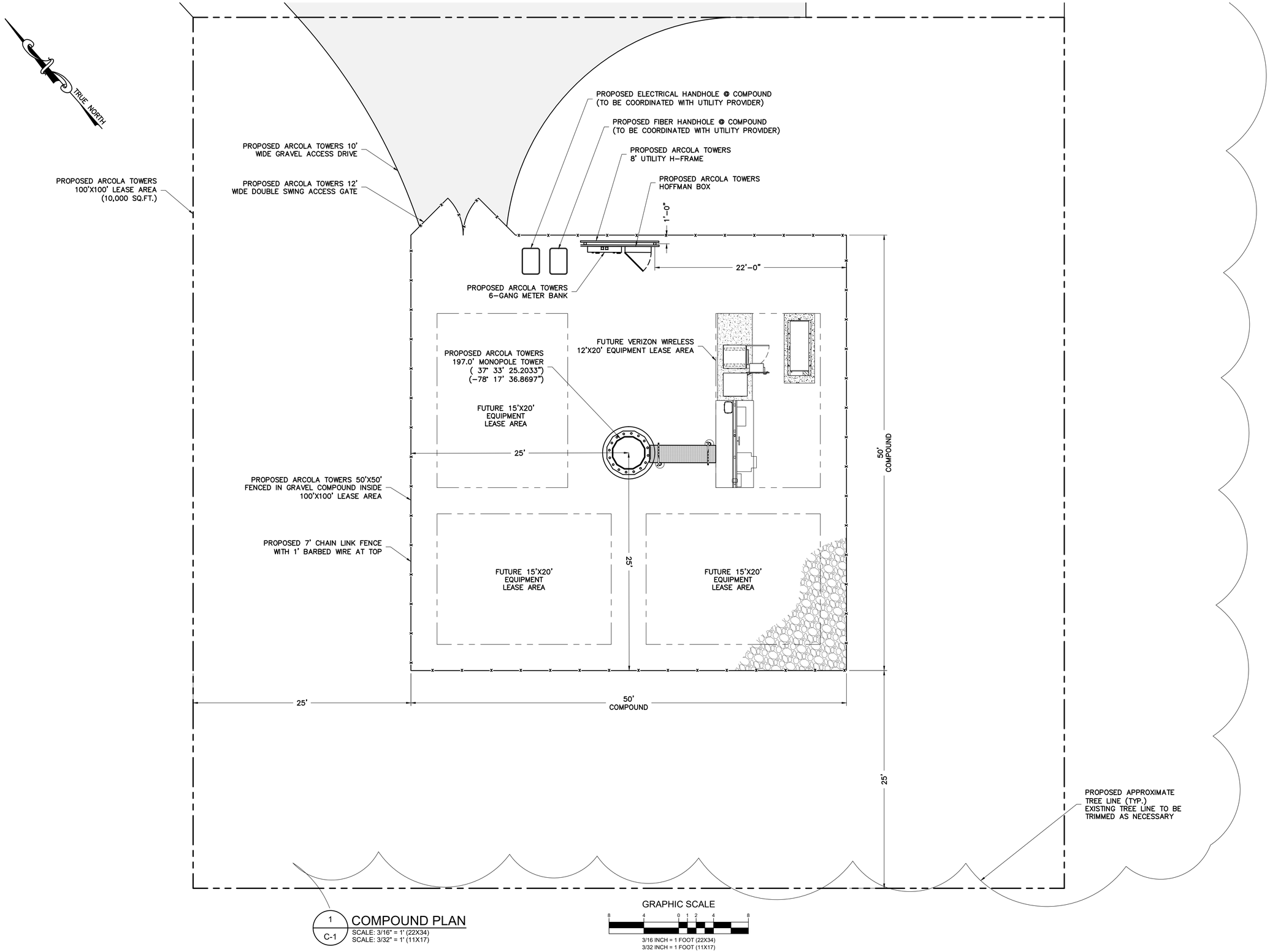
JOHN A. DAUGHTREY III, P.E.
VA PROFESSIONAL ENGINEER LIC. #052122

SHEET TITLE

ENLARGED SITE PLAN

SHEET NUMBER

Z-3



1 / C-1 COMPOUND PLAN
SCALE: 3/16" = 1' (22X34)
SCALE: 3/32" = 1' (11X17)

GRAPHIC SCALE
8 4 0 1 2 4 8
3/16 INCH = 1 FOOT (22X34)
3/32 INCH = 1 FOOT (11X17)

LAST PLOTTED: 05/19/2025 2:41 PM

ENGINEERING FIRM

NB+C ENGINEERING SERVICES, LLC.
120 EASTSHORE DRIVE, SUITE 300
GLEN ALLEN, VA 23059
(804) 548-4079

APPLICANT

PO BOX 2150
MIDDLEBURG, VA 20118

CARRIER

SITE INFORMATION

TRENTS MILL
ARCOLA TOWERS RAWLAND
NB+C PROJECT #: 101019
913 TRENTS MILL ROAD
CUMBERLAND, VA 23040
COUNTY OF CUMBERLAND

DESIGN RECORD

REVISIONS

REV	DATE	DESCRIPTION	BY
D	08/30/23	FINALS	KLB
C	08/21/23	REVISED	AT
B	07/25/23	REVISED	AT
A	07/11/23	PRELIMINARY ZDs	AT

PROFESSIONAL STAMP

COMMONWEALTH OF VIRGINIA
JOHN A. DAUGHTREY III
Lic. No. 0402052122
05/19/2025
PROFESSIONAL ENGINEER

ENGINEER

JOHN A. DAUGHTREY III, P.E.
VA PROFESSIONAL ENGINEER LIC. #052122

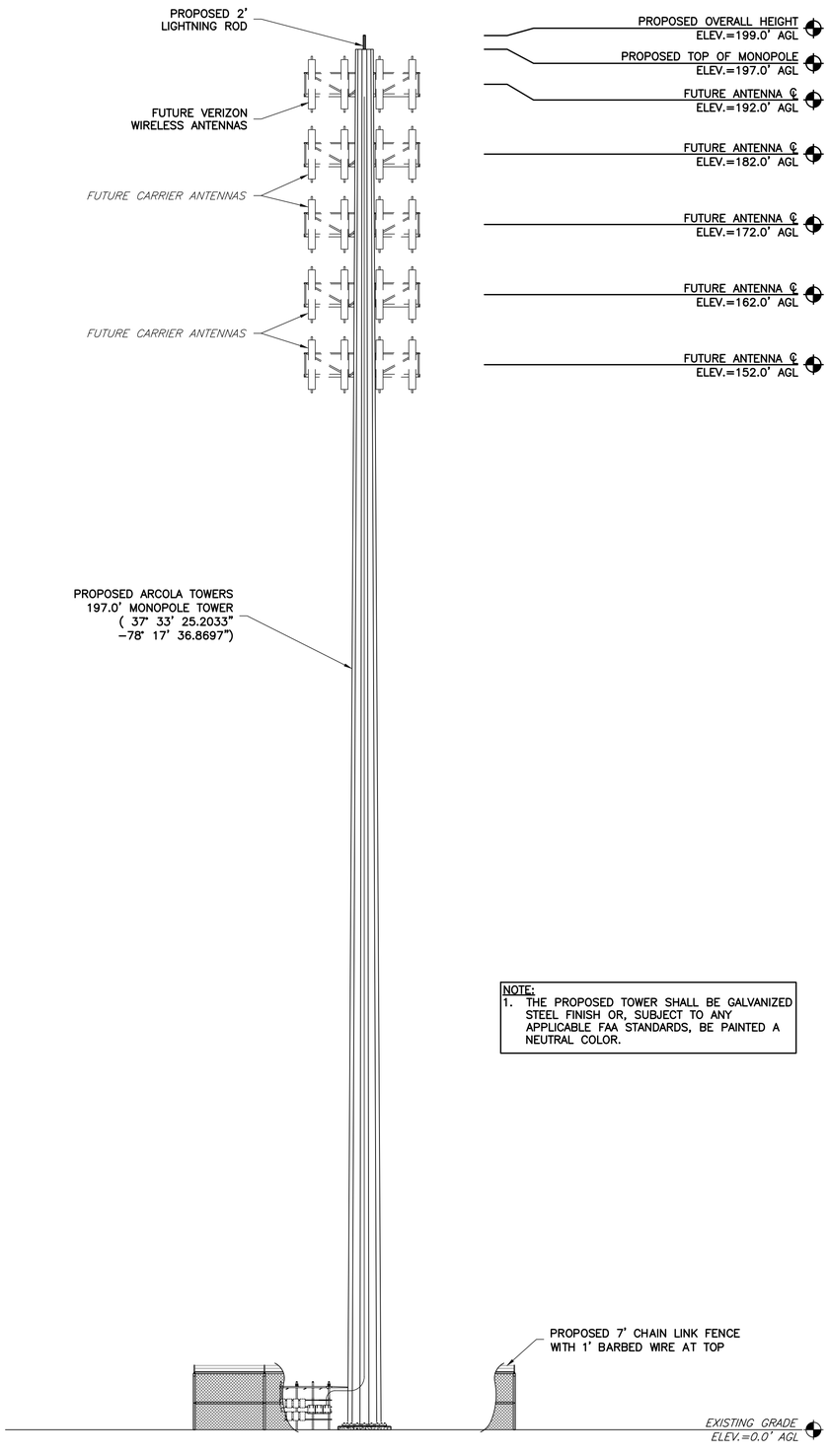
SHEET TITLE

COMPOUND PLAN

SHEET NUMBER

C-1

NOTE:
NO TOWER LIGHTING IS REQUIRED FOR THE PROPOSED TOWER.



NOTE:
1. THE PROPOSED TOWER SHALL BE GALVANIZED STEEL FINISH OR, SUBJECT TO ANY APPLICABLE FAA STANDARDS, BE PAINTED A NEUTRAL COLOR.

1 / C-2 ELEVATION
SCALE: 3/32" = 1' (22X34)
SCALE: 3/64" = 1' (11X17)

GRAPHIC SCALE
16 8 0 1 2 4 8 16
3/32 INCH = 1 FOOT (22X34)
3/64 INCH = 1 FOOT (11X17)

GENERAL NOTES

1. THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE CODES ORDINANCES, LAWS AND REGULATIONS OF ALL MUNICIPALITIES, UTILITIES COMPANY OR OTHER PUBLIC AUTHORITIES.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL PERMITS AND INSPECTIONS THAT MAY BE REQUIRED BY ANY FEDERAL, STATE, COUNTY OR MUNICIPAL AUTHORITIES.
3. THE CONTRACTOR SHALL NOTIFY THE CONSTRUCTION MANAGER, IN WRITING, OF ANY CONFLICTS, ERRORS OR OMISSIONS PRIOR TO THE SUBMISSION OF BIDS OR PERFORMANCE OF WORK. MINOR OMISSIONS OR ERRORS IN THE BID DOCUMENTS SHALL NOT RELIEVE THE CONTRACTOR FROM RESPONSIBILITY FOR THE OVERALL INTENT OF THESE DRAWINGS.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING SITE IMPROVEMENTS PRIOR TO COMMENCING CONSTRUCTION. THE CONTRACTOR SHALL REPAIR ANY DAMAGE CAUSED AS A RESULT OF CONSTRUCTION OF THIS FACILITY.
5. THE SCOPE OF WORK FOR THIS PROJECT SHALL INCLUDE PROVIDING ALL MATERIALS, EQUIPMENT AND LABOR REQUIRED TO COMPLETE THIS PROJECT. ALL EQUIPMENT SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.
6. THE CONTRACTOR SHALL VISIT THE PROJECT SITE PRIOR TO SUBMITTING A BID TO VERIFY THAT THE PROJECT CAN BE CONSTRUCTED IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.
7. CONTRACTOR SHALL VERIFY ANTENNA ELEVATION AND AZIMUTH WITH RF ENGINEERING PRIOR TO INSTALLATION.
8. TRANSMITTER EQUIPMENT AND ANTENNAS ARE DESIGNED TO MEET ANSI/TIA 222-H REQUIREMENTS.
9. ALL STRUCTURAL ELEMENTS SHALL BE HOT DIPPED GALVANIZED STEEL.
10. CONTRACTOR SHALL MAKE A UTILITY "ONE CALL" TO LOCATE ALL UTILITIES PRIOR TO EXCAVATING.
11. IF ANY UNDERGROUND UTILITIES OR STRUCTURES EXIST BENEATH THE PROJECT AREA, CONTRACTOR MUST LOCATE IT AND CONTACT THE APPLICANT & THE OWNER'S REPRESENTATIVE.
12. OCCUPANCY IS LIMITED TO PERIODIC MAINTENANCE AND INSPECTION BY TECHNICIANS APPROXIMATELY 2 TIMES PER MONTH.
13. PRIOR TO THE INSTALLATION OF THE PROPOSED EQUIPMENT OR MODIFICATION OF THE EXISTING STRUCTURE, A STRUCTURAL ANALYSIS SHALL BE PERFORMED BY THE OWNER'S AGENT TO CERTIFY THAT THE EXISTING/PROPOSED COMMUNICATION STRUCTURE AND COMPONENTS ARE STRUCTURALLY ADEQUATE TO SUPPORT ALL EXISTING AND PROPOSED ANTENNAS, COAXIAL CABLES AND OTHER APPURTENANCES.
14. PROPERTY LINE INFORMATION WAS PREPARED USING DEEDS, TAX MAPS, AND PLANS OF RECORD AND SHOULD NOT BE CONSTRUED AS AN ACCURATE BOUNDARY SURVEY.
15. THIS PLAN IS SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.
16. THE PROPOSED FACILITY WILL CAUSE ONLY A "DE MINIMIS" INCREASE IN STORMWATER RUNOFF. THEREFORE, NO DRAINAGE STRUCTURES ARE PROPOSED.
17. NO SIGNIFICANT NOISE, SMOKE, DUST, OR ODOR WILL RESULT FROM THIS FACILITY.
18. THE FACILITY IS UNMANNED AND NOT INTENDED FOR HUMAN HABITATION (NO HANDICAP ACCESS REQUIRED).
19. THE FACILITY IS UNMANNED AND DOES NOT REQUIRE POTABLE WATER OR SANITARY SERVICE.
20. POWER TO THE FACILITY WILL BE MONITORED BY A SEPARATE METER.

NOTE:
STRUCTURAL ANALYSIS OF STRUCTURE PERFORMED INDEPENDENT FROM THESE DRAWINGS.

Know what's **below.**
Call before you dig.

ENGINEERING FIRM

NB+C
TOTALLY COMMITTED.
NB+C ENGINEERING SERVICES, LLC.
120 EASTSHORE DRIVE, SUITE 300
GLEN ALLEN, VA 23059
(804) 548-4079

APPLICANT

arcola TOWERS
PO BOX 2150
MIDDLEBURG, VA 20118

CARRIER

verizon

SITE INFORMATION

TRENTS MILL
ARCOLA TOWERS RAWLAND
NB+C PROJECT #: 101019
913 TRENTS MILL ROAD
CUMBERLAND, VA 23040
COUNTY OF CUMBERLAND

DESIGN RECORD

REVISIONS

REV	DATE	DESCRIPTION	BY
D	08/30/23	FINALS	KLB
C	08/21/23	REVISED	AT
B	07/25/23	REVISED	AT
A	07/11/23	PRELIMINARY ZDs	AT

PROFESSIONAL STAMP

COMMONWEALTH OF VIRGINIA
JOHN A. DAUGHTREY III
Lic. No. 0402052122
05/19/2025
PROFESSIONAL ENGINEER

ENGINEER

JOHN A. DAUGHTREY III, P.E.
VA PROFESSIONAL ENGINEER LIC. #052122

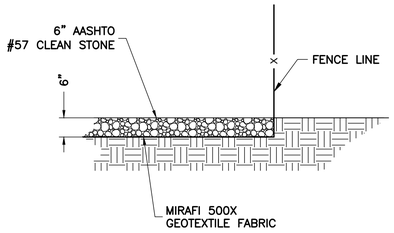
SHEET TITLE

TOWER ELEVATION & NOTES

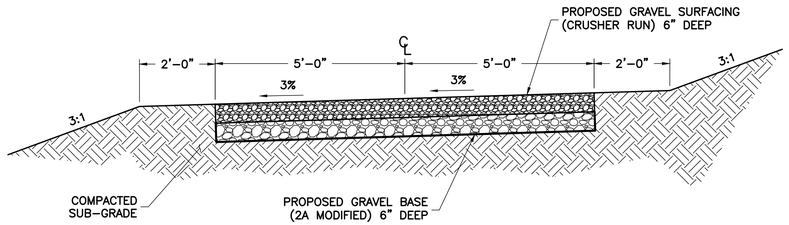
SHEET NUMBER

C-2

LAST PLOTTED: 05/19/2025 2:41 PM

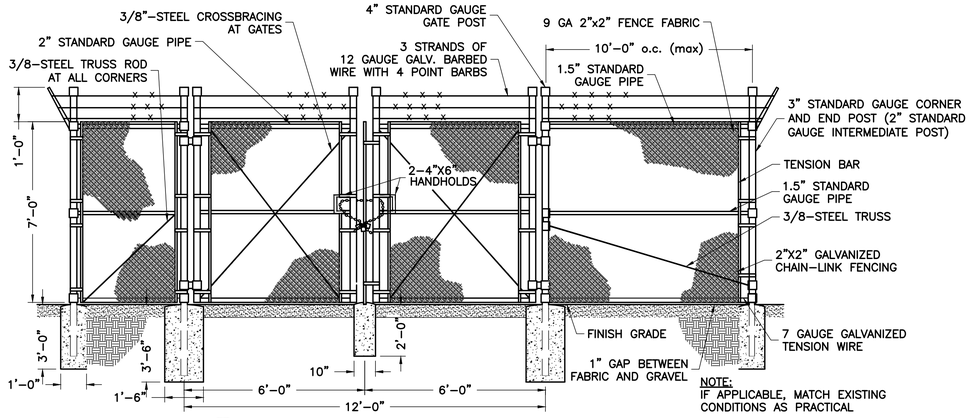


1 / S-1 GRAVEL COMPOUND DETAIL
NTS

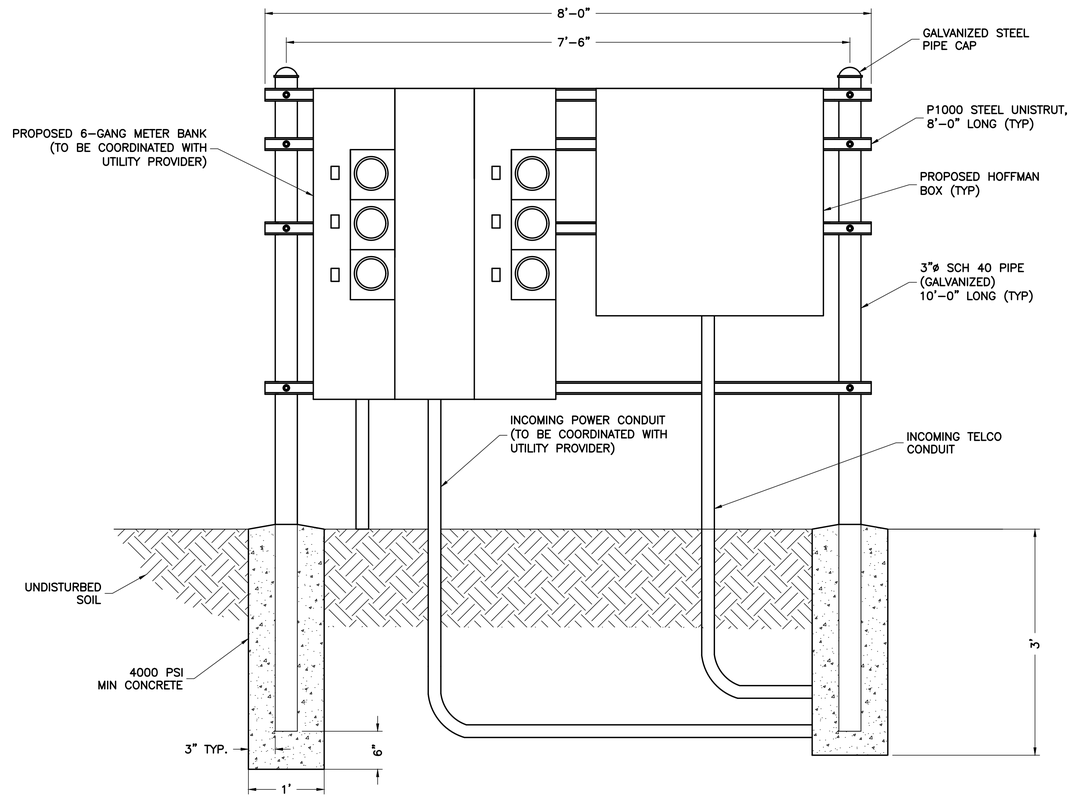


NOTE:
- CONTRACTOR TO USE 6" DEEP GRAVEL BASE (2A MODIFIED) AS MEANS OF ACCESS FOR ALL HEAVY CONSTRUCTION TRAFFIC. PROPOSED GRAVEL SURFACE (6" DEEP CRUSHER RUN) TO BE INSTALLED AFTER ALL MAJOR CONSTRUCTION HAS BEEN COMPLETED.
- THE PROPOSED ROAD MUST BE KEYED INTO THE EXISTING GRADE. THE FINAL FINISHED GRADE SHALL BE FLUSH WITH THE EXISTING GRADE TO ALLOW FOR PROPER DRAINAGE ACROSS THE ROAD.

2 / S-1 PROPOSED GRAVEL DRIVEWAY TYPICAL SECTION
NTS



3 / S-1 TYPICAL FENCE AND GATE DETAIL
NTS



4 / S-1 6-GANG METER BANK H-FRAME
NTS

ENGINEERING FIRM

NB+C ENGINEERING SERVICES, LLC.
120 EASTSHORE DRIVE, SUITE 300
GLEN ALLEN, VA 23059
(804) 548-4079

APPLICANT

arcola TOWERS
PO BOX 2150
MIDDLEBURG, VA 20118

CARRIER

verizon

SITE INFORMATION

TRENTS MILL
ARCOLA TOWERS RAWLAND
NB+C PROJECT #: 101019
913 TRENTS MILL ROAD
CUMBERLAND, VA 23040
COUNTY OF CUMBERLAND

DESIGN RECORD

REVISIONS

REV	DATE	DESCRIPTION	BY
D	08/30/23	FINALS	KLB
C	08/21/23	REVISED	AT
B	07/25/23	REVISED	AT
A	07/11/23	PRELIMINARY ZDs	AT

PROFESSIONAL STAMP

COMMONWEALTH OF VIRGINIA
JOHN A. DAUGHTREY III
Lic. No. 0402052122
05/19/2025
PROFESSIONAL ENGINEER

ENGINEER

JOHN A. DAUGHTREY III, P.E.
VA PROFESSIONAL ENGINEER LIC. #052122

SHEET TITLE

CONSTRUCTION DETAILS

SHEET NUMBER

S-1

LAST PLOTTED: 05/19/2025 2:41 PM

arcola TOWERS

SITE NAME: TRENTS MILL
SITE ID: XXXXXXX
FCC#: XXXXXXX
805 TRENTS MILL RD
CUMBERLAND, VA 23040
FOR LEASE INFORMATION
CALL: (571) 895-3990
FOR EMERGENCY SERVICE
CALL: (571) 895-3990

WHITE BACKGROUND W/ BLACK BORDER

CONTRACTOR SHALL VERIFY FCC NO. PRIOR TO ORDERING SIGNAGE

CONTRACTOR SHALL VERIFY ADDRESS PRIOR TO ORDERING SIGNAGE

RED LETTERING (ALL OTHER BLACK)

QTY: (1) ON RIGHT SIDE OF MAIN COMPOUND GATE, (1) AT ACCESS ROAD GATE, IF EXIST
CONTRACTOR SHALL VERIFY FCC NUMBER, AND ARCOLA SITE ID PRIOR TO ORDERING SIGNAGE

1 / S-2 NTS — ARCOLA TOWERS - SITE SIGN
24" WIDE X 24" HIGH

NOTICE

NO TRESPASSING IN THIS PROPERTY UNDER PENALTY OF LAW

QTY: (4) EACH SIDE OF COMPOUND

2 / S-2 NTS — NO TRESPASSING - SIGN
10" WIDE X 7" HIGH

NOTICE

COMPETENT CLIMBERS ONLY
BEYOND THIS POINT

Climbers of this antenna/tower structure must comply 100% with all governing State and Federal regulations. Climbers must also comply with all OSHA regulations. This includes, but not limited to, being tied-off 100% at all times. Failure to comply could result in serious injury or death.

QTY: (1) MOUNT SIGN ON CLIMBING FACE AT EYE LEVEL.

3 / S-2 NTS — COMPETENT CLIMBER - SIGN
10" WIDE X 7" HIGH

CAUTION

YELLOW

WHITE

CAUTION

RADIO FREQUENCY ENVIRONMENT AREA

AUTHORIZED PERSONNEL ONLY BEYOND THIS POINT! RADIO FREQUENCY EMISSIONS AT THIS SITE MAY EXCEED THE FEDERAL OCCUPATIONAL CONTROLLED EXPOSURE LIMITS.

Personnel proceeding beyond this point must obey all posted signs, site guidelines and Federal Regulations for working in radio frequency environments.

IN ACCORDANCE WITH FEDERAL REGULATIONS ON RADIO FREQUENCY EMISSIONS

WHITE / YELLOW BACKGROUND W/ BLACK LETTERING
QTY: (1) TO BE MOUNTED AT EYE LEVEL ON TOWER NEAR SAFETY CLIMB

4 / S-2 NTS — CAUTION RF - SIGN
12" WIDE X 18" HIGH

NOTICE

BLUE

BLACK

WHITE

Radio frequency fields beyond this point may exceed the FCC general public exposure limit.

OBEY ALL POSTED SIGNS AND SITE GUIDELINES FOR WORKING IN RADIO FREQUENCY ENVIRONMENTS.

In accordance with Federal Communications Commission rules on radio frequency emissions 47 CFR 1.1307(b)

WHITE / BLUE BACKGROUND W/ BLACK LETTERING
QTY: (1) TO BE MOUNTED AT COMPOUND ACCESS GATE

5 / S-2 NTS — NOTICE RF - SIGN
12" WIDE X 18" HIGH

LAST PLOTTED: 05/19/2025 2:41 PM

ENGINEERING FIRM

NB+C TOTALLY COMMITTED.
NB+C ENGINEERING SERVICES, LLC.
120 EASTSHORE DRIVE, SUITE 300
GLEN ALLEN, VA 23059
(804) 548-4079

APPLICANT

arcola TOWERS
PO BOX 2150
MIDDLEBURG, VA 20118

CARRIER

verizon

SITE INFORMATION

TRENTS MILL
ARCOLA TOWERS RAWLAND
NB+C PROJECT #: 101019
913 TRENTS MILL ROAD
CUMBERLAND, VA 23040
COUNTY OF CUMBERLAND

DESIGN RECORD

REVISIONS

REV	DATE	DESCRIPTION	BY
D	08/30/23	FINALS	KLB
C	08/21/23	REVISED	AT
B	07/25/23	REVISED	AT
A	07/11/23	PRELIMINARY ZDs	AT

PROFESSIONAL STAMP

COMMONWEALTH OF VIRGINIA
JOHN A. DAUGHTREY III
Lic. No. 0402052122
05/19/2025
PROFESSIONAL ENGINEER

ENGINEER

JOHN A. DAUGHTREY III, P.E.
VA PROFESSIONAL ENGINEER LIC. #052122

SHEET TITLE

SIGNAGE DETAILS

SHEET NUMBER

S-2

Exhibit “2”

Mail Processing Center
Federal Aviation Administration
Southwest Regional Office
Obstruction Evaluation Group
10101 Hillwood Parkway
Fort Worth, TX 76177

Aeronautical Study No.
2024-AEA-5696-OE
Prior Study No.
2023-AEA-8083-OE

Issued Date: 07/15/2024

COLLEEN KHAN
ENTREX
6100 EXECUTIVE BLVD STE 430
ROCKVILLE, MD 20852

**** DETERMINATION OF NO HAZARD TO AIR NAVIGATION ****

The Federal Aviation Administration has conducted an aeronautical study under the provisions of 49 U.S.C., Section 44718 and if applicable Title 14 of the Code of Federal Regulations, part 77, concerning:

Structure:	Monopole ARCOLA TOWERS - TRENTS MILL
Location:	CUMBERLAND, VA
Latitude:	37-33-25.20N NAD 83
Longitude:	78-17-36.87W
Heights:	274 feet site elevation (SE) 199 feet above ground level (AGL) 473 feet above mean sea level (AMSL)

This aeronautical study revealed that the structure does not exceed obstruction standards and would not be a hazard to air navigation provided the following condition(s), if any, is(are) met:

Emissions from this site must be in compliance with the parameters set by collaboration between the FAA and telecommunications companies and reflected in the FAA 5G C band compatibility evaluation process (such as power, frequencies, and tilt angle). Operational use of this frequency band is not objectionable provided the Wireless Providers (WP) obtain and adhere to the parameters established by the FAA 5G C band compatibility evaluation process. **Failure to comply with this condition will void this determination of no hazard.**

See attachment for additional condition(s) or information.
Based on this evaluation, marking and lighting are not necessary for aviation safety. However, if marking/ lighting are accomplished on a voluntary basis, we recommend it be installed in accordance with FAA Advisory circular 70/7460-1 M.

This determination expires on 01/15/2026 unless:

(a) the construction is started (not necessarily completed) and FAA Form 7460-2, Notice of Actual Construction or Alteration, is received by this office.
(b) extended, revised, or terminated by the issuing office.
(c) the construction is subject to the licensing authority of the Federal Communications Commission (FCC) and an application for a construction permit has been filed, as required by the FCC, within

6 months of the date of this determination. In such case, the determination expires on the date prescribed by the FCC for completion of construction, or the date the FCC denies the application.

NOTE: REQUEST FOR EXTENSION OF THE EFFECTIVE PERIOD OF THIS DETERMINATION MUST BE E-FILED AT LEAST 15 DAYS PRIOR TO THE EXPIRATION DATE. AFTER RE-EVALUATION OF CURRENT OPERATIONS IN THE AREA OF THE STRUCTURE TO DETERMINE THAT NO SIGNIFICANT AERONAUTICAL CHANGES HAVE OCCURRED, YOUR DETERMINATION MAY BE ELIGIBLE FOR ONE EXTENSION OF THE EFFECTIVE PERIOD.

This determination is based, in part, on the foregoing description which includes specific coordinates, heights, frequency(ies) and power. Any changes in coordinates, heights, and frequencies or use of greater power, except those frequencies specified in the Colo Void Clause Coalition; Antenna System Co-Location; Voluntary Best Practices, will void this determination. Any future construction or alteration, including increase to heights, power, or the addition of other transmitters, requires separate notice to the FAA.This determination includes all previously filed frequencies and power for this structure.

If construction or alteration is dismantled or destroyed, you must submit notice to the FAA within 5 days after the construction or alteration is dismantled or destroyed.

This determination does include temporary construction equipment such as cranes, derricks, etc., which may be used during actual construction of the structure. However, this equipment shall not exceed the overall heights as indicated above. Equipment which has a height greater than the studied structure requires separate notice to the FAA.

This determination concerns the effect of this structure on the safe and efficient use of navigable airspace by aircraft and does not relieve the sponsor of compliance responsibilities relating to any law, ordinance, or regulation of any Federal, State, or local government body.

A copy of this determination will be forwarded to the Federal Communications Commission (FCC) because the structure is subject to their licensing authority.

If we can be of further assistance, please contact our office at (404) 305-6430, or kelly.r.nelson@faa.gov. On any future correspondence concerning this matter, please refer to Aeronautical Study Number 2024-AEA-5696-OE.

Signature Control No: 622472564-627173732 (DNE)
Kelly Nelson
Specialist

Attachment(s)
Additional Information
Frequency Data
Map(s)

cc: FCC

Part 77 authorizes the FAA to evaluate a structure or object's potential electromagnetic effects on air navigation, communication facilities, and other surveillance systems. It also authorizes study of impact on arrival, departure, and en route procedures for aircraft operating under visual or instrument flight rules, as well as the impact on airport traffic capacity at existing public use airports. Broadcast in the 3.7 to 3.98 GHz frequency (5G C band) currently causes errors in certain aircraft radio altimeters and the FAA has determined they cannot be relied upon to perform their intended function when experiencing interference from wireless broadband operations in the 5G C band. The FAA has adopted Airworthiness Directives for all transport and commuter category aircraft equipped with radio altimeters that prohibit certain operations when in the presence of 5G C band

This determination of no hazard is based upon those mitigations implemented by the FAA and operators of transport and commuter category aircraft, and helicopters operating in the vicinity of your proposed location. It is also based on telecommunication industry and FAA collaboration on acceptable power levels and other parameters as reflected in the FAA 5G C band evaluation process.

The FAA 5G C band compatibility evaluation is a data analytics system used by FAA to evaluate operational hazards related to aircraft design. The FAA 5G C band compatibility evaluation process refers to the process in which the telecommunication companies and the FAA have set parameters, such as power output, locations, frequencies, and tilt angles for antenna that mitigate the hazard to aviation. As the telecommunication companies and FAA refine the tools and methodology, the allowable frequencies and power levels may change in the FAA 5G C band compatibility evaluation process. Therefore, your proposal will not have a substantial adverse effect on the safe and efficient use of the navigable airspace by aircraft provided the equipment and emissions are in compliance with the parameters established through the FAA 5G C band compatibility evaluation process.

Any future changes that are not consistent with the parameters listed in the FAA 5G C band compatibility evaluation process will void this determination of no hazard.

Frequency Data for ASN 2024-AEA-5696-OE

LOW FREQUENCY	HIGH FREQUENCY	FREQUENCY UNIT	ERP	ERP UNIT
6	7	GHz	55	dBW
6	7	GHz	42	dBW
10	11.7	GHz	55	dBW
10	11.7	GHz	42	dBW
17.7	19.7	GHz	55	dBW
17.7	19.7	GHz	42	dBW
21.2	23.6	GHz	55	dBW
21.2	23.6	GHz	42	dBW
614	698	MHz	2000	W
614	698	MHz	1000	W
698	806	MHz	1000	W
806	901	MHz	500	W
806	824	MHz	500	W
824	849	MHz	500	W
851	866	MHz	500	W
869	894	MHz	500	W
896	901	MHz	500	W
901	902	MHz	7	W
929	932	MHz	3500	W
930	931	MHz	3500	W
931	932	MHz	3500	W
932	932.5	MHz	17	dBW
935	940	MHz	1000	W
940	941	MHz	3500	W
1670	1675	MHz	500	W
1710	1755	MHz	500	W
1850	1910	MHz	1640	W
1850	1990	MHz	1640	W
1930	1990	MHz	1640	W
1990	2025	MHz	500	W
2110	2200	MHz	500	W
2305	2360	MHz	2000	W
2305	2310	MHz	2000	W
2345	2360	MHz	2000	W
2496	2690	MHz	500	W
3700	3800	MHz	1662.65	W

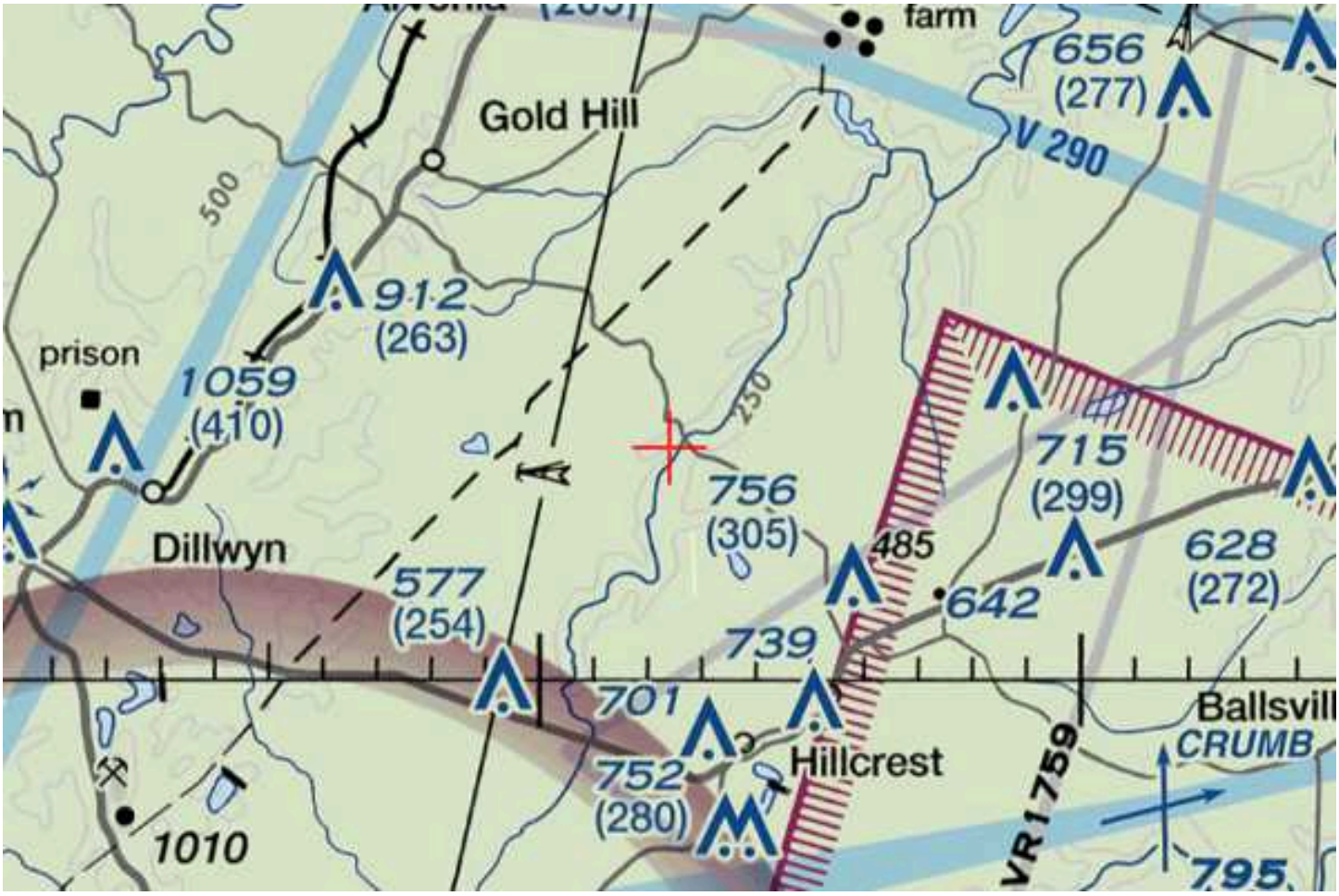

farm
656
(277)
Gold Hill
V 290
500
912
(263)
prison
1059
(410)
250
715
(299)
756
(305)
Dillwyn
485
628
(272)
642
577
(254)
739
701
Ballsvill
CRUMB
Hillcrest
752
(280)
1010
VR1759
795

Exhibit “3”

July 27, 2023

J. Daughtrey, PE
Engineering Project Manager
NETWORK BUILDING + CONSULTING
120 Eastshore Drive | Suite 300 | Glen Allen, VA | 23059

RE: 197' Sabre Monopole for Trents Mill, VA

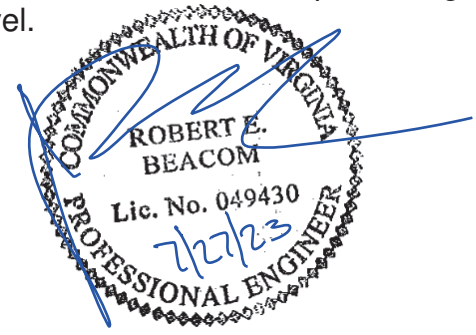
Dear Mr. Daughtrey,

Upon receipt of order, we propose to design and supply the above referenced monopole for a Basic Wind Speed of 110 mph and 30 mph with 1.5" ice, Risk Category II, Exposure Category C, and Topographic Category 1, in accordance with the Telecommunications Industry Association Standard ANSI/TIA-222-H, "Structural Standard for Antenna Supporting Structures and Antennas".

When designed according to this standard, the wind pressures and steel strength capacities include several safety factors, resulting in an overall minimum safety factor of 25%. Therefore, it is highly unlikely that the monopole will fail structurally in a wind event where the design wind speed is exceeded within the range of the built-in safety factors.

Should the wind speed increase beyond the capacity of the built-in safety factors, to the point of failure of one or more structural elements, the most likely location of the failure would be within the monopole shaft, above the base plate. Assuming that the wind pressure profile is similar to that used to design the monopole, the monopole will buckle at the location of the highest combined stress ratio within the monopole shaft. This is likely to result in the portion of the monopole above leaning over and remaining in a permanently deformed condition. Please note that this letter only applies to the above referenced monopole designed and manufactured by Sabre Towers & Poles. The fall radius for the monopole design described above is within a radius equal to 50' at ground level.

Sincerely,



Robert E. Beacom, P.E., S.E.
Engineering Manager

Exhibit “4”

RF EMISSIONS COMPLIANCE REPORT

Prepared for:

Verizon Wireless

Site:

Trents Mill
805 Trents Mill Road
Cumberland, VA, 23040
37.557, -78.2936

September 12, 2023

This site will be in compliance with FCC Regulations and MPE Limits:

Verizon Wireless Is 1.747% of General Population (GP) Limit
(0.349% of Occupational (Occ) Limit)

Certification

I have reviewed this RF Emissions assessment report and believe it to be both true and accurate to the best of my knowledge.

David Hamilton Kiser
Registered Professional Engineer (Electrical)
Commonwealth of Virginia
Number 0402048906, 12/31/2023
Date: 2023-September-15

Analysis completed using Waterford's NIERTool© software

Only clients and client representatives are authorized to provide input data through the Waterford web portal. In securing that authorization, clients and client representatives warrant the accuracy of all input data. Waterford Consultants, LLC attests to the accuracy of the engineering calculations. Waterford also attests that the results of those engineering calculations are correctly summarized in this report.

Copyright 2005-2019 NIERTool.com, LLC.
All rights reserved

7430 New Technology Way Suite 150 Frederick, MD 21703 (703) 596-1022 Phone www.waterfordconsultants.com

RF EMISSIONS COMPLIANCE STATEMENT

Site:
Trents Mill
805 Trents Mill Road
Cumberland, VA, 23040

Compliance Statement

Subject site COMPLIES with Radiofrequency Radiation Exposure Limits of 47 C.F.R. §§ 1.1307(b)(3) and 1.1310.

Ground Level Site Summary

Predicted cumulative RF power density at ground level as a percentage of the FCC General Population limits. This result is the sum of the maximum ground level MPE for each RF emitter by band of operation. Sites below 100% are in full compliance.

Source	Predicted Power Density, % of Limit (GP)
Verizon Wireless 700 MHz	0.112 %
Verizon Wireless 850 MHz	0.080 %
Verizon Wireless 1900 MHz	0.177 %
Verizon Wireless 2100 MHz	0.105 %
Verizon Wireless 3700 MHz	1.273 %
Sum of Listed Sources	**1.747%**

Technical Framerwork: Basis for Compliance Statement

The compliance framework is derived from the Federal Communications Commission (FCC) Rules and Regulations for preventing human exposure in excess of the applicable Maximum Permissible Exposure ("MPE") limits listed in Table 1 of 47 C.F.R. § 1.1310. Calculations using input data provided to Waterford by client or client's representative numerically confirm the subject site can operate at a 100% duty cycle without exceeding the FCC MPE limits in areas of uncontrolled access.

At this site, the radio frequency (RF) power density resulting from each transmitter at any location may be expressed as a percentage of the frequency-specific limits and added to determine if 100% of the exposure limit has been exceeded. The FCC Rules define two tiers of permissible exposure differentiated by the situation in which the exposure takes place and/or the status of the individuals who are subject to exposure. General Population / Uncontrolled exposure limits apply to those situations in which persons may not be aware of the presence of electromagnetic energy, where exposure is not employment related, or where persons cannot exercise control over their exposure. Occupational / Controlled exposure limits apply to situations in which persons are exposed as a consequence of their employment, have been made fully aware of the potential for exposure, and can exercise control over their exposure. Based on the criteria for these classifications, continuous exposure to RF power density levels below the FCC General Population limits is not hazardous. The FCC General Population limits are 5 times more restrictive than the Occupational limits..

	Limits for General Population/ Uncontrolled Exposure		*Limits for Occupational/ Controlled Exposure*	
Frequency (MHz)	Power Density (mW/cm^2)	Averaging Time (minutes)	Power Density (mW/cm^2)	Averaging Time (minutes)
30-300	0.2	30	1	6
300-1500	f/1500	30	f/300	6
1500-100,000	1.0	30	5.0	6

In situations where the predicted MPE exceeds the General Population threshold in an accessible area because of emissions from multiple transmitters, FCC licensees that contribute greater than 5% of the aggregate MPE share responsibility for mitigation.

For any location where radiofrequency (RF) power densities exceed 100% MPE of the General Population limits, access controls with appropriate RF alerting signage must be available to be visible upon approach from any direction to provide notification of potential conditions within these areas. Subject to other site security requirements, occupational personnel should be trained in RF safety and equipped with personal protective equipment (e.g. RF personal monitor) designed for safe work in the vicinity of RF emitters. Waterford Consultants, LLC recommends that any work activity in these designated areas or in front of any transmitting antennas be coordinated with the wireless operators.

Predictive Modeling

Based on the computational guidelines set forth in FCC Office of Engineering and Technology, Bulletin 65 ("OET65"), Waterford Consultants, LLC has developed software to predict the overall MPE possible at any particular location given the spatial orientation and operating parameters of multiple RF sources. These theoretical results represent worst-case predictions as emitters are assumed to be operating at 100% duty cycle.

The tabular analysis in this report calculates the spatial peak power density produced at ground level from each RF emitter. The far field power density in milliWatts per square centimeter is expressed as Sff = 33.4 x ERP / R2 where ERP is the Effective Radiated Power along a specific azimuth in Watts and R is the distance from the antenna radiation center in meters. The antenna manufacturer's horizontal and vertical radiation patterns have been considered in determining the ERP in any direction. This computation is based on the maximum ERP and includes a 1.6-fold increase in field strength due to ground reflection. The result provides a conservative estimate of spatially averaged power density at ground level and may be higher than predicted MPE in the graphical plots described below.

As the limits are frequency dependent, the contribution of any RF source at a specific location may be expressed as a percentage of the FCC General Population MPE limits at the associated operating frequency. The percentage contributions from all RF sources are added to determine the overall exposure level. If this result is less than 100%, the predicted cumulative exposure level is below the General Population limits set forth in the FCC Rules. The cumulative MPE depicted on the summary page is the summation of maximum MPE values for each emitter regardless of antenna orientation.

A graphical plot of calculated spatially averaged RF power density, based on the Cylindrical Model as described in OET65, predicts spatially averaged MPE conditions at areas in near proximity to the antenna. In the vertical display, predicted MPE is depicted at the center of the 6 ft vertical zone that a person could occupy.

Qualifications of Waterford

With more than 100 team-years of experience, Waterford Consultants, LLC [Waterford] provides technical consulting services to clients in the radio communications and antenna locating industry. Waterford retains professional engineers who are placed in responsible charge of the processes for analysis.

Waterford is familiar with 47 C.F.R. § § 1.1307(b)(3) and 1.1310 along with the general Rules, Regulations and policies of the FCC. Waterford work processes incorporate all specifications of FCC Office of Engineering and Technology, Bulletin 65 ("OET65"), from the website: www.fcc.gov/oet/rfsafety and follow criteria detailed in 47 CFR § 1.1310 "Radiofrequency radiation exposure Limits".

Within the technical and regulatory framework detailed above, Waterford developed tools according to recognized and generally accepted good engineering practices. Permissible exposure limits are band specific, and the Waterford computerized modeling tools correctly calculate permissible exposure based on the band(s) specified in the input data. Only clients and client representatives are authorized to provide input data through the Waterford web portal. In securing that authorization, clients and client representatives attest to the accuracy of all input data.

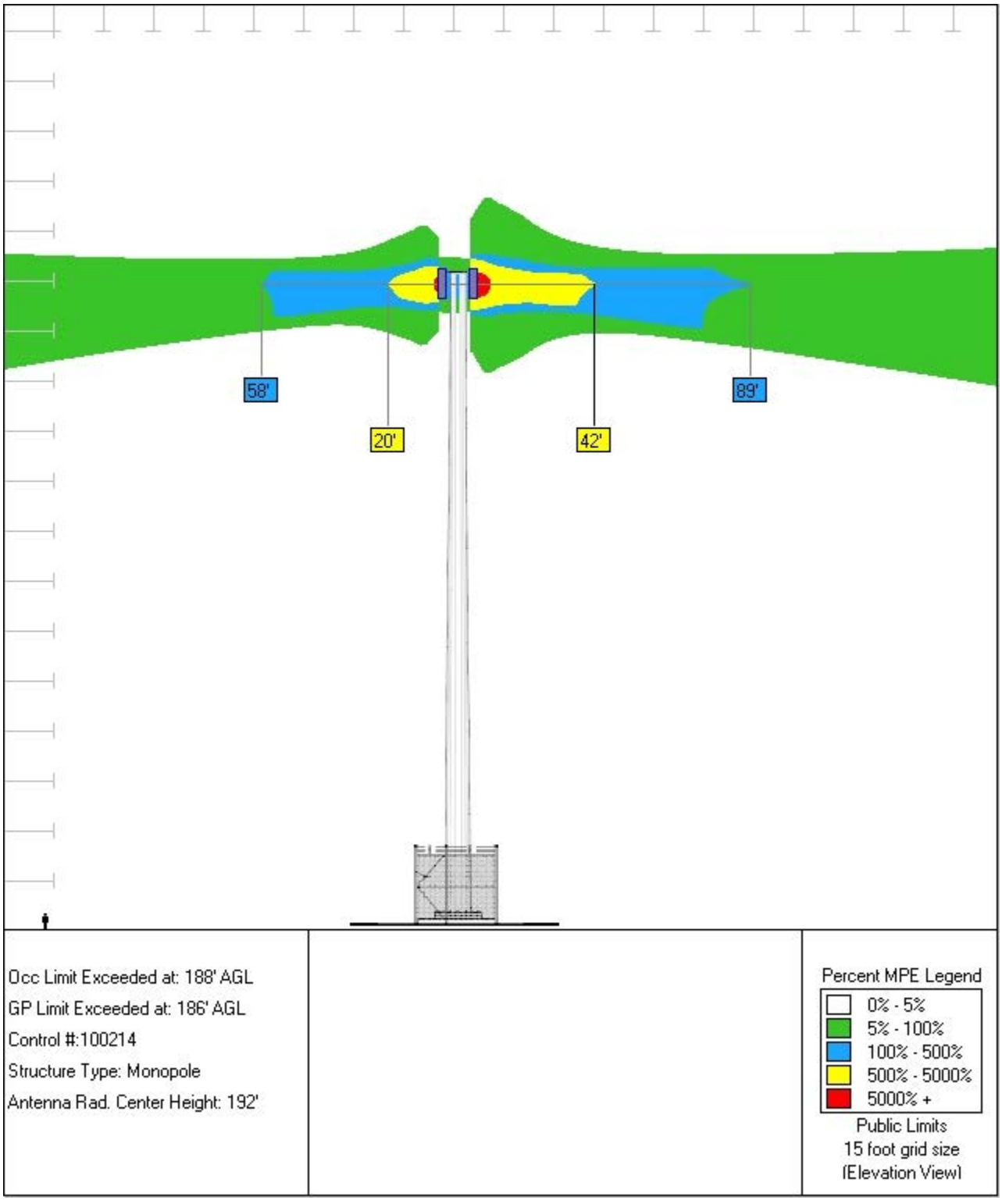
Waterford Consultants, LLC attests to the accuracy of the engineering calculations computed by those modeling tools. Furthermore, Waterford attests that the results of those engineering calculations are correctly summarized in this report.

Antenna Inventory

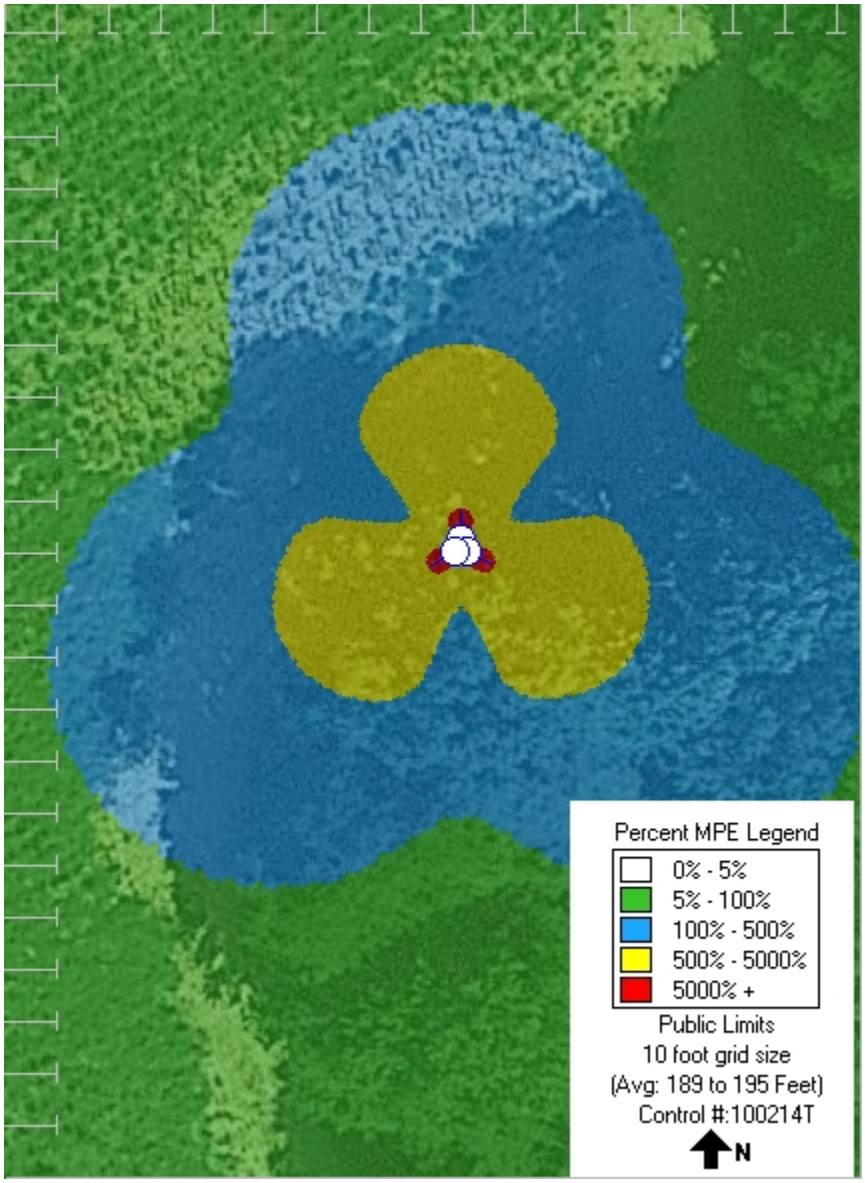
#	Operator	Make	Model	Freq (MHz)	Az (deg)	Tilt (deg)	HorBW (deg)	Ant (ft)	TPO (w)	Paths	Loss (db)	Ant Gain	Radiated Power (W)	RC AGL (ft)
1	Verizon Wireless	COMMSCOPE	NHH-65C-R2B 00DT 700	700	0	0	65	8	40	4	0	13.2dBd	3342.870 ERP	192
2	Verizon Wireless	COMMSCOPE	NHH-65C-R2B 00DT 700	700	120	0	65	8	40	4	0	13.2dBd	3342.870 ERP	192
3	Verizon Wireless	COMMSCOPE	NHH-65C-R2B 00DT 700	700	240	0	65	8	40	4	0	13.2dBd	3342.870 ERP	192
4	Verizon Wireless	COMMSCOPE	NHH-65C-R2B 00DT 850	850	0	0	62	8	40	4	0	13.53dBd	3606.780 ERP	192
5	Verizon Wireless	COMMSCOPE	NHH-65C-R2B 00DT 850	850	120	0	62	8	40	4	0	13.53dBd	3606.780 ERP	192
6	Verizon Wireless	COMMSCOPE	NHH-65C-R2B 00DT 850	850	240	0	62	8	40	4	0	13.53dBd	3606.780 ERP	192
7	Verizon Wireless	COMMSCOPE	NHH-65C-R2B 00DT 1900	1900	0	0	66	8	40	4	0	15.17dBd	8629.070 EIRP	192
8	Verizon Wireless	COMMSCOPE	NHH-65C-R2B 00DT 1900	1900	120	0	66	8	40	4	0	15.17dBd	8629.070 EIRP	192
9	Verizon Wireless	COMMSCOPE	NHH-65C-R2B 00DT 1900	1900	240	0	66	8	40	4	0	15.17dBd	8629.070 EIRP	192
10	Verizon Wireless	COMMSCOPE	NHH-65C-R2B 00DT 2100	2100	0	0	62	8	40	4	0	15.82dBd	10022.220 EIRP	192
11	Verizon Wireless	COMMSCOPE	NHH-65C-R2B 00DT 2100	2100	120	0	62	8	40	4	0	15.82dBd	10022.220 EIRP	192
12	Verizon Wireless	COMMSCOPE	NHH-65C-R2B 00DT 2100	2100	240	0	62	8	40	4	0	15.82dBd	10022.220 EIRP	192
13	Verizon Wireless	Samsung	SON_MT6407 TB -3to10EDT 01.12.22 3700 VZW	3700	0	0	12	2.92	200	1	0	25.6dBi	72589.510 EIRP	192
14	Verizon Wireless	Samsung	SON_MT6407 TB -3to10EDT 01.12.22 3700 VZW	3700	120	0	12	2.92	200	1	0	25.6dBi	72589.510 EIRP	192
15	Verizon Wireless	Samsung	SON_MT6407 TB -3to10EDT 01.12.22 3700 VZW	3700	240	0	12	2.92	200	1	0	25.6dBi	72589.510 EIRP	192

ELEVATION DETAIL

[Predicted MPE depicted at the center of the 6 ft vertical zone that a person could occupy



TOP DOWN DETAIL



GROUND LEVEL MPE BY RF EMITTER

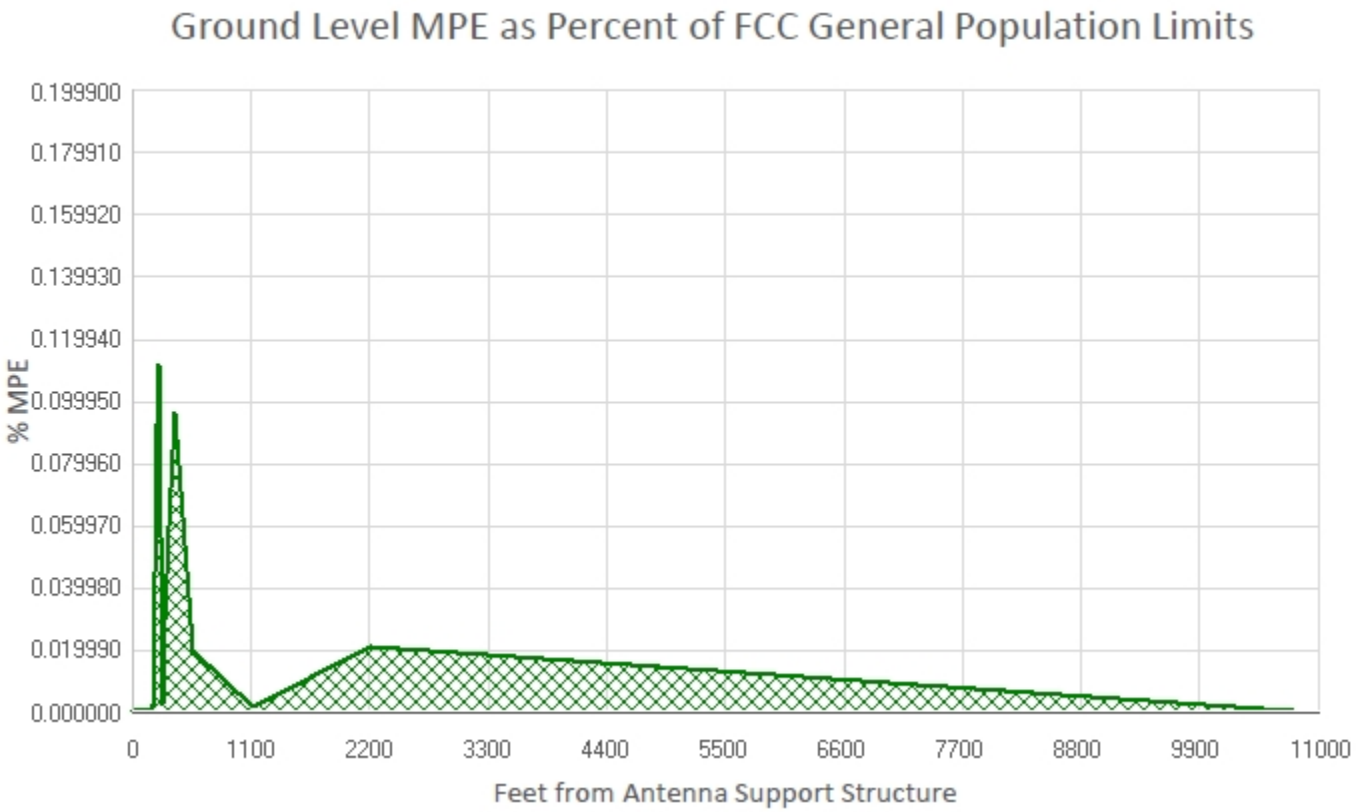
The maximum ground level MPE along the azimuth of orientation for each RF emitter by band of operation is listed below. The computational approach is described in the Predictive Modeling section. The maximum MPE by operator and band is contributive to the cumulative ground level MPE summary table presented above.

Verizon Wireless
Trents Mill
COMMSCOPE - NHH-65C-R2B 00DT 700 0° Sector

Maximum Exposure Limit - 700 MHz

Limit (GP): 466.000 μW/cm^2

ERP		**Height**		**Downtilt**	
(Watts)	3342.870	(feet)	192.000	(Degrees)	0



Maximum power density at ground level: 0.522 μW/cm^2

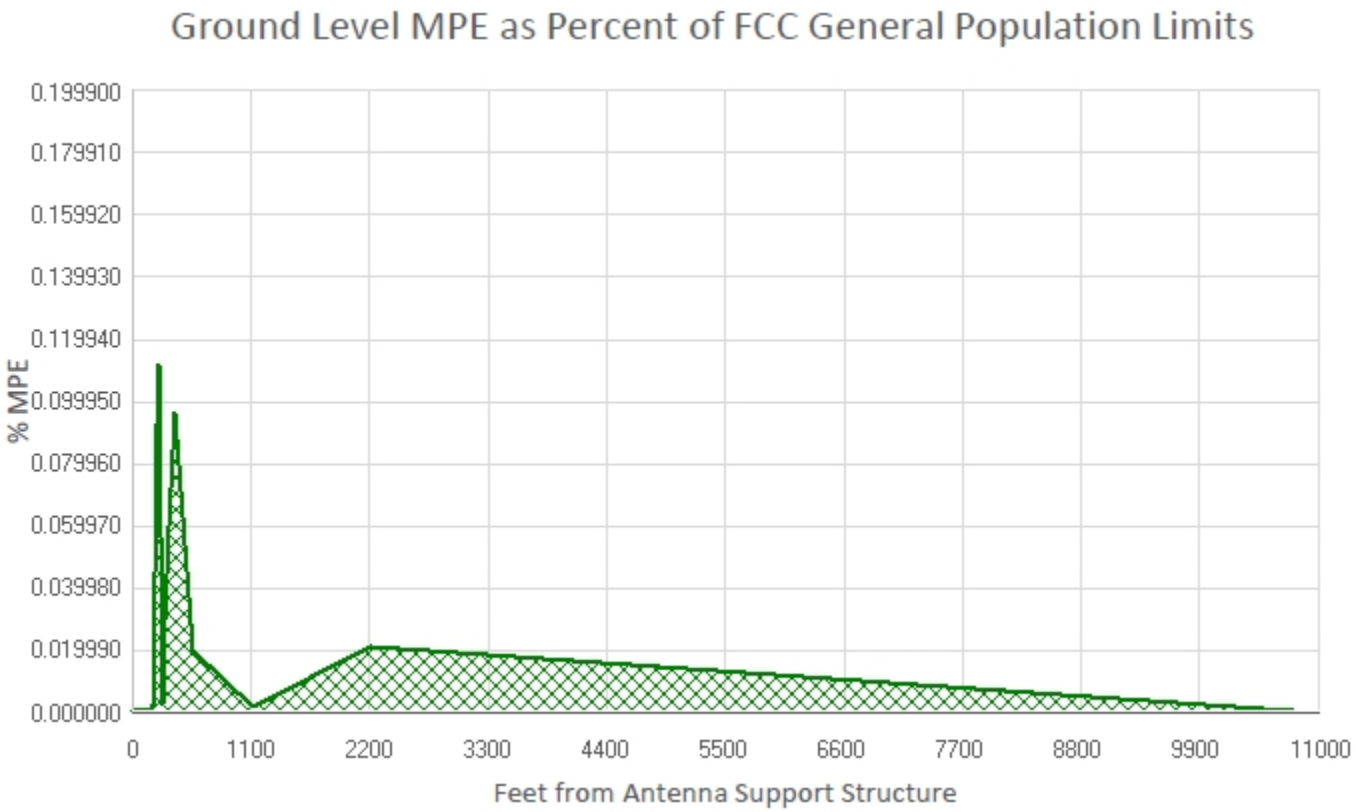
Highest percentage of Maximum Exposure Limit: 0.112 %

Verizon Wireless
Trents Mill
COMMSCOPE - NHH-65C-R2B 00DT 700 120° Sector

Maximum Exposure Limit - 700 MHz

Limit (GP): 466.000 μW/cm^2

ERP		Height		Downtilt	
(Watts)	3342.870	(feet)	192.000	(Degrees)	0



Maximum power density at ground level: 0.522 μW/cm^2

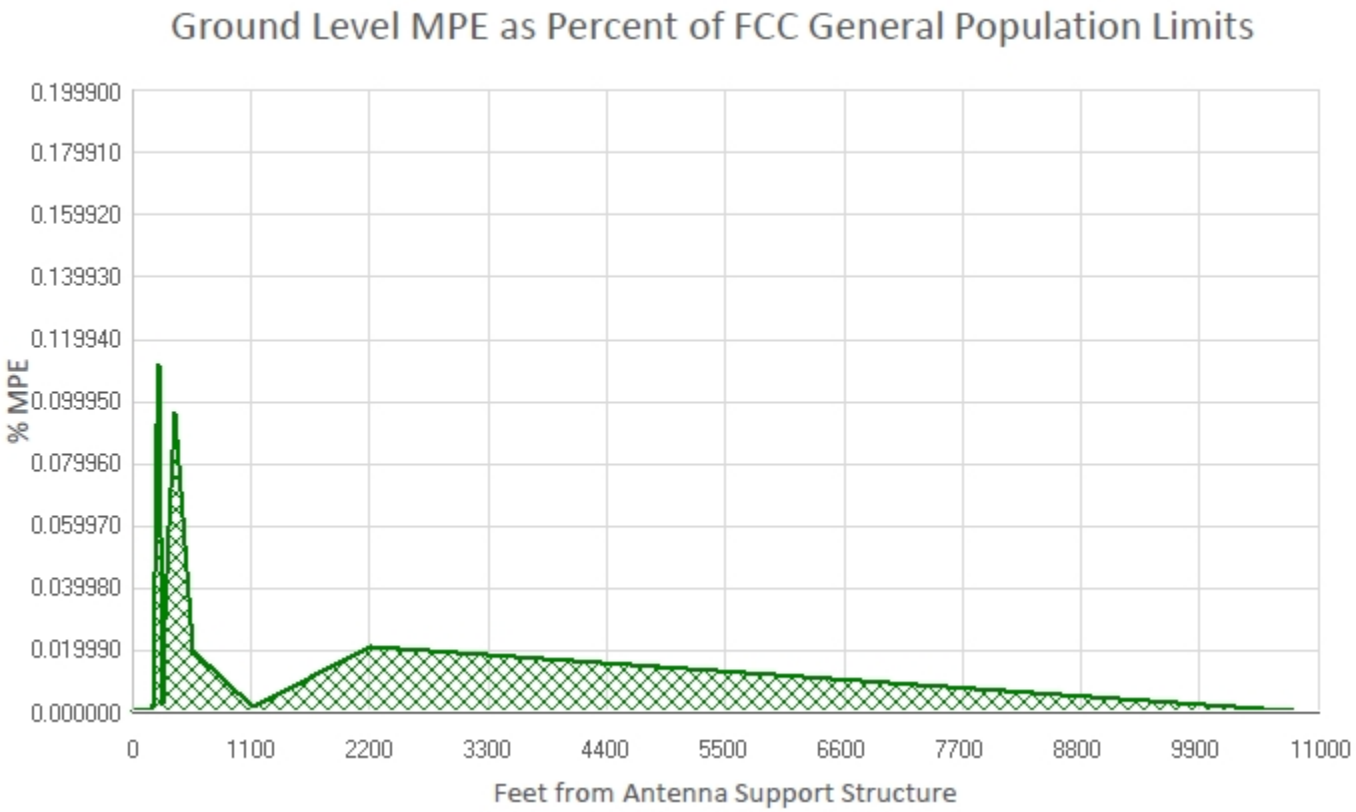
Highest percentage of Maximum Exposure Limit: 0.112 %

Verizon Wireless
Trents Mill
COMMSCOPE - NHH-65C-R2B 00DT 700 240° Sector

Maximum Exposure Limit - 700 MHz

Limit (GP): 466.000 μW/cm^2

ERP		**Height**		**Downtilt**	
(Watts)	3342.870	(feet)	192.000	(Degrees)	0



Maximum power density at ground level: 0.522 μW/cm^2

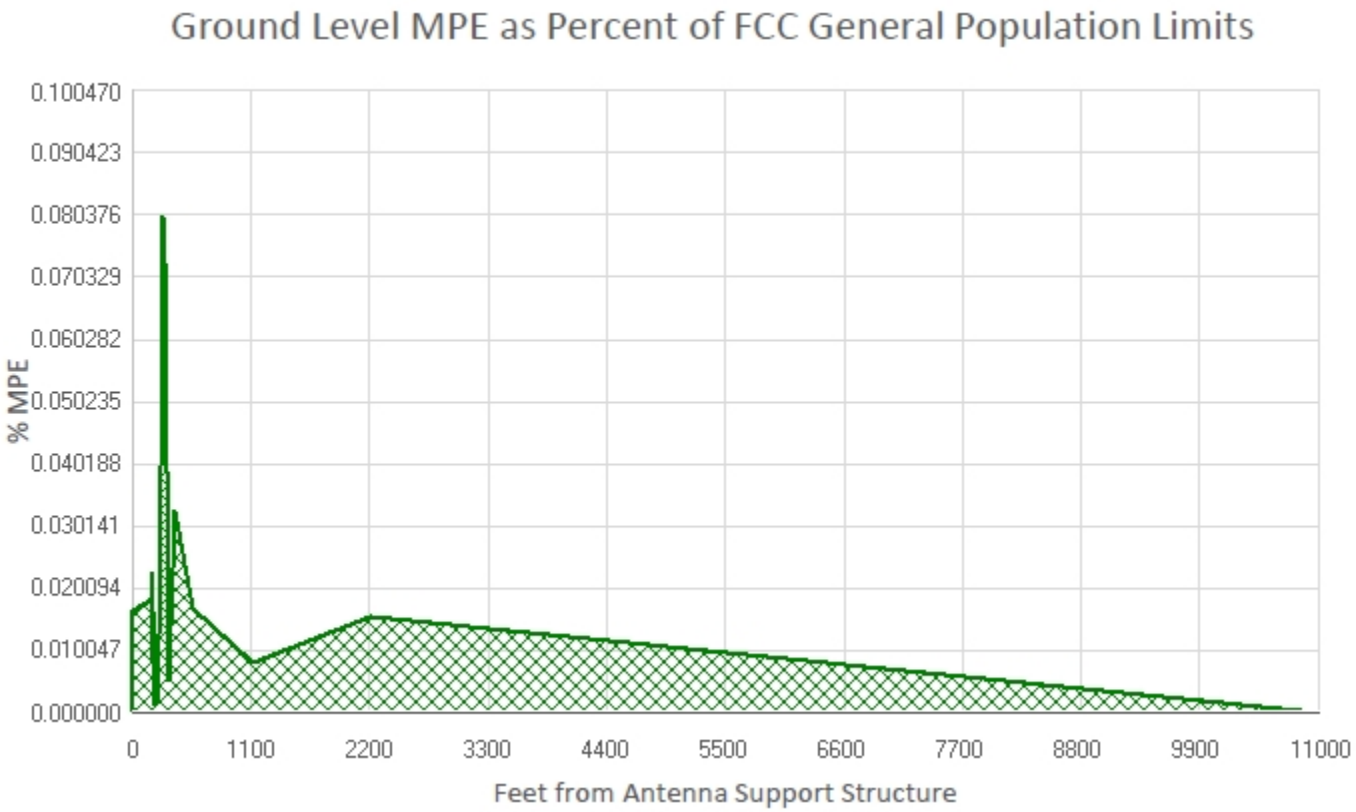
Highest percentage of Maximum Exposure Limit: 0.112 %

Verizon Wireless
Trents Mill
COMMSCOPE - NHH-65C-R2B 00DT 850 0° Sector

Maximum Exposure Limit - 850 MHz

Limit (GP): 566.000 μW/cm^2

ERP		**Height**		**Downtilt**	
(Watts)	3606.780	(feet)	192.000	(Degrees)	0



Maximum power density at ground level: 0.456 μW/cm^2

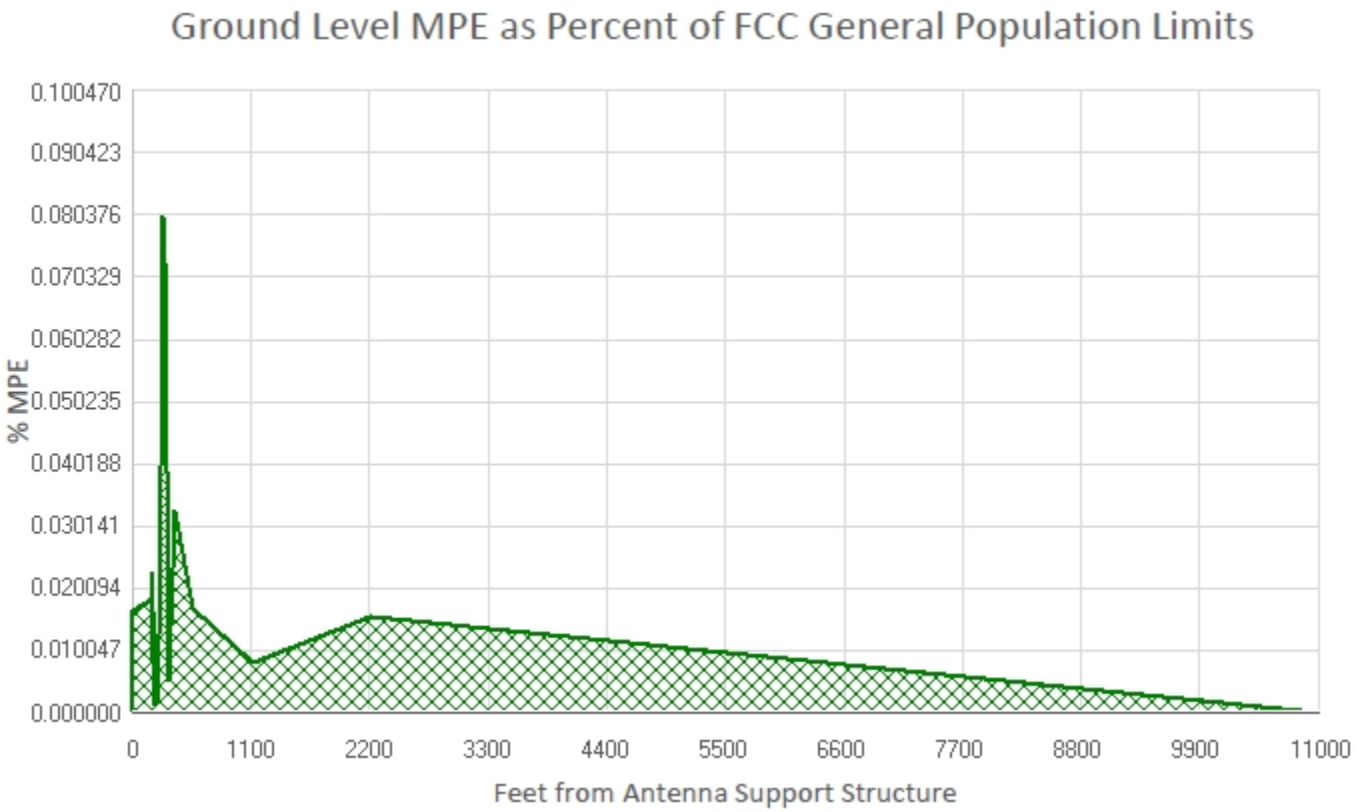
Highest percentage of Maximum Exposure Limit: 0.080 %

Verizon Wireless
Trents Mill
COMMSCOPE - NHH-65C-R2B 00DT 850 120° Sector

Maximum Exposure Limit - 850 MHz

Limit (GP): 566.000 μW/cm^2

ERP		**Height**		**Downtilt**	
(Watts)	3606.780	(feet)	192.000	(Degrees)	0



Maximum power density at ground level: 0.456 μW/cm^2

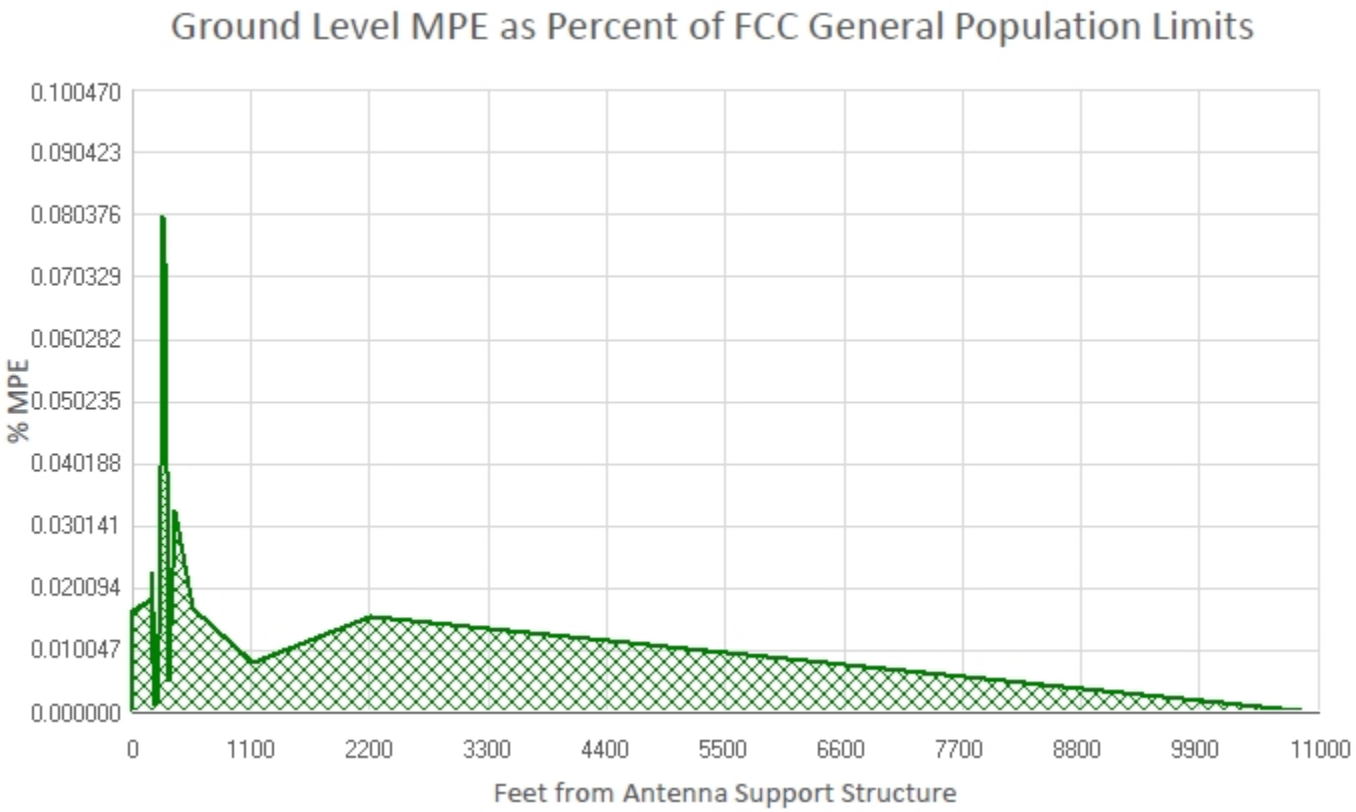
Highest percentage of Maximum Exposure Limit: 0.080 %

Verizon Wireless
Trents Mill
COMMSCOPE - NHH-65C-R2B 00DT 850 240° Sector

Maximum Exposure Limit - 850 MHz

Limit (GP): 566.000 μW/cm^2

ERP		**Height**		**Downtilt**	
(Watts)	3606.780	(feet)	192.000	(Degrees)	0



Maximum power density at ground level: 0.456 μW/cm^2

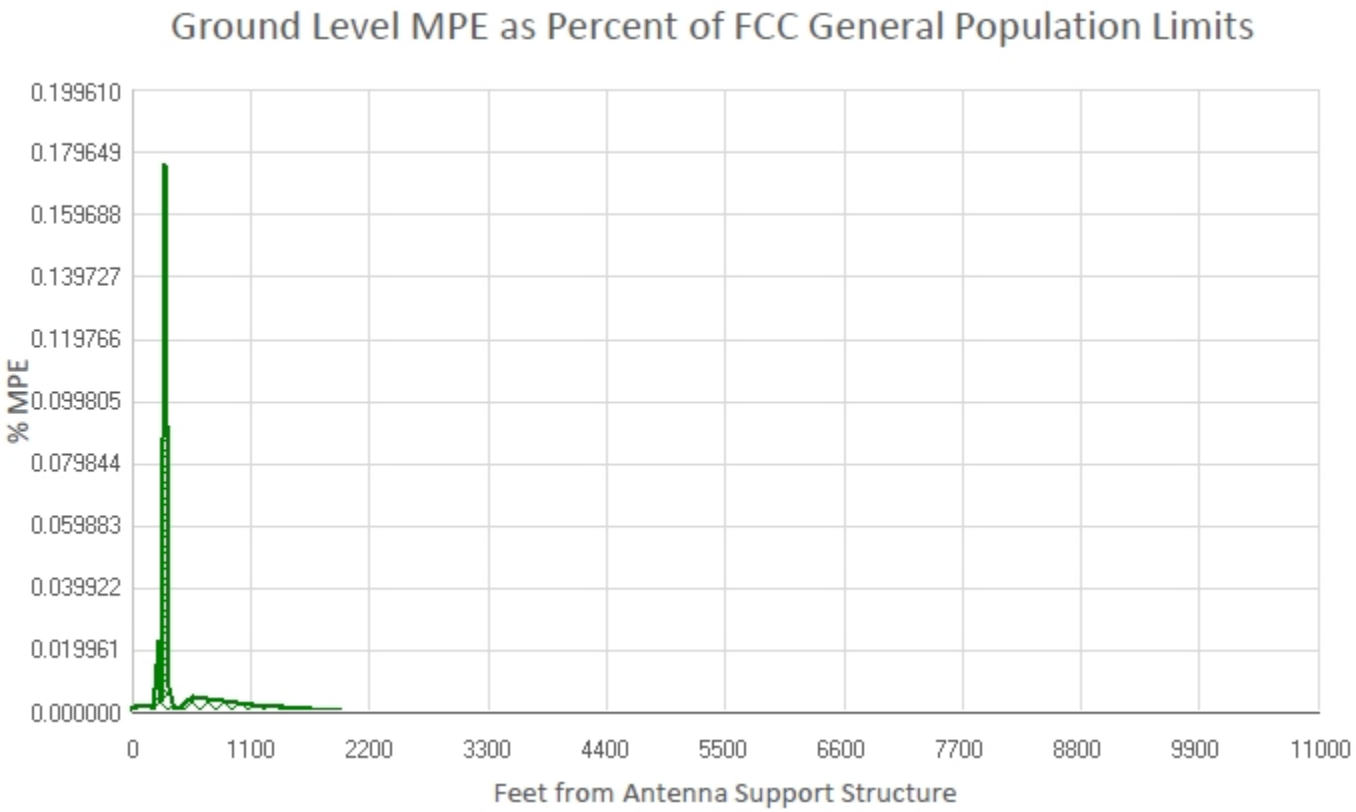
Highest percentage of Maximum Exposure Limit: 0.080 %

Verizon Wireless
Trents Mill
COMMSCOPE - NHH-65C-R2B 00DT 1900 0° Sector

Maximum Exposure Limit - 1900 MHz

Limit (GP): 1000.000 μW/cm^2

EiRP		**Height**		**Downtilt**	
(Watts)	8629.070	(feet)	192.000	(Degrees)	0



Maximum power density at ground level: 1.766 μW/cm^2

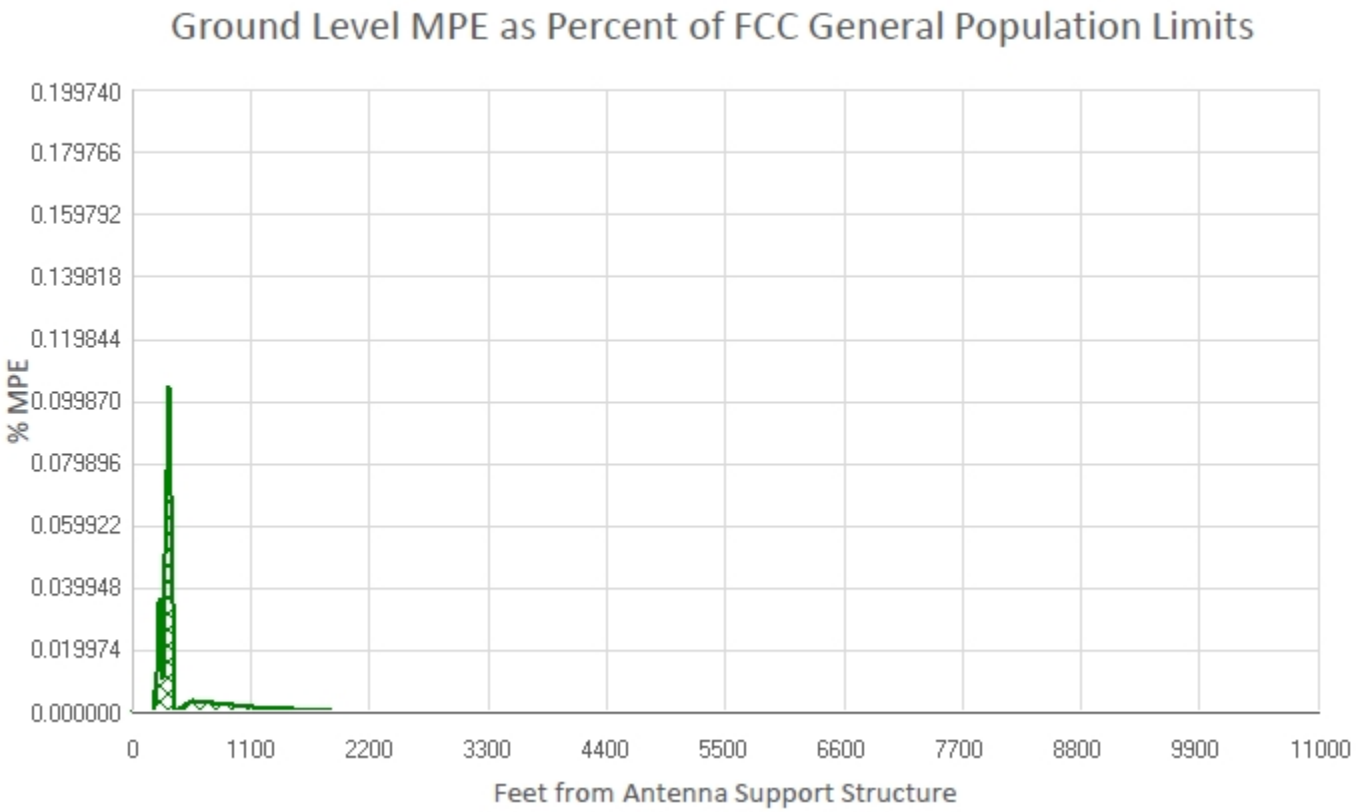
Highest percentage of Maximum Exposure Limit: 0.177 %

Verizon Wireless
Trents Mill
COMMSCOPE - NHH-65C-R2B 00DT 2100 0° Sector

Maximum Exposure Limit - 2100 MHz

Limit (GP): 1000.000 μW/cm^2

EiRP		**Height**		**Downtilt**	
(Watts)	10022.220	(feet)	192.000	(Degrees)	0



Maximum power density at ground level: 1.047 μW/cm^2

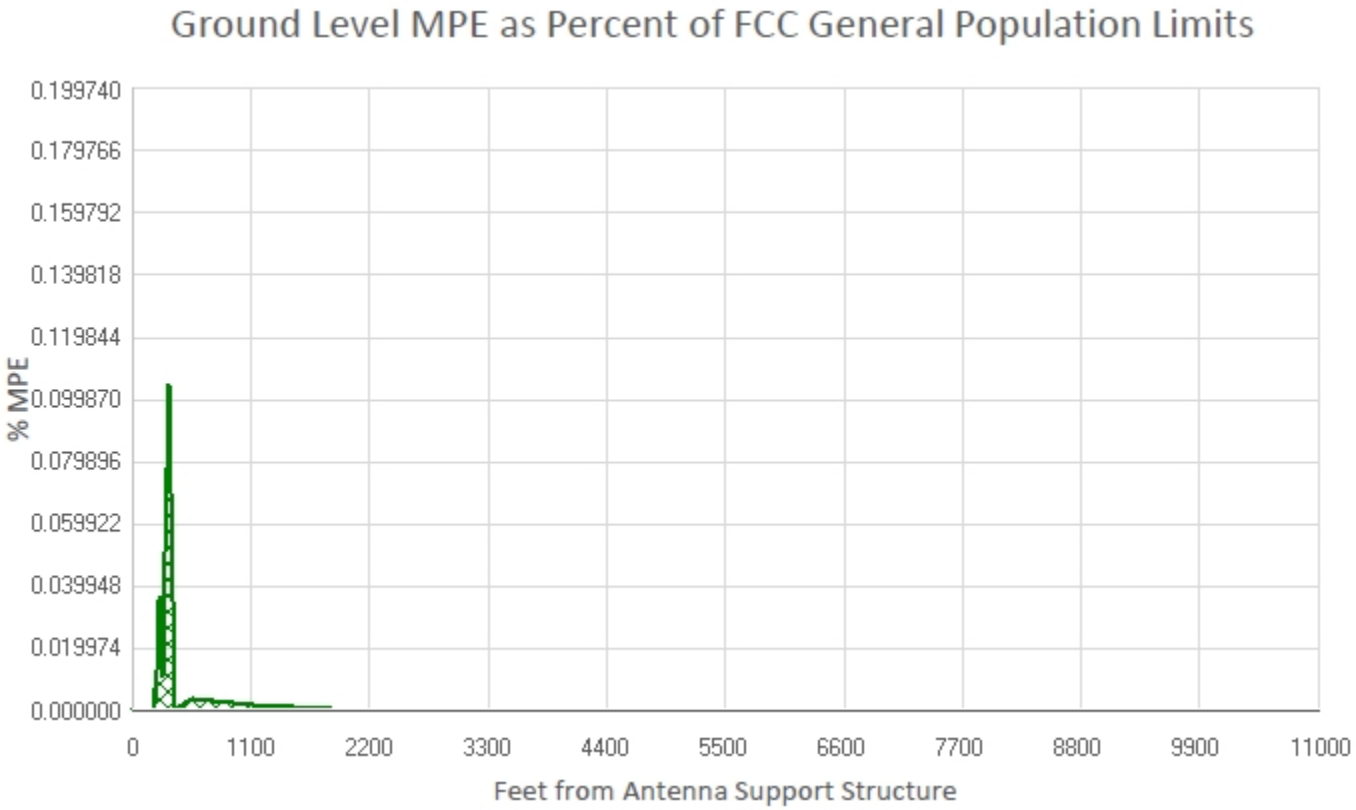
Highest percentage of Maximum Exposure Limit: 0.105 %

Verizon Wireless
Trents Mill
COMMSCOPE - NHH-65C-R2B 00DT 2100 120° Sector

Maximum Exposure Limit - 2100 MHz

Limit (GP): 1000.000 μW/cm^2

EiRP		**Height**		**Downtilt**	
(Watts)	10022.220	(feet)	192.000	(Degrees)	0



Maximum power density at ground level: 1.047 μW/cm^2

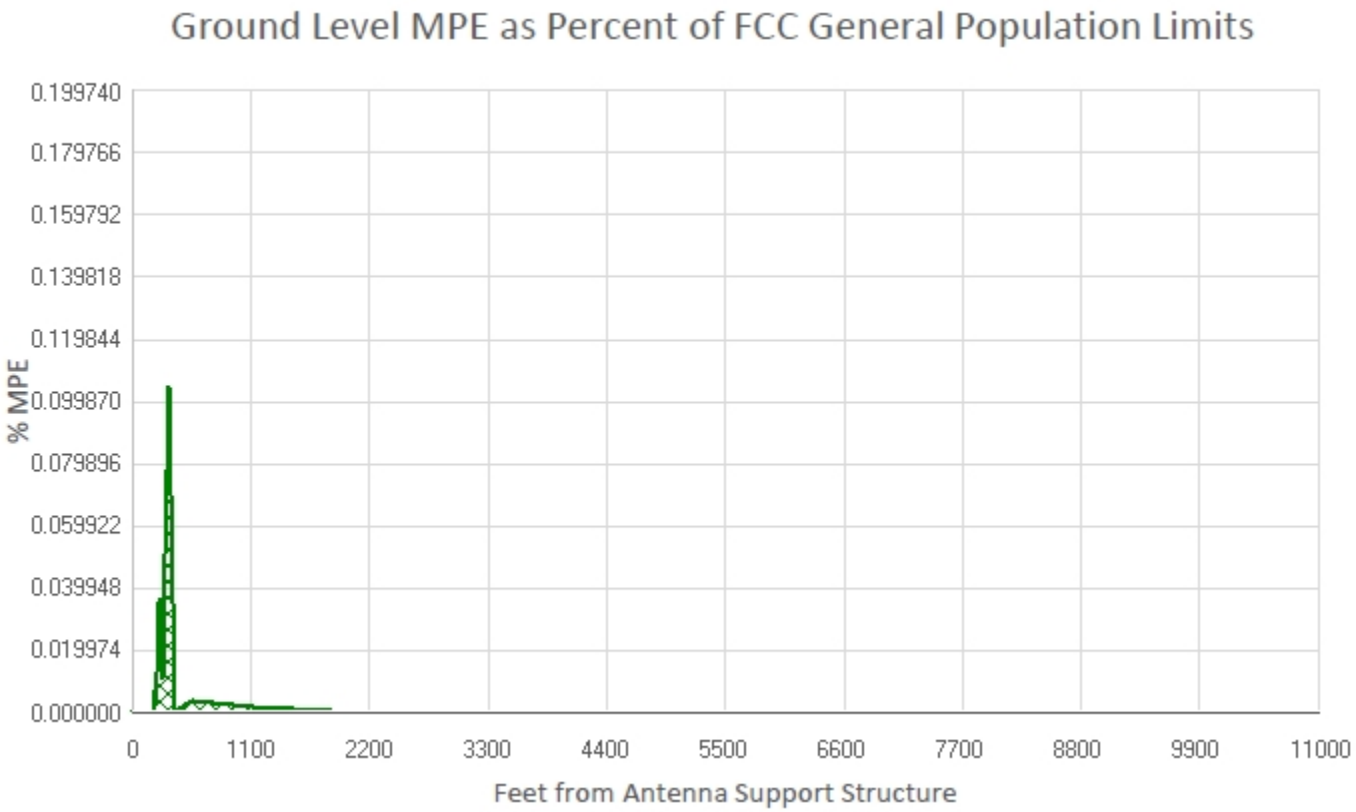
Highest percentage of Maximum Exposure Limit: 0.105 %

Verizon Wireless
Trents Mill
COMMSCOPE - NHH-65C-R2B 00DT 2100 240° Sector

Maximum Exposure Limit - 2100 MHz

Limit (GP): 1000.000 μW/cm^2

EiRP		**Height**		**Downtilt**	
(Watts)	10022.220	(feet)	192.000	(Degrees)	0



Maximum power density at ground level: 1.047 μW/cm^2

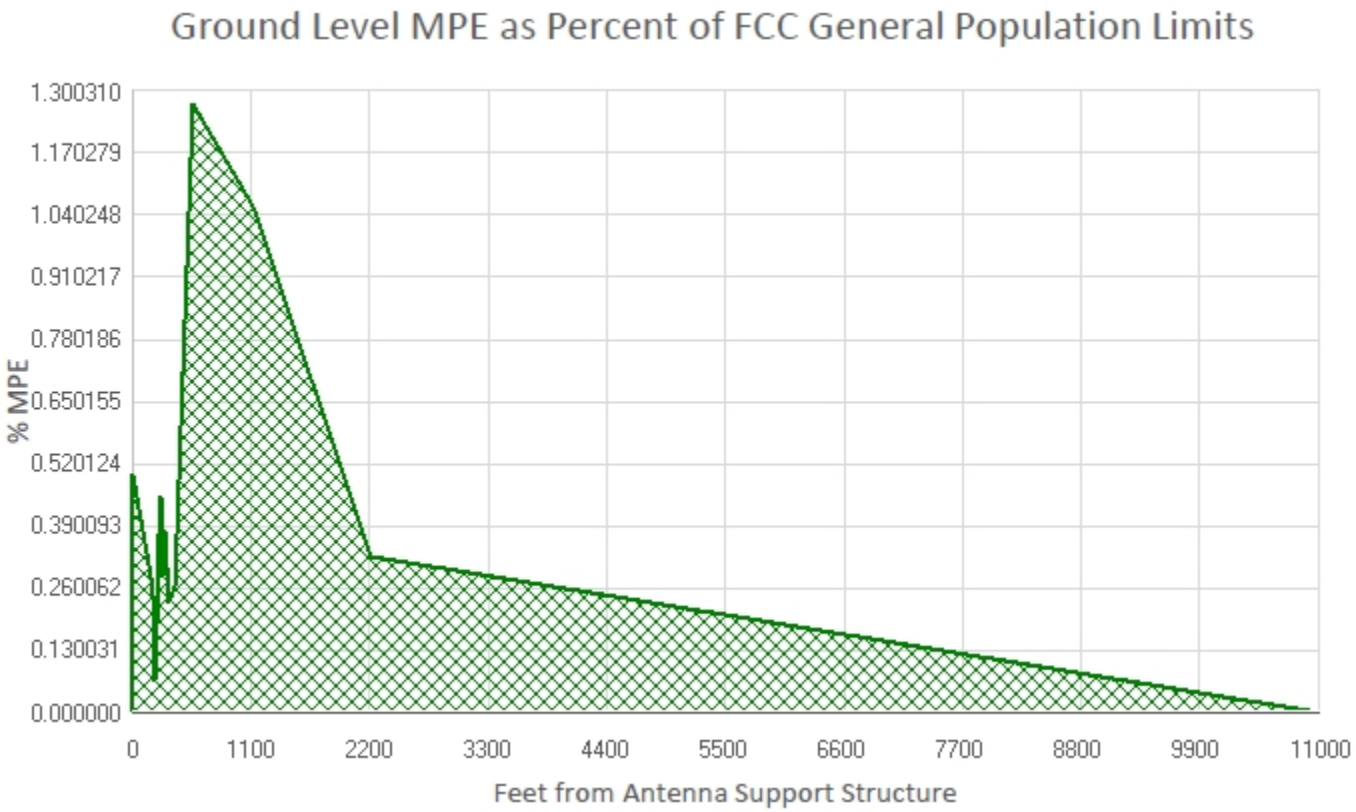
Highest percentage of Maximum Exposure Limit: 0.105 %

Verizon Wireless
Trents Mill
Samsung - SON_MT6407 TB -3to10EDT 01.12.22 3700 VZW 120° Sector

Maximum Exposure Limit - 3700 MHz

Limit (GP): 1000.000 μW/cm^2

EiRP		**Height**		**Downtilt**	
(Watts)	72589.510	(feet)	192.000	(Degrees)	0



Maximum power density at ground level: 12.733 μW/cm^2

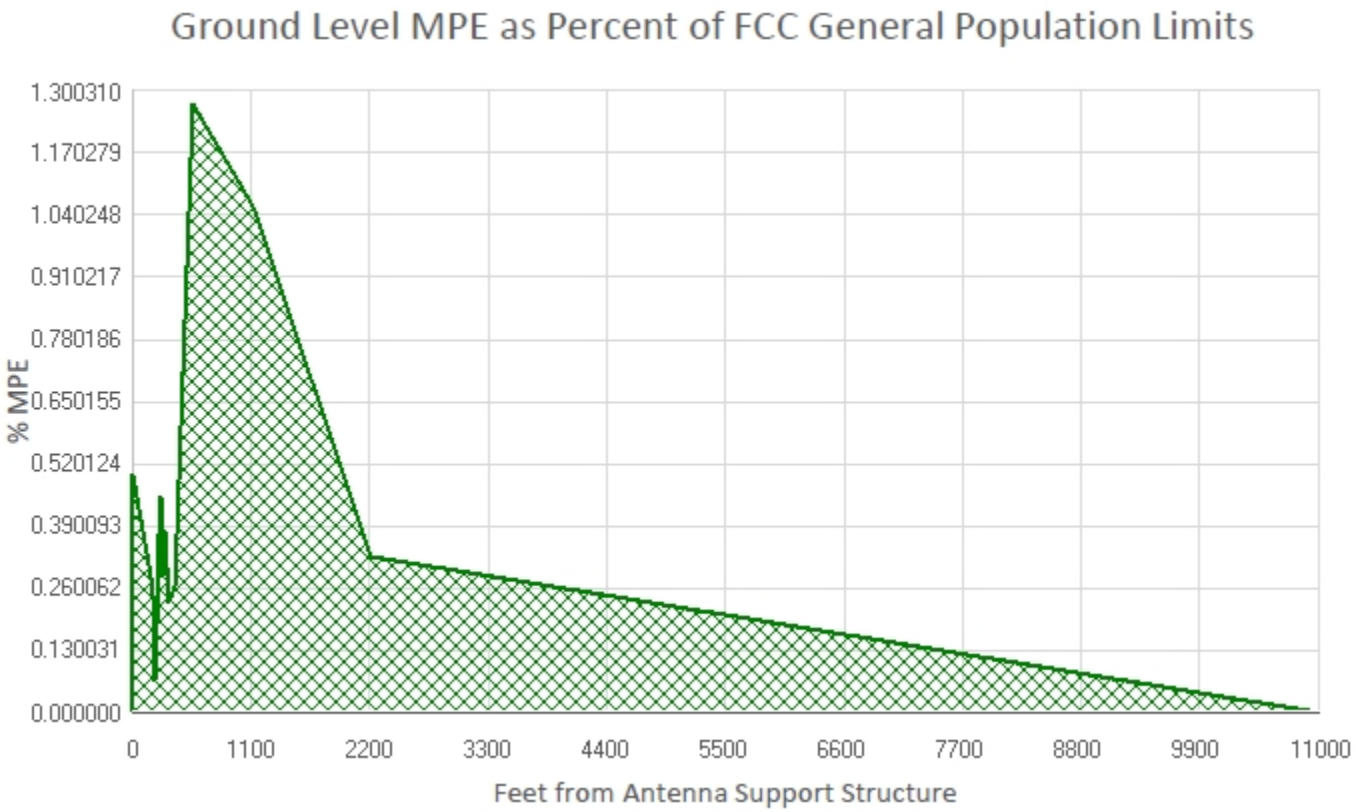
Highest percentage of Maximum Exposure Limit: 1.273 %

Verizon Wireless
Trents Mill
Samsung - SON_MT6407 TB -3to10EDT 01.12.22 3700 VZW 240° Sector

Maximum Exposure Limit - 3700 MHz

Limit (GP): 1000.000 μW/cm^2

EiRP		**Height**		**Downtilt**	
(Watts)	72589.510	(feet)	192.000	(Degrees)	0



Maximum power density at ground level: 12.733 μW/cm^2

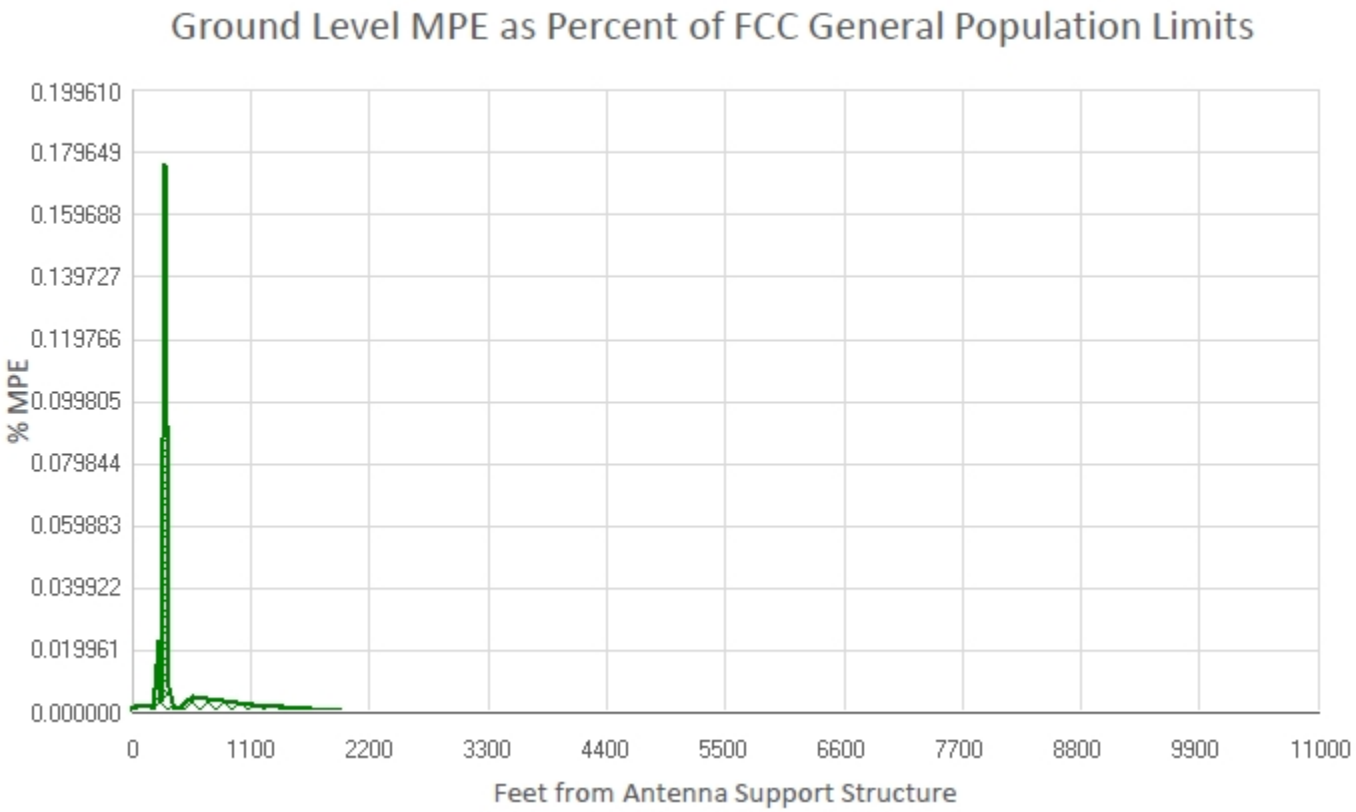
Highest percentage of Maximum Exposure Limit: 1.273 %

Verizon Wireless
Trents Mill
COMMSCOPE - NHH-65C-R2B 00DT 1900 120° Sector

Maximum Exposure Limit - 1900 MHz

Limit (GP): 1000.000 μW/cm^2

EiRP		**Height**		**Downtilt**	
(Watts)	8629.070	(feet)	192.000	(Degrees)	0



Maximum power density at ground level: 1.766 μW/cm^2

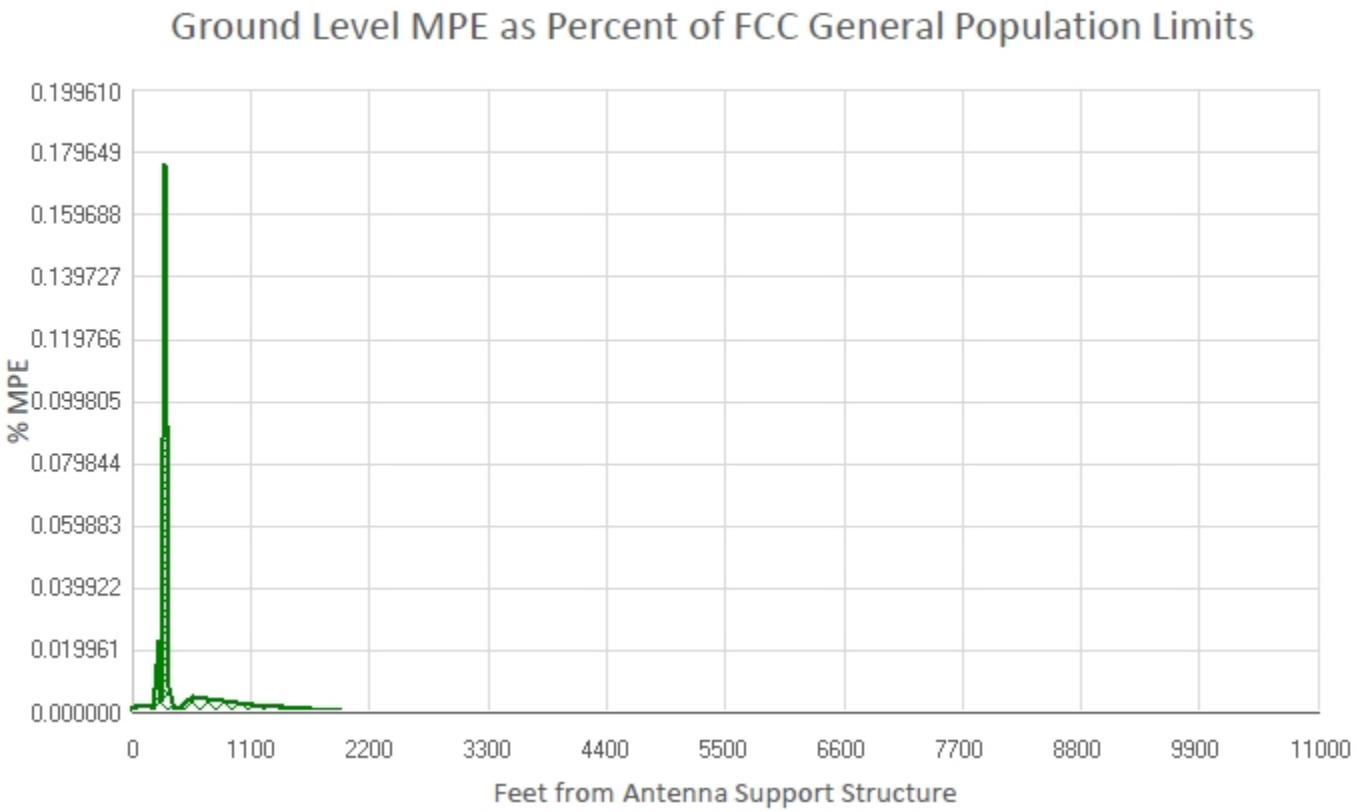
Highest percentage of Maximum Exposure Limit: 0.177 %

Verizon Wireless
Trents Mill
COMMSCOPE - NHH-65C-R2B 00DT 1900 240° Sector

Maximum Exposure Limit - 1900 MHz

Limit (GP): 1000.000 μW/cm^2

EiRP		**Height**		**Downtilt**	
(Watts)	8629.070	(feet)	192.000	(Degrees)	0



Maximum power density at ground level: 1.766 μW/cm^2

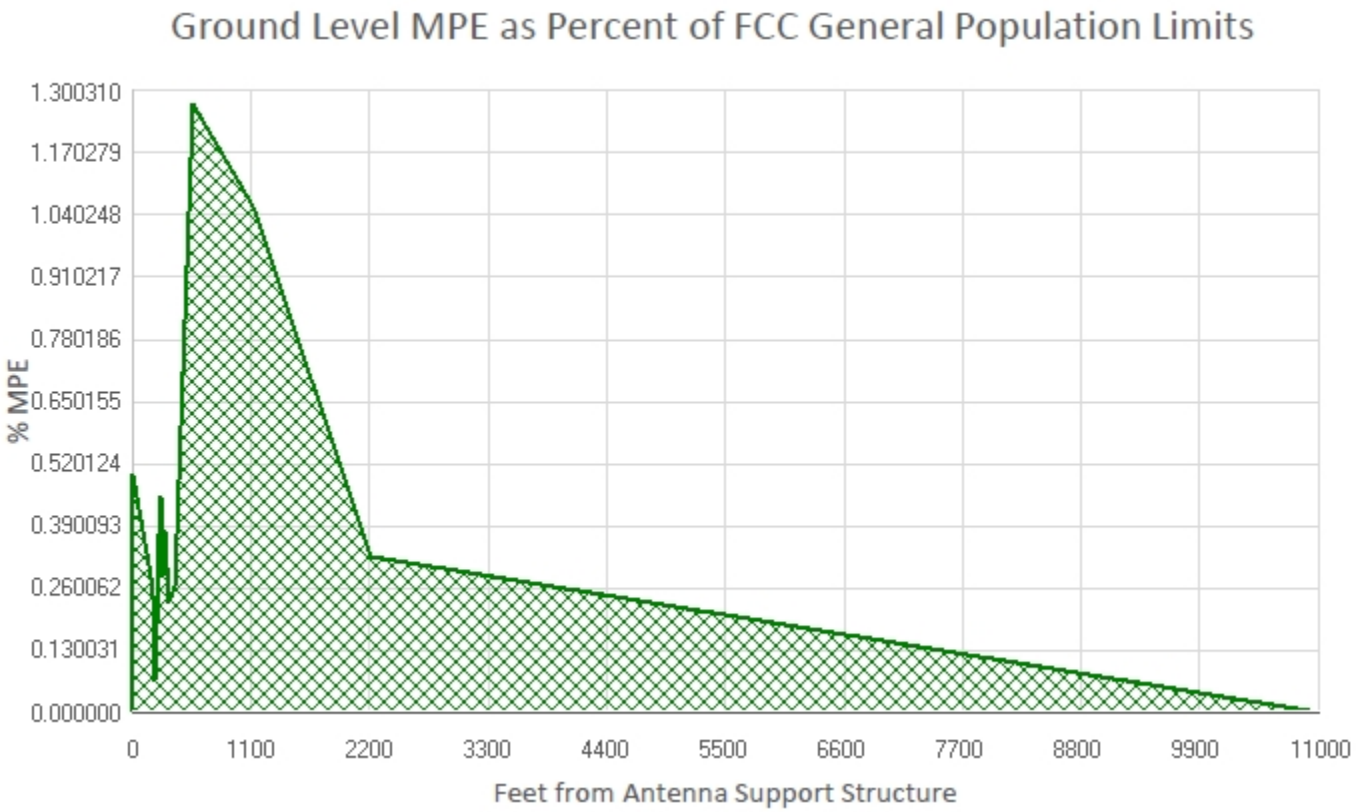
Highest percentage of Maximum Exposure Limit: 0.177 %

Verizon Wireless
Trents Mill
Samsung - SON_MT6407 TB -3to10EDT 01.12.22 3700 VZW 0° Sector

Maximum Exposure Limit - 3700 MHz

Limit (GP): 1000.000 μW/cm^2

EiRP		**Height**		**Downtilt**	
(Watts)	72589.510	(feet)	192.000	(Degrees)	0



Maximum power density at ground level: 12.733 μW/cm^2

Highest percentage of Maximum Exposure Limit: 1.273 %

Exhibit “5”

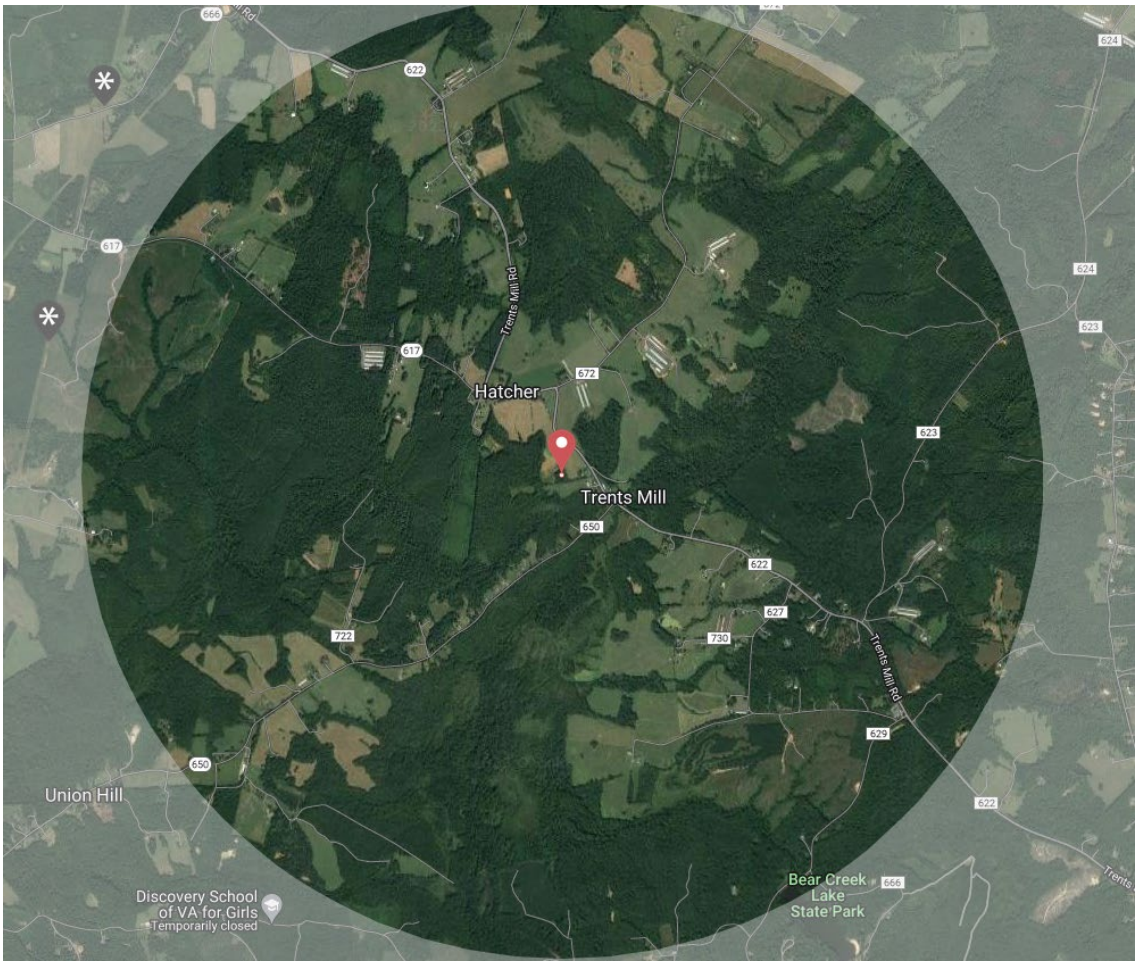
Arcola Towers: Trents Mill

Alternative Candidate Analysis

Arcola Towers submits this document to address alternative candidates it considered during its selection process. Verizon has a specific search ring in an area along the intersection of Routes 622 and 650 in Cumberland County with a requested antenna centerline of 192 ft.

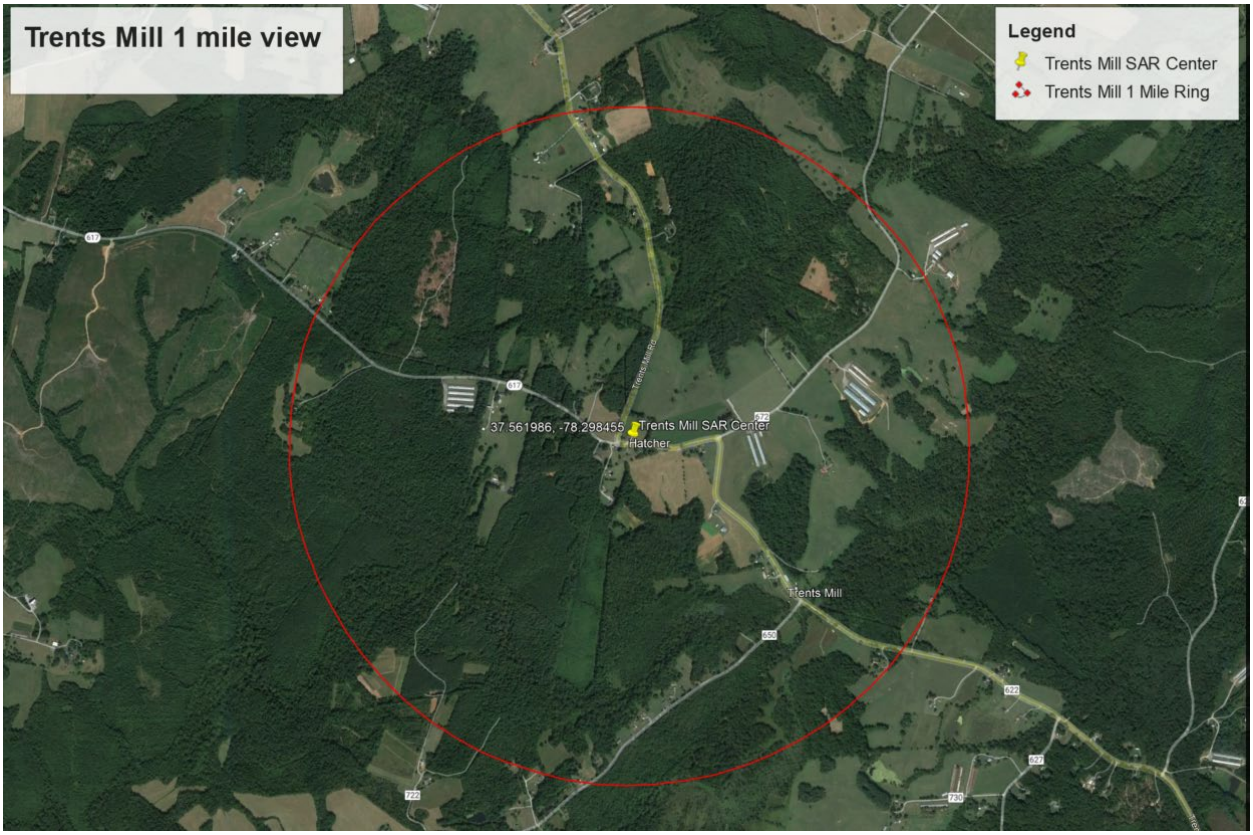
Existing Structures in the Search Ring

Arcola Towers was able to confirm there are no existing structures at 197 ft. in height within the specified search ring, nor within a reasonable distance outside of the search ring. Arcola Towers utilized existing databases (Tower Source, etc.) to determine the existence of nearby towers while confirming that information via driving in and around the search ring area vicinity.



Existing Structures outside of the Search Ring

Arcola Towers then located the nearest existing tower locations as shown on the attached map in a 1-mile radius:



This map illustrates a 1-mile radius from the proposed search ring center, and as shown on the map, there are no existing towers. The closest tower is 4.56 miles to the South-East of the search ring and will not cover the intended area.

Conclusion

As noted above, there are no existing structures of sufficient height within the described search ring, and as noted above, the closest existing tower to the Search Ring Center is 4.56 miles away and too far to cover Verizon's intended coverage area. Arcola has leased a property from a willing landlord whose property will be developed in accordance with Cumberland County regulations.

I certify that the foregoing is true and correct:

Ryan Foltz

Ryan Foltz on behalf of Arcola Towers

Exhibit “6”

June 9th, 2025

Stephanie Johnson
Planning Director & Zoning Administrator
Cumberland County Planning & Zoning
1 Courthouse Circle,
Cumberland, VA 23040
(804) 492-3520

Re: Arcola Towers- Site Name: Trents Mill- Site Location: 913 Trents Mill Road, Cumberland, VA 23040 (TMS # 39-A-8)- Telecommunication Facility- Collocation Policy Letter

Ms. Johnson,

Per Section 74-739(D) of the Cumberland County Code of Ordinances, Arcola Towers ensures that the proposed telecommunications facility is designed to accommodate Verizon Wireless and four (4) additional wireless broadband carriers. Arcola Towers, any future successors and assigns, shall allow any communication company to collocate on the tower at the prevailing market rate for this facility.

Please contact me should you have any questions.

Sincerely,

Ryan Foltz

Ryan Foltz
Senior Development Director

Exhibit “7”

Stephany Johnson
Planning Director |Zoning Administrator
1 Courthouse Circle, P.O. Box 110
Cumberland, VA 23040
(804) 492-3520

Re: Cumberland County, VA Code of Ordinances, Subdivision III, Section 74-739

Dear Ms. Johnson,

Arcola Towers and Verizon Wireless have taken several concerted steps to ensure the proposed facility, located at 913 Trents Mil]Road, Cumberland, VA, is sufficiently camouflaged to reduce the facility's visual impact on the surrounding community.

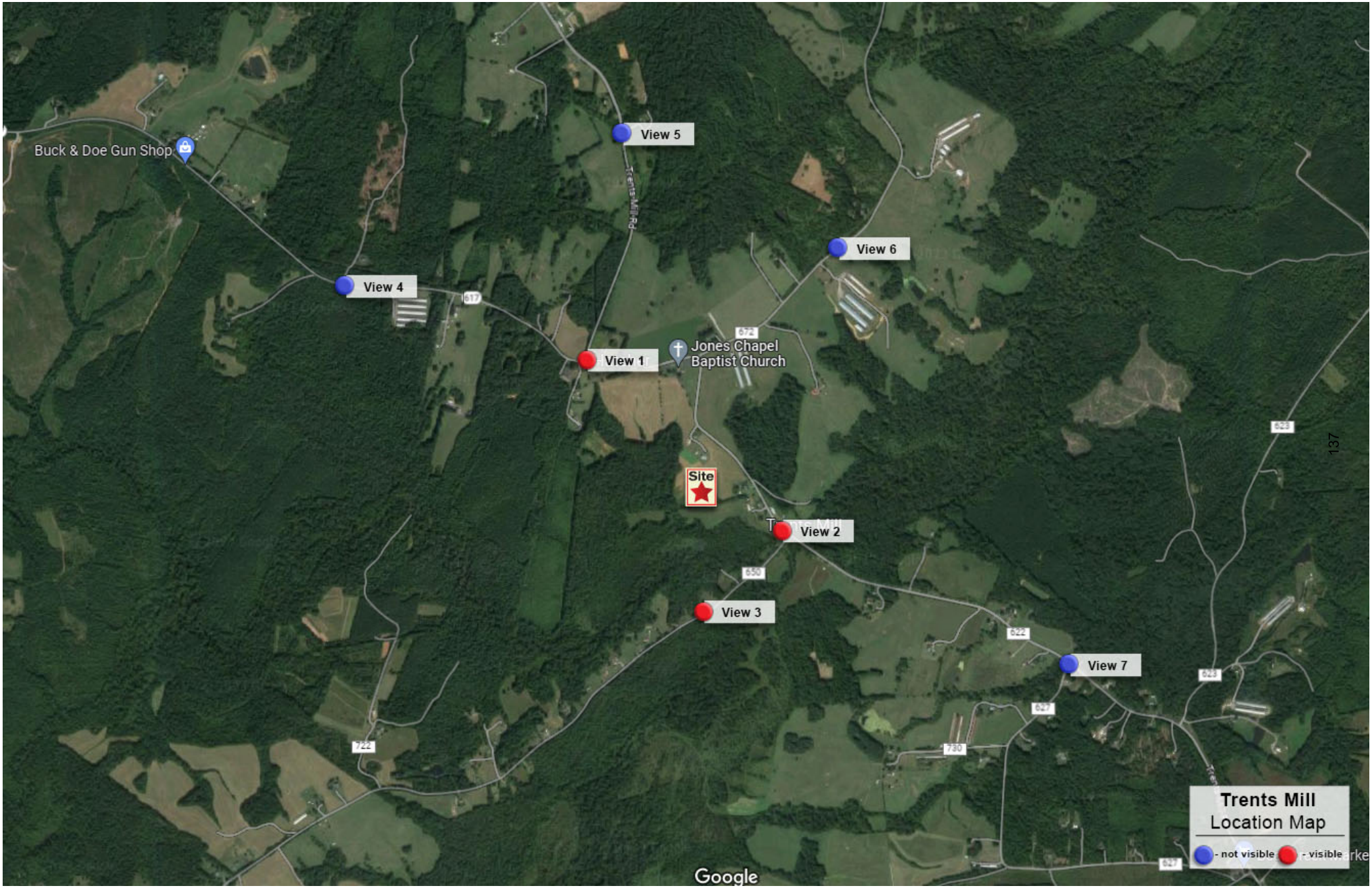
In order to achieve this goal, Arcola and Verizon plan to utilize a short monopole-style wireless telecommunications facility, which will not be illuminated. Additionally, the proposed facility has been strategically placed deep within the Lipscomb property in order to take advantage of existing heavy and mature tree cover. Arcola's and Verizon's overarching goal was to minimize any visual impact while still providing essential services to the community.

Upon review, please let us know if we can provide any additional information or materials in support of our application. I can be reached at (843) 414-9754 or (843) 813-0103.

Thank you so much for all your help with this.

Ryan Foltz
Senior Development Director

Exhibit “8”


Buck & Doe Gun Shop
View 5
View 6
View 4
View 1
Jones Chapel
Baptist Church
Site
View 2
View 3
View 7
Trents Mill
Location Map
- not visible
- visible
Google

Site Name: Trents Mill
Wireless Communication Facility
805 Trents Mill Road
Cumberland, VA 23040
Photograph Information:
View 1-Gravel Hill Road
View from the Northwest
Showing the Existing Site
NB+C
TOTALLY COMMITTED.

Site Name: Trents Mill
Wireless Communication Facility
805 Trents Mill Road
Cumberland, VA 23040
Photograph Information:
View 1-Gravel Hill Road
View from the Northwest
Showing the Proposed Site
NB+C
TOTALLY COMMITTED.

Site Name: Trents Mill
Wireless Communication Facility
805 Trents Mill Road
Cumberland, VA 23040

Photograph Information:
View 2-Trents Mill Road
View from the Southeast
Showing the Existing Site

NB+C™
TOTALLY COMMITTED.

Site Name: Trents Mill
Wireless Communication Facility
805 Trents Mill Road
Cumberland, VA 23040

Photograph Information:
View 2-Trents Mill Road
View from the Southeast
Showing the Proposed Site

Site Name: Trents Mill
Wireless Communication Facility
805 Trents Mill Road
Cumberland, VA 23040
Photograph Information:
View 3-Bell Road
View from the South
Showing the Existing Site
NB+C
TOTALLY COMMITTED.

Site Name: Trents Mill
Wireless Communication Facility
805 Trents Mill Road
Cumberland, VA 23040
Photograph Information:
View 3-Bell Road
View from the South
Showing the Proposed Site
NB+C
TOTALLY COMMITTED.

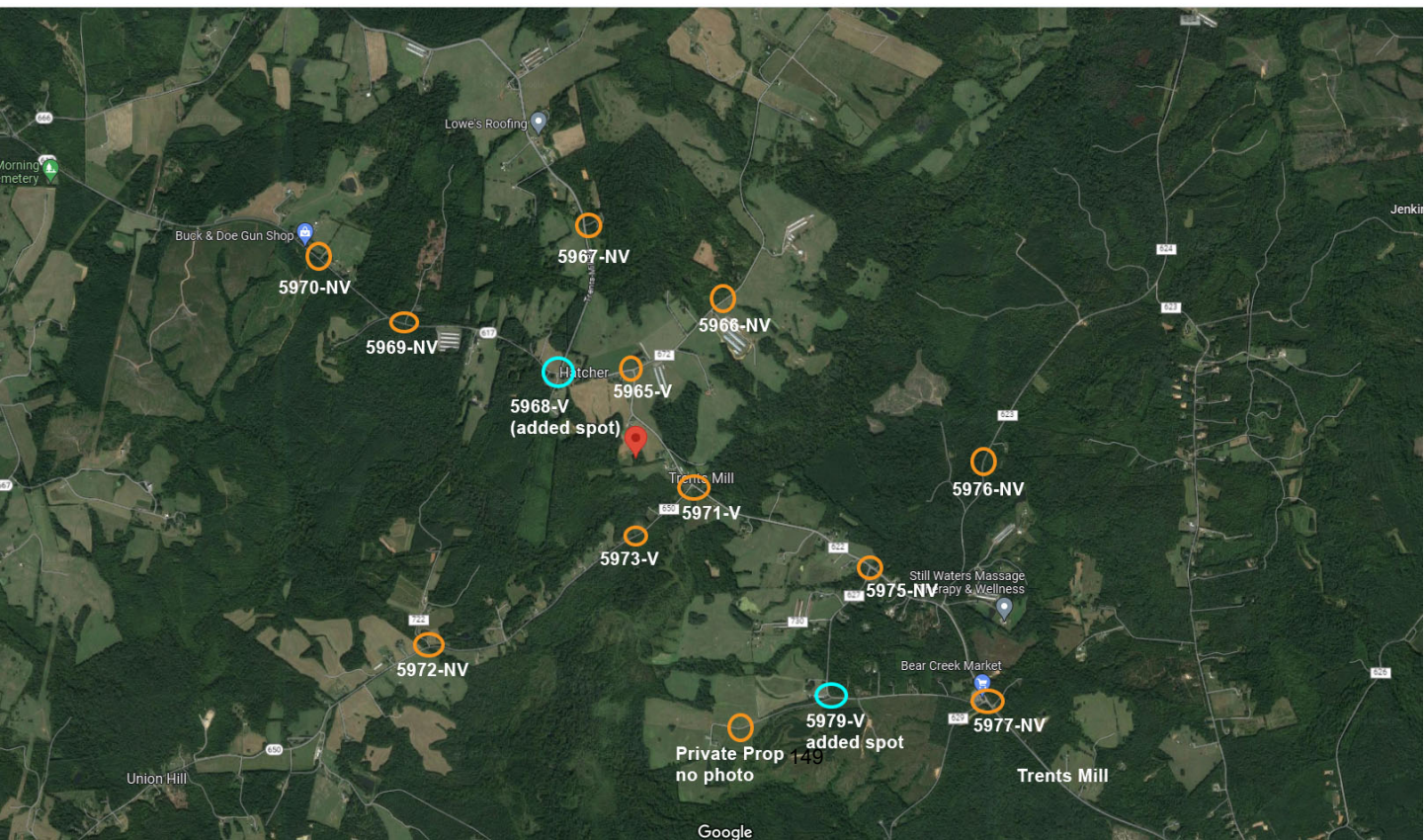
Site Name: Trents Mill
Wireless Communication Facility
805 Trents Mill Road
Cumberland, VA 23040
Photograph Information:
View 4-Gravel Mill Road
View from the Northwest
SITE NOT VISIBLE
NB+C
TOTALLY COMMITTED.

Site Name: Trents Mill
Wireless Communication Facility
805 Trents Mill Road
Cumberland, VA 23040
Photograph Information:
View 5-Trents Mill Road
View from the Northwest
SITE NOT VISIBLE
NB+C
TOTALLY COMMITTED.

Site Name: Trents Mill
Wireless Communication Facility
805 Trents Mill Road
Cumberland, VA 23040
Photograph Information:
View 6-Sports Lake Road
View from the Northeast
SITE NOT VISIBLE
NB+C
TOTALLY COMMITTED.

Site Name: Trents Mill
Wireless Communication Facility
805 Trents Mill Road
Cumberland, VA 23040
Photograph Information:
View 7-Trents Mill Road
View from the Southeast
SITE NOT VISIBLE
NB+C
TOTALLY COMMITTED.

Exhibit “9”


Lowe's Roofing
Buck & Doe Gun Shop
5970-NV
5967-NV
5969-NV
5966-NV
Hatcher
5965-V
5968-V
(added spot)
Trents Mill
5971-V
5973-V
5976-NV
Still Waters Massage
5975-NV
5972-NV
Bear Creek Market
5979-V
added spot
5977-NV
Private Prop
no photo
Trents Mill
Union Hill
Google

07.28.2023

07.28.2023

722
ROAD
ENDS
.8 MI
07 . 28 . 2023

BELLE RD
65
RENTS MILL RD
07.28.2023

BELLE RD
65
07.28.2023

07.28.2023

07.28.2023

07.28.2023

07.28.2023

627
BAXTER HILL RD
TRENTS MILL RD
07 . 28 . 2023

CITGO
BEAR CREEK MARKET
629
07.28.2023

07 . 28 . 2023

07 . 28 . 2023

07 . 28 . 2023

07.28.2023

07 . 28 . 2023

07.28.2023

07 . 28 . 2023

07 . 28 . 2023

Exhibit “10”

STATE OF MARYLAND)
)
COUNTY OF Anne Arundel)

AFFIDAVIT

Personally appeared before me, Ryan Foltz of Arcola Towers, who being duly sworn, deposes and says:

The lease agreement by and between Arcola Towers and Wayne Douglas Lipscomb, concerning the property located at 913 Trents Mill Road, Cumberland, VA 23040 and designated as Cumberland County tax map number 39-A-8, does not prohibit or discourage co-location by additional broadband carriers. The proposed facility has been designed for Verizon Wireless and at least four additional broadband carriers.

ALLISON TRACY HELOWICZ NOTARY PUBLIC ANNE ARUNDEL COUNTY, MD EXPIRES: 01/10/2027

Signature

SWORN to before me this

24 day of June 2025.

Allison Tracy Helowicz
Notary Public for Maryland

My commission expires: 01/10/2027

Exhibit “11”

June 9th, 2025

Stephanie Johnson
Planning Director & Zoning Administrator
Cumberland County Planning & Zoning
1 Courthouse Circle,
Cumberland, VA 23040
(804) 492-3520

Re: Arcola Towers- Site Name: Trents Mill- Site Location: 913 Trents Mill Road, Cumberland, VA 23040 (TMS # 39-A-8)- Telecommunication Facility - Tower Removal Letter

Dear Mr. Johnson,

Please accept the signed statement below as confirming Section 74-744 of the Cumberland County Code of Ordinances

Arcola Towers, its successors and assigns, provide this statement declaring itself, its successors and assigns of being financially responsible to assure the proposed communications tower, which is no longer used for communications purposes for a continuous period of twenty four (24) months, will be dismantled and removed within one hundred eighty (180) days of receipt of notice from the governing authority notifying the owner of such removal requirement.

Please contact me should you have any questions.

Sincerely,

Ryan Foltz

Ryan Foltz
Senior Development Director

Exhibit “12”

DEED INSTRUMENT
NO. 2006/185

Prepared by: Patricia D. Scales, P.C., attorney at law, P.O. Box 360, Cumberland, VA 23040
Tax Map Parcel: 039-A-8

THIS DEED OF GIFT, exempt from recordation tax under Section 58.1-811 of the Code of Virginia, 1950, as amended, made this 21st day of June, 2006, by and between **ERNEST NOLAN LIPSCOMB**, and **ANNE R. LIPSCOMB**, husband and wife, herein called the "Grantors," and **WAYNE DOUGLAS LIPSCOMB**, herein called the "Grantee," whose address is: 805 Trents Mill Road, Cumberland, Virginia 23040 provides:

THAT FOR AND IN CONSIDERATION of the love and affection that the Grantors have for the Grantee, the Grantors do hereby GRANT and CONVEY with GENERAL WARRANTY and ENGLISH COVENANTS OF TITLE unto **WAYNE DOUGLAS LIPSCOMB**, the Grantee herein, all of their right, title and interest in and to the following described property, to-wit:

SEE ATTACHED SCHEDULE "A" FOR LEGAL DESCRIPTION

INCORPORATED HEREIN VERBATIM

This conveyance is made subject to any and all conditions, restrictions, easements and/or rights of way which are a matter of public record, and subject to any and all easements and/or rights of way which are apparent from an inspection of the lands herein described.

Ernest Nolan Lipscomb (SEAL)
ERNEST NOLAN LIPSCOMB

Anne R. Lipscomb (SEAL)
ANNE R. LIPSCOMB

1

NO TITLE SEARCH REQUESTED OR PERFORMED

https://risweb.vacourts.gov/isra/sra/#/search/recordSearch 1/3

STATE OF VIRGINIA

COUNTY OF CUMBERLAND, to-wit:

The foregoing instrument was acknowledged before me this 21st day of June, 2006, by Ernest Nolan Lipscomb and Anne R. Lipscomb.

Notary Public

My commission expires: August 31, 2010

Schedule "A"

All that certain piece or parcel of land containing 61.250 acres, more less, situate, lying and being in the Madison Magisterial District of Cumberland County, Virginia, bound on the north by land now or formerly owned by Charlie Hudgens and Highway No. 622, on the east by Jones Chapel Church property and said Highway No. 622, on the south by land now or formerly owned by John Bryan and wife and canal of Estate of W. J. Keller, deceased, and on the west by land now or formerly owned by B. T. Trotter and wife.

Being the same property conveyed to Ernest V. Lipscomb and Lucille H. Lipscomb, husband and wife, by deed dated April 1, 1969 and recorded in the Circuit Court of Cumberland County, Virginia in Deed Book 117, Page 438.

NOTE: Ernest V. Lipscomb died testate on August 14, 1976 and devised all of his real property to his wife, Lucille H. Lipscomb by Will probated on September 9, 1976 in the Circuit Court Clerk's Office, Cumberland County, Virginia.

NOTE: Lucille H. Lipscomb died testate on April 8, 2006, and by her Last Will and Testament probated on May 16, 2006 in the Clerk's Office of the Circuit Court of Cumberland County, Virginia; she devised 20 acres of the herein-described land to Ernest Nolan Lipscomb.

MAILED/DELIVERED TO:

L. Wayne Lipscomb

INSTRUMENT #200601185
RECORDED IN THE CLERK'S OFFICE OF
CUMBERLAND COUNTY ON
JUNE 23, 2006 AT 04:14PM
CAROL OWNBY, CLERK
Carol Ownby
RECORDED BY: RCS

Exhibit “13”

Legal Description

All of that certain tract or parcel of land containing sixty-four (64) acres, more or less, situate, lying and being in Madison Magisterial District, Cumberland County, Virginia, bound on the North by the land of Charlie Hudgens and Highway No. 622, on east by Jones Chapel Church property and said Highway No. 622, on south by land of John Bryan and Beulah Bryan and canal of Estate of W.J. Keller, deceased, and on west by land of B.T. Trotter and Martha Trotter.

Being the same property described in a Deed dated February 13, 1948 and recorded among the Land Records of Cumberland County, Virginia in Deed Book 86, Page 92, from C.O. Pickens and Anna Belle Pickens, his wife to Ernest V. Lipscomb.

Saving and excepting therefrom a parcel containing one (1) acre, more or less, being conveyed by Deed dated November 5, 1966 and recorded among the Land Records of Cumberland County, Virginia in Deed Book 112, Page 424, from E.V. Lipscomb and Lucille Lipscomb, his wife to Ray Watson, A.E. Ownby, Ed Whaley, M.M. Bryant and W.D. Waycaster, Trustees of Jones Chapel Baptist Church, and being more particularly described as follows:

Commencing at a point on a new fence 35 feet from the center of the old road bed and 53 feet south of a new fence 35 feet from the center of the old road bed and 53 feet south of a new corner post in said fence, said corner post being located on the right of way line of State Road #622, 6 feet west of a 16 in. poplar tree; thence along the new fence in a southerly direction 70 feet to a new corner; thence in a southeasterly direction on a new line, 246 feet to a large (36 in.) poplar in center of old road bed on the line of the original Jones Chapel lot; thence along center of the old road bed in a northwesterly direction and along the line of the original Jones Chapel lot to the point of beginning.

Further saving and excepting therefrom a parcel containing one (1) acre, more or less, being conveyed by deed dated December 14, 1979 and recorded among the Land Records of Cumberland County, Virginia in Deed Book 148, Page 62, from Lucille M. Lipscomb to Wayne D. Lipscomb, and being more particularly described as follows:

Fronting on Highway No. 622 for 175 feet and then running back along parallel lines from Highway No. 622 so as to contain one acre. Said one acre adjoins on to property belonging to W.J. Keller.

Exhibit “14”

To: Stephany Johnson
Planning Director/Zoning Director
Planning & Zoning
1 Courthouse Circle
Cumberland, VA 23040
804-492-3520

From: Wayne Douglas Lipscomb
805 Trents Mill Road
Cumberland, VA 23040
804-492-9525

Re: Letter of Authorization

Dear Ms. Johnson,

I , Wayne Douglas Lipscomb W. D. L. , hereby give Arcola Towers and their attorney, Jonathan Yates, authorization to apply and sign for all Zoning & Building Permits for Cumberland County parcel number 39-A-8 in respect to their proposed communications facility to be located at 913 Trents Mill Road, Cumberland, VA 23040.

Sincerely,

BY: Wayne D. Lipscomb

DATE: 6-16-2025

Buck & Doe Gun Shop
View 5
View 6
View 4
View 1
Jones Chapel Baptist Church
Site
View 2
View 3
View 7
Trents Mill
Location Map
- not visible
- visible

Site Name: Trents Mill
Wireless Communication Facility
805 Trents Mill Road
Cumberland, VA 23040

Photograph Information:
View 1-Gravel Hill Road
View from the Northwest
Showing the Existing Site

NB+C
TOTALLY COMMITTED

Site Name: Trents Mill
Wireless Communication Facility
855 Trents Mill Road
Cumberland, VA 23040

Photograph Information
View 2-Trents Mill Road
View from the Southeast
Showing the Existing Site

NB+C
TOTALLY COMMITTED

Site Name: Trents Mill
Wireless Communication Facility
805 Trents Mill Road
Cumberland, VA 23040

Photograph Information:
View 3-Bell Road
View from the South
Showing the Existing Site

NB+C
TOTALLY COMMITTED

Site Name: Trents Mill
Wireless Communication Facility
805 Trents Mill Road
Cumberland, VA 23040
Photograph Information:
View 4-Gravel Mill Road
View from the Northwest
SITE NOT VISIBLE
NB+C
TOTALLY COMMITTED

Site Name: Trents Mill
Wireless Communication Facility
805 Trents Mill Road
Cumberland, VA 23040
Photograph Information:
View 5-Trents Mill Road
View from the Northwest
SITE NOT VISIBLE
NB+C
TOTALLY COMMITTED

Site Name: Trents Mill
Wireless Communication Facility
805 Trents Mill Road
Cumberland, VA 23040
Photograph Information:
View 6-Sports Lake Road
View from the Northeast
SITE NOT VISIBLE
NB+C
TOTALLY COMMITTED

Site Name: Trents Mill
Wireless Communication Facility
805 Trents Mill Road
Cumberland, VA 23040
Photograph Information:
View 7-Trents Mill Road
View from the Southeast
SITE NOT VISIBLE
NB+C
TOTALLY COMMITTED

Treasurer's Office

Outstanding Collections Report

January 31, 2026

Real Estate

	As of 12/31/25	As of 01/31/26	Change	% Collected	Abatements/ Exonerations
2012	$ 306.00	$ 306.00			
2013	367.20	367.20			
2014	806.53	785.47	21.06	2.61%	
2015	852.82	852.82			
2016	1,092.03	1,092.03			
2017	2,238.08	2,210.96	27.12	1.23%	
2018	7,303.90	7,220.15	83.75	1.14%	
2019	9,882.51	9,448.89	433.62	4.39%	
2020	13,352.12	13,265.61	86.51	0.65%	
2021	24,626.57	24,349.70	276.87	1.12%	
2022	44,165.97	43,554.60	611.37	1.38%	
2023	83,508.58	81,893.30	1,615.28	1.93%	
2024	147,569.14	143,886.20	3,682.94	2.49%	150.00
2025	368,819.89	346.834.64	25,985.25	7.04%	353.00
Total	$ 704,891.34	$ 329,232.93	$ 32,823.77		

Personal Property

	As of 12/31/25	As of 01/31/26	Change	% Collected	Abatements/ Exonerations
2021	38,503.56	38,238.54	265.02	0.69%	27.44
2022	60,811.74	60,748.82	62.92	0.10%	28.39
2023	88,147.54	84,681.16	3,466.38	3.93%	75.91
2024	188,617.24	179,404.77	9,212.47	4.88%	61.23
2025	952,956.97	878,397.96	74,559.01	7.82%	799.88
Total	$ 1,329,037.05	$ 1,241,471.25	$ 87,565.80		

Collection Rates - As of January 31, 2026

Real Estate:

	Current Collection %	Prior Year %	Change
Tax Year - 2024	98.03%	97.95%	+0.08%
Tax Year - 2025	95.41%	95.37%	+0.04%

Personal Property:

	Current Collection %	Prior Year %	Change
Tax Year - 2024	95.98%	95.58%	+0.40%
Tax Year - 2025	81.07%	82.59%	-1.52%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
	* TREASURER'S ACCOUNTABILITY *				
100-0000	**ASSETS**				
100-0105	CASH IN OFFICE	1,000.00			1,000.00
100-0115	C&F BANK - CHECKING	625,000.00	3,063,674.03	3,063,674.03-	625,000.00
100-0120	C&F BANK - INVESTMENT ACCT	1,684,767.77	2,532.04	460,862.55-	1,226,437.26
100-0121	C&F BANK - SAVINGS ACCT	296,852.44	22,018.46		318,870.90
100-0122	ESSEX BANK-IPR ACCOUNT	14,355.25	5.89		14,361.14
100-0125	C&F BANK-FAF(JUSTICE)	1,980.35	.25		1,980.60
100-0131	FIRST BANK	837,142.76	2,541.30		839,684.06
100-0132	TRUIST - PROJECT FUND 2022	49,896.94	.26	41,917.00-	7,980.20
100-0135	VIRGINIA INVESTMENT POOL	5,351,000.58	17,913.53		5,368,914.11
100-0137	LOCAL GOV INVESTMENT POOL	5,227,276.31	17,364.62		5,244,640.93
100-0141	FIRST BANK/SEWER RESERVE	154,140.57	467.92		154,608.49
100-0142	FIRST BANK/WATER RESERVE	22,489.22	68.27		22,557.49
100-0143	C&F BANK/ASSET FORFEITURE (SAF)	70,180.44	346.73	2,019.00-	68,508.17
100-0144	VA INVESTMENT POOL-IDA-OES DSR	113,836.72			113,836.72
100-0145	C&F BANK-GOVERNOR'S SCHOOL FUND	1,410,300.87	95,885.28	101,835.36-	1,404,350.79
100-0146	FIRST BANK-WATERLINE EXT DSR ACCT	38,537.19	116.99		38,654.18
100-0155	RETURNED CHECKS				
100-0159	NJS HOLDING ACCT-FIRST BANK	128,417.94	389.83		128,807.77
100-0160	E&S CONTROL BOND ESCROW-C&F BANK				
	ASSETS	16,027,175.35	3,223,325.40	3,670,307.94-	15,580,192.81
	TOTAL ASSETS	16,027,175.35	3,223,325.40	3,670,307.94-	15,580,192.81
300-0000	**REVENUE FUND BALANCES**				
300-0100	GENERAL FUND BALANCE	13,183,191.95-	1,229,533.44	806,768.01-	12,760,426.52-
300-0120	ECONOMIC DEVELOPMENT FUND	38,871.00-			38,871.00-
300-0150	ASSET FORFEITURE FUND BALANCE	72,160.79-	2,019.00	346.98-	70,488.77-
300-0201	SOCIAL SERVICES FUND BALANCE		154,109.02	154,109.02-	
300-0204	SCHOOL CONTINGENCY FUND				
300-0205	SCHOOL FUND BALANCE		1,829,050.71	1,829,050.71-	
300-0207	GOVERNOR'S SCHOOL FUND (GSSV)	1,410,300.87-	101,835.36	95,885.28-	1,404,350.79-
300-0302	CAPITAL PROJECTS FUND BALANCE	402,154.99-	74,887.30	38,077.44-	365,345.13-
300-0401	DEBT SERVICE FUND		925.00	925.00-	
300-0500	COMPREHENSIVE SERVICES ACT	37,371.92-	53,461.05	66,028.71-	49,939.58-
300-0501	SEWER FUND	18,780.99-	34,177.03	38,447.43-	23,051.39-
300-0515	SEWER RESERVE FUND (DSR)	154,140.57-		467.92-	154,608.49-
300-0540	WATER RESERVE FUND	22,489.22-		68.27-	22,557.49-
300-0545	WATERLINE EXT DSR FUND	38,537.19-		116.99-	38,654.18-
300-0550	IDA OES RD DSR FUND	113,836.72-			113,836.72-
300-0570	ARP FUND	311,879.30-		662.21-	312,541.51-
300-0580	IPR FUND BALANCE	14,355.25-		5.89-	14,361.14-
300-0715	IDA FUND BALANCE	11,645.74	707.38	3,200.00-	9,153.12
300-0733	SPECIAL WELFARE FUND BALANCE	30,413.66-	8,115.73	2,475.00-	24,772.93-
	REVENUE FUND BALANCES	15,836,838.68-	3,488,821.02	3,036,634.86-	15,384,652.52-
	TOTAL PRIOR YR FUND BALANCE	15,836,838.68-	3,488,821.02	3,036,634.86-	15,384,652.52-
	TOTAL REVENUE				
	TOTAL EXPENDITURE				
	TOTAL CURRENT FUND BALANCE				

TOTAL LIABILITIES AND FUND BALANCE	15,836,838.68-	3,488,821.02	3,036,634.86-	15,384,652.52-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
400-0000	**OTHER FUND BALANCES**				
400-0105	OVERPAYMENTS	2,254.92-	7,953.06	5,889.88-	191.74-
400-0110	PREPAID TAXES	58,444.68-	2,764.39	8,514.36-	64,194.65-
400-0140	COMMONWEALTH DEBIT ACCOUNT				
400-0150	COMMONWEALTH CREDIT ACCOUNT		3,237.39	4,364.39-	1,127.00-
400-0155	NON-JUDICIAL SALES-HOLDING ACCT	128,417.94-		389.83-	128,807.77-
400-0160	E&S CONTROL/ROAD BOND ESCROW	1,096.88-			1,096.88-
400-0210	COMMONWEALTH FUNDS PAID IN ERROR				
400-0216	ATTORNEY FEES	122.25-			122.25-
	OTHER FUND BALANCES	190,336.67-	13,954.84	19,158.46-	195,540.29-
		190,336.67-	13,954.84	19,158.46-	195,540.29-
500-0000	**UNCOLLECTED TAXES**				
500-0010	PUBLIC SERVICE CORP. TAXES PP/RE	9,386.57		2,510.60-	6,875.97
500-0068	UNCOLLECTED 2025 REAL ESTATE TAX	440,976.81	29,106.98	101,263.90-	368,819.89
500-0069	UNCOLLECTED 2024 REAL ESTATE TAX	153,688.18		6,119.04-	147,569.14
500-0070	UNCOLLECTED 2023 REAL ESTATE TAX	86,060.04		2,551.46-	83,508.58
500-0071	UNCOLLECTED 2022 REAL ESTATE TAX	45,277.85		1,111.88-	44,165.97
500-0072	UNCOLLECTED 2021 REAL ESTATE TAX	25,513.37		886.80-	24,626.57
500-0073	UNCOLLECTED 2020 REAL ESTATE TAX	13,781.14		429.02-	13,352.12
500-0074	UNCOLLECTED 2019 REAL ESTATE TAX	9,960.43		77.92-	9,882.51
500-0075	UNCOLLECTED 2018 REAL ESTATE TAX	7,464.64		160.74-	7,303.90
500-0076	UNCOLLECTED 2017 REAL ESTATE TAX	2,617.64		379.56-	2,238.08
500-0077	UNCOLLECTED 2016 REAL ESTATE TAX	1,169.95		77.92-	1,092.03
500-0078	UNCOLLECTED 2015 REAL ESTATE TAX	926.76		73.94-	852.82
500-0079	UNCOLLECTED 2014 REAL ESTATE TAX	881.72		75.19-	806.53
500-0080	UNCOLLECTED 2013 REAL ESTATE TAXES	394.80		27.60-	367.20
500-0081	UNCOLLECTED 2012 REAL ESTATE TAXES	306.00			306.00
500-0150	UNCOLLECTED 2011 REAL ESTATE TAX				
500-0164	2020 VEHICLE LICENSE TAX	6,816.27		46.00-	6,770.27
500-0165	2021 VEHICLE LICENSE TAX	7,194.45		23.00-	7,171.45
500-0166	2022 VEHICLE LICENSE TAX	8,206.47	23.00	95.05-	8,134.42
500-0167	2023 VEHICLE LICENSE TAX	10,505.72	69.00	345.00-	10,229.72
500-0168	2024 VEHICLE LICENSE TAX	22,589.19	46.00	1,679.00-	20,956.19
500-0169	2025 VEHICLE LICENSE TAX	97,652.87		12,255.22-	85,397.65
500-0183	UNCOLL. 2020 PERSONAL PROPERTY TAX	35,238.07		262.91-	34,975.16
500-0184	UNCOLL. 2021 PERSONAL PROPERTY TAX	38,730.46		226.90-	38,503.56
500-0185	UNCOLL. 2022 PERSONAL PROPERTY TAX	61,414.72	70.59	673.57-	60,811.74
500-0186	UNCOLL. 2023 PERSONAL PROPERTY TAX	90,381.94	2,148.66	4,383.06-	88,147.54
500-0187	UNCOLL. 2024 PERSONAL PROPERTY TAX	203,883.65	766.83	16,033.24-	188,617.24
500-0188	UNCOLL. 2025 PERSONAL PROPERTY TAX	1,105,076.66		152,119.69-	952,956.97
500-0200	RESERVE UNCOLLECTED COUNTY TAXES	2,486,096.37-	303,561.79	31,904.64-	2,214,439.22-
500-0400	UNCOLL MISC FEES	1,519.50	66.00	99.00-	1,486.50
500-0401	RESERVE-MISC FEES	1,519.50-	99.00	66.00-	1,486.50-
500-0800	UNCOLLECTED WATER CHARGES	25,713.65	11,813.72	11,739.78-	25,787.59
500-0810	RESERVE UNCOLLECTED WATER CHARGES	25,713.65-	11,739.78	11,813.72-	25,787.59-
500-0900	UNCOLLECTED SEWER CHARGES	42,463.71	23,623.56	26,215.74-	39,871.53

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
500-0910	RESERVE UNCOLLECTED SEWER CHARGES	42,463.71-	26,215.74	23,623.56-	39,871.53-
500-1017	UNCOLLECTED 2017 ROLLBACK TAX	167.70			167.70
500-1018	UNCOLLECTED 2018 ROLLBACK TAX	156.00			156.00
500-1019	UNCOLLECTED 2019 ROLLBACK TAX	144.30			144.30
500-1020	UNCOLLECTED 2020 ROLLBACK TAX	141.37	1,755.74	1,755.74-	141.37
500-1021	UNCOLLECTED 2021 ROLLBACK TAX	125.55	1,596.78	1,596.78-	125.55
500-1022	UNCOLLECTED 2022 ROLLBACK TAX		1,483.40	1,483.40-	
500-1023	UNCOLLECTED 2023 ROLLBACK TAX		1,370.01	1,370.01-	
500-1024	UNCOLLECTED 2024 ROLLBACK TAX		1,363.66	1,363.66-	
500-1025	UNCOLLECTED 2025 ROLLBACK TAX		1,230.38	1,230.38-	
500-1099	RESERVE-UNCOLLECTED ROLLBACK TAXES	734.92-	8,799.97	8,799.97-	734.92-
	UNCOLLECTED TAXES		426,950.59	426,950.59-	
	COMMONWEALTH REIMB-PPTRA				
510-2019	COMMONWEALTH REIMB-2019	871,735.92			871,735.92
510-2020	COMMONWEALTH REIMB-2020	871,728.89			871,728.89
510-2021	COMMONWEALTH REIMB-2021	871,671.37			871,671.37
510-2022	COMMONWEALTH REIMB-2022	871,601.13		38.51-	871,562.62
510-2023	COMMONWEALTH REIMB-2023	859,500.93		295.99-	859,204.94
510-2024	COMMONWEALTH REIMB-2024	846,304.69		201.79-	846,102.90
510-2025	COMMONWEALTH REIMB-2025	882,903.10		548.09-	882,355.01
510-9999	ESTIMATED COMMONWEALTH RESERVE	6,075,446.03-	1,084.38		6,074,361.65-
	COMMONWEALTH REIMB-PPTRA		1,084.38	1,084.38-	
			428,034.97	428,034.97-	
600-0000	**STATE ACCOUNTS**				
600-0185	ESTIMATED STATE INCOME TAX-2025	11,369.00-		3,997.00-	15,366.00-
600-0186	ESTIMATED STATE INCOME TAX-2024				
600-0190	RESERVE UNCOLLECTED STATE TAXES	11,369.00	3,997.00		15,366.00
	STATE ACCOUNTS		3,997.00	3,997.00-	
			3,997.00	3,997.00-	
700-0000	**DEBT FUNDS**				
700-0223	VPSA-HS/MS LOAN #2	7,900,000.00			7,900,000.00
700-0227	WATERLINE EXT LOAN-USDA	733,824.88			733,824.88
700-0236	PUBLIC FACILITIES NOTE-2009	1,370,273.87			1,370,273.87
700-0237	VPSA-HS/MS LOAN #1	1,455,220.00			1,455,220.00
700-0241	TRUIST 2022A-COMMUNICATIONS EQUIP.	1,794,000.00			1,794,000.00
700-0242	TRUIST 2022B-REFINANCED ELEM LOAN	716,000.00			716,000.00
700-0243	TRUIST 2022B-REFINANCED SEWER LOAN	759,000.00			759,000.00
700-0244	TRUIST 2022B-REFINANCED IDA OES LN	1,460,000.00			1,460,000.00
700-0250	RESERVE DEBT FUND	16,188,318.75-			16,188,318.75-
	DEBT FUNDS				

Transactions for DMV Select

January 2026

	# Transactions	Total $	# Helped		# Transactions	Total $	# Helped
1				17			
2	64	$8,584.09		18			
3				19			
4				20	87	$7,758.42	
5				21	54	$2,501.31	
6				22	36	$2,193.43	
7	62	$2,331.96		23	55	$4,875.38	
8	43	$1,516.07		24			
9	35	$1,768.38		25			
10				26			
11				27			
12				28	20	$904.50	
13				29			
14				30	77	$6,239.37	
15				31			
16					533	$38,672.91	219

Prepared by Commissioner of Revenue's Office

Cumberland County
Building Inspections Department

January
2026
Monthly Report

Building Inspection Monthly Report

January	January 2026	YTD 2026
Singlewides	1	1
Doublewides	0	0
Modular	0	0
New Homes	5	5
Ag & Exempt	0	0
Garages & Carports	5	5
Additions & Remodels	2	2
Misc	52	53
Commercial	0	0
Totals from Above	65	66
Totals from Database	65	66
Total Fees Collected	$ 8,502.46	$ 8,578.96
E-911 Fees Collected	$ 125.00	$ 125.00
Total Estimated Value	$ 1,574,123.11	$ 1,579,723.11
Admin. Fees	$ 75.00	$ 75.00
CO's Issued	8	8

2026 New Business License

January

Business Name	Business Type	Address
Hari Market Inc	Convenience Store	1473 Anderson Hwy
Trulandscaping RVA	Landscaping	12 Boone Tral
L.I.F.E. Services, LLC		P.O. Box 314
H&H Hardscapes & Landscapes, LLC	Landscaping	6 Highpockets Rd
Kernel Properties, LLC	Rental Properties	31 Jones Estate Ln
Integrative Wellness, LLC	Natural Health Servies	288 Goshen Rd

Commonwealth Regional Council
January 2026 Items of Interest

Resilience Grant

The Commonwealth Regional Council was awarded $466,656.64 through the Department of Conservation and Recreation's Community Flood Preparedness Fund to support a portion of a CRC staff position and the development of a Regional Resiliency Plan. This initiative will help strengthen local and regional capacity to address flood risks, improve hazard preparedness, and support long-term resilience planning across the CRC region.

Drakes Branch Demolition Project

The Town of Drakes Branch Building Acquisition Project continues to advance, with demolition bids now submitted for flood-prone properties in the Town's Business District. As part of the FEMA Hazard Mitigation Grant Program, asbestos abatement activities have been completed, and CRC is coordinating next steps toward contractor selection and demolition. This project represents a key milestone in reducing flood risk and supporting future revitalization efforts in Drakes Branch.

CEDS Adopted

The CRC Board has formally adopted the updated Comprehensive Economic Development Strategy (CEDS). Developed in accordance with EDA guidance, the CEDS provides a regional framework for investing in critical infrastructure, strengthening the workforce pipeline, supporting existing businesses, and promoting new economic opportunities. Adoption of the CEDS positions the region to remain competitive for federal and state funding and guides CRC's economic development work moving forward.

Water Supply Plan – Project Launch

Work is officially underway on the Chowan River Regional Water Supply Plan. The U.S. Army Corps of Engineers has completed a Scope of Work, which has been reviewed and approved by the Project Management Team representing Charlotte, Lunenburg, Nottoway, and Prince Edward Counties. With the scope finalized, CRC and project partners are moving into the initial planning and data coordination phase to support long-term water supply planning for the region.

VATI Broadband Expansion – Construction Progress

Construction continues under the Virginia Telecommunications Initiative (VATI) Grant, with broadband expansion actively underway in Cumberland, Lunenburg, and Prince Edward Counties. To date, over 7,300 passings have been completed, with Planet Networks' crews working across all three localities. CRC continues to coordinate with project partners and DHCD to support implementation and ensure continued progress toward expanding reliable broadband access throughout the region.

Upcoming Funding Opportunities:

Virginia Humanities Regular Grants – FY26 Cycle
📅 *Deadline: April 30, 2026* 💰 *Up to $15,000*
Funds projects exploring Virginia's history, culture, and communities through public programs or exhibits.
Ideal for regional tourism, preservation, and cultural engagement.

Virginia Housing Community Impact – Stabilization & Deconstruction Grants
📅 *Deadline: April 30, 2026* 💰 *Varies by project*
Supports demolition, deconstruction, or site prep for unsafe or blighted residential structures.
Great for local revitalization and housing redevelopment efforts.

Assistance to Firefighters Grant (AFG)
📅 Expected opening: Early 2026
Funds PPE, equipment, training, and vehicles for fire departments.
VFDs should prepare early by updating SAM.gov registration and financial documentation.

TRRC – Southern Virginia Program (FY26)
📅 Deadline: February 25, 2026 💰 $4 million total
Funds projects in agribusiness, business development, tourism, and sites/infrastructure across eligible Tobacco Region localities.
Applicants should review program guidelines early and prepare strong match commitments and supporting documentation.

Grant Applications Submitted

VDACS - AFID
Prince Edward County - To fund the Purchase of a Mobile Cattle Scale - $20,106.67

T-Mobile - Hometown Grants
Ellis Acres - Trail development, Parking improvements, and outdoor park equipment - $ 50,000

The CRC provides free grant writing services for member localities and local 501C3 non-profits.