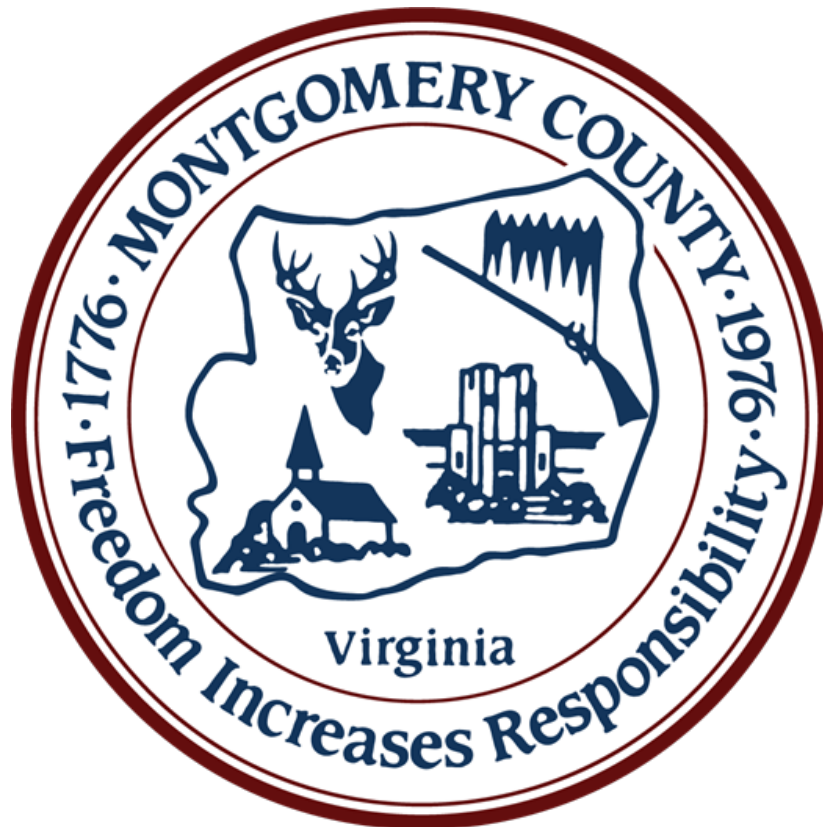


MONTGOMERY COUNTY



EMERGENCY OPERATIONS PLAN

REVISED: JANUARY 2026

TABLE OF CONTENTS

EXECUTIVE SUMMARY	BASIC PLAN – 1
INTRODUCTION	BASIC PLAN – 2
PLANNING SITUATION AND ASSUMPTIONS	BASIC PLAN – 4
ROLES AND RESPONSIBILITIES	BASIC PLAN – 8
CONCEPT OF OPERATIONS	BASIC PLAN – 12
FINANCE AND ADMINISTRATION	BASIC PLAN – 16
PLAN MAINTENANCE	BASIC PLAN – 18
EXERCISE AND TRAINING	BASIC PLAN – 19
GLOSSARY OF TERMS	APPENDIX 1 – 1
LIST OF ACRONYMS	APPENDIX 2 – 1
AUTHORITIES AND REFERENCES	APPENDIX 3 – 1
MATRIX OF RESPONSIBILITIES	APPENDIX 4 – 1
SUCCESSION OF AUTHORITY	APPENDIX 5 – 1
EOP DISTRIBUTION LIST	APPENDIX 6 – 1
ESSENTIAL RECORDS	APPENDIX 7 – 1
NIMS RESOLUTION	APPENDIX 8 – 1
RESOLUTION OF ADOPTION	APPENDIX 9 – 1
LOCAL DECLARATION OF EMERGENCY TEMPLATE	APPENDIX 10 – 1
RECORD OF CHANGES	APPENDIX 11 – 1
CONTACT INFORMATION	APPENDIX 12 – 1

EXECUTIVE SUMMARY

The Code of Virginia, [§44-146.19](#), requires each local jurisdiction and inter-jurisdictional agencies to prepare and keep current a local emergency operations plan. Every four years, each local agency will conduct a comprehensive review and revision of its emergency operations plan to ensure that the plan remains current, and the revised plan shall be formally adopted by the locality's governing body. In the case of inter-jurisdictional agencies, the EOP must be adopted by the governing body of each locality within the inter-jurisdictional agency.

The revised plan is an accurate and appropriate reflection of how the County will address natural, technological, and human-caused disasters and events as they develop. The revised plan is based on current resources available at the local level.

The plan has been re-formatted to conform to the recommendations of the Virginia Department of Emergency Management, the National Response Framework (NRF), the National Incident Management System (NIMS), and the Incident Command System (ICS).

The EOP consists of a Basic Plan followed by the Emergency Support Functions (ESFs), and Support Annexes.

The Basic Plan establishes the legal and organizational basis for emergency operations in Montgomery County to effectively respond to and recover from all-hazards and emergency situations.

The Emergency Support Functions group resources and capabilities into functional areas to serve as the primary mechanisms for providing assistance at the operational level. The ESF structure results in improved effectiveness and efficiency in mitigation, preparedness, response, and recovery operations.

The Support Annexes describes the framework through which local departments and agencies, the private sector, volunteer organizations, and nongovernmental organizations coordinate and execute the common functional processes and administrative requirements necessary to ensure efficient incident management. The actions described in the Support Annexes are not limited to particular types of events but are overarching in nature and applicable to nearly every type of incident. In addition, they may support several ESFs.

In addition to the Executive Summary, included in the Basic Plan is a Board Resolution. The purpose of this resolution is twofold. First, it serves as the format for formal adoption of the County of Montgomery Emergency Operations Plan. Second, it charges and authorizes the Director or his/her designee with the responsibility of maintaining this plan over the next four (4) years, when it will once again come before this Board for formal adoption.

I. INTRODUCTION

Montgomery County is vulnerable to a variety of hazards, including flooding, winter storms, high winds, and wildfires (natural hazards), hazardous materials releases and critical infrastructure failures (technological hazards), and acts of violence (human-caused hazards). To respond effectively to any emergency that exceeds routine response capabilities, it is critical that all Montgomery County public officials, departments and agencies, non-governmental organizations, and the public understand their respective roles and responsibilities. These non-routine responsibilities begin as soon as the incident is recognized and become increasingly important as command structures expand beyond the initial reactive phase of first responders.

A planned and coordinated response from local and state officials—supporting in-the-field emergency personnel—can save lives, protect property, and expedite the restoration of essential services. This coordinated response is grounded in the Montgomery County Emergency Operations Plan (EOP). The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended (Code of Virginia § 44-146.13 to § 44-146.29:2), mandates that state and local governments develop and maintain current Emergency Operations Plans to ensure preparedness for such events.

Plan Preface

The Montgomery County EOP includes the following components:

- Table of Contents
- Promulgation Statement
- Executive Summary
- Record of Changes
- Distribution List
- Basic Plan
- Emergency Support Functions (ESFs)
- Support Annexes

Purpose and Scope

The purpose of the Basic Plan is to establish the legal and organizational foundation for Montgomery County's coordinated response to, and recovery from, all-hazards emergencies and disasters. It assigns general responsibilities to local government agencies and support organizations for disaster mitigation, preparedness, response, and recovery. These responsibilities are generally extensions of routine daily functions and rely on existing personnel and material resources.

The EOP uses a multi-agency operational framework based on the principles of the National Incident Management System (NIMS) and Incident Command System (ICS) to manage, coordinate, and direct emergency resources. Montgomery County adheres to NIMS and is committed to ensuring that all personnel with responsibilities outlined in this plan receive appropriate training.

Supporting annexes and plans outline procedures and concepts that allow Montgomery County to effectively leverage available resources to minimize casualties, limit property damage, and restore critical services as quickly as possible following an emergency.

The Emergency Operations Plan (EOP) addresses a range of potential disasters that may occur in or impact Montgomery County. It anticipates the needs of the jurisdiction during such incidents and provides operational guidance to county departments, partner agencies, and response organizations by outlining an integrated emergency response framework. Specifically, the EOP describes:

- The organization of the county departments and agencies during incident response, including authority and command structure;
- Critical actions and coordination points during response and recovery phases;
- Mechanisms for coordination with regional, state, and federal agencies;
- Interaction with private-sector and non-governmental partners (e.g., hospitals, volunteer organizations);
- Strategies for resource allocation and unmet needs management.

The EOP applies to all local agencies and jurisdictions within Montgomery County that may be called upon to support emergency operations. It aligns with the adopted comprehensive plans of Montgomery County and its incorporated towns.

II. PLANNING SITUATION AND ASSUMPTIONS

SITUATION

Montgomery County is located in the southwestern part of Virginia in the region known as the New River Valley. The county has a population of 99,721 based on 2020 U.S. Census population estimate. This reflects a 5.6% increase over the 2010 population estimate. The following demographics are included in the population estimate:

MONTGOMERY COUNTY DEMOGRAPHIC DATA	
<i>Demographic</i>	<i>Percentages/Numbers</i>
Number of Households 2022 – 2023	37,229
Persons per Household 2022 – 2023	2.4
Median Household Income 2022 – 2023	\$70,769
Median Age of Residents	30.2 years
Persons under 5 years old	~5%
Persons under 18 years old	~18%
Person 65 years old and over	~12%
Persons with a disability, under age 65	~9.8%
Individuals in poverty 2022 – 2023	23.8%
Persons of Caucasian Race 2023	78.1%
Persons of African American Race 2023	4.07%
Persons of Asian Race 2023	8.33%
Persons of Hispanic or Latino Race 2023	4.66%
Persons of Mixed/Other Race 2023	4.32%
Persons who speak a language other than English 2023	~9.2%

Table No. 1 – Demographic Data

Montgomery County encompasses approximately 393 square miles and lies in a broad, picturesque region between the Appalachian Plateau and the Blue Ridge Mountains. The topography ranges from gently rolling hills to steep mountainous terrain, with elevations varying from 1,300 to 3,700 feet above sea level. Most of the county sits at an elevation of approximately 2,000 feet. Montgomery County entirely surrounds the independent towns of Christiansburg and Blacksburg and shares a border with the City of Radford.

TRANSPORTATION AND INFRASTRUCTURE

- Interstate 81 serves as a heavily traveled north-south corridor with a significant volume of large truck traffic.
- U.S. Route 460 is the primary east-west thoroughfare. The segment between Interstate 81 and Blacksburg is the most heavily traveled primary roadway in the county.
- Business Route 460 provides local access through Blacksburg and Christiansburg.
- State Route 114 connects U.S. Route 460 in Christiansburg to Pulaski County to the west and U.S. Route 11. This two-lane primary route is the main connector to the Radford Army Ammunition Plant (RFAAP) and serves as a commercial link between Pulaski County and the retail areas of Christiansburg.

PUBLIC TRANSIT AND RAIL

- Blacksburg Transit (BT), operated by the Town of Blacksburg, serves Blacksburg, Christiansburg, and other areas of Montgomery County. It provides over 2.6 million rides per year, supporting both daily commuting and event traffic.
- Norfolk Southern Railway provides freight rail service across Montgomery County, operating approximately 92 miles of rail lines within the county.

AIR TRAVEL

- The Virginia Tech – Montgomery Executive Airport, located at 1601 Research Center Dr in Blacksburg, primarily supports corporate and private air travel. The Airport Authority includes representation from Montgomery County and the towns of Blacksburg and Christiansburg.

MAJOR INSTITUTIONS AND POPULATION IMPACT

- Virginia Tech is one of the region's largest employers and is a major influence on county infrastructure and public safety planning. The university averages an enrollment of 39,000 students during the academic year and serves as a special traffic generator. Events such as graduation, sporting events, and special weekends substantially increase local traffic volumes and service demands.

ECONOMIC AND COMMUNITY GROWTH

- Montgomery County continues to experience growth, supported by a well-diversified economy. Residents enjoy a high quality of life, bolstered by a variety of skilled and professional employment opportunities. Growth in the service and trade sectors is closely linked to a thriving tourism industry, which benefits from the county's natural beauty, cultural and historical resources, and the presence of Virginia Tech and Radford University.
- Montgomery County is an events-oriented community, and tourism plays a significant economic role. Large-scale events hosted by the universities and local organizations generate notable visitor spending, contributing to local revenue and reinforcing the need for coordinated emergency planning.

HAZARD IDENTIFICATION AND RISK PROFILE

The Montgomery County EOP considers both natural, technological, and human-caused hazards, including those identified through hazardous materials reporting required under the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III). Additionally, it incorporates findings from the New River Valley Hazard Mitigation Plan, which identifies local hazard risks and outlines both past and ongoing mitigation strategies.

<i>Hazard</i>	<i>Probability</i>
Flooding	High
Winter Storms/Ice	High
Thunderstorms /Lightning	High
Drought	High
High Winds/Windstorms	High
Tornadoes/Hurricanes	High
Dam Failure	Moderate
Wildfire	Moderate
Biological	Moderate
Chemical	Moderate
Transportation Incident	Moderate
Earthquakes	Low
Aircraft Incident	Low
Radiological	Low

Table No. 2 – Hazard Probability

Both natural, technological, and human-caused hazards have the potential to cause loss of life, property damage, agricultural disruption, and damage to infrastructure and critical facilities.

Montgomery County maintains an ongoing process of assessing local capabilities through the Local Capability Assessment for Readiness (LCAR). This process evaluates community preparedness, available resources, personnel training, emergency response procedures, and coordination mechanisms with local and state plans. The LCAR is updated annually, as required by the Commonwealth of Virginia Emergency Services and Disaster Laws of 2000, as amended.

The LCAR highlights the following key capabilities:

- Strong personnel knowledge of emergency response procedures
- Countywide emergency alerting systems that are installed and tested
- Integration with regional and state-level response planning

A full copy of the current LCAR report is available upon request from the Montgomery County Administrator or the Emergency Management Coordinator.

ASSUMPTIONS

Montgomery County's Emergency Operations Plan (EOP) is built on the all-hazards approach, recognizing that many emergency response functions remain consistent across a wide range of potential threats and hazards.

- The Emergency Management Coordinator is responsible for mobilizing personnel and resources as required by the incident to save lives, protect property, restore critical infrastructure, ensure continuity of government, and support recovery efforts for individuals, families, businesses, and the environment.
- All incidents are managed at the local level to the greatest extent possible, in accordance with the principle of local control and initial response authority.
- Mutual aid agreements are maintained with neighboring jurisdictions to enhance Montgomery County's emergency response and recovery capabilities.
- Montgomery County adopts and implements the National Incident Management System (NIMS) and utilizes the Incident Command System (ICS) to provide a standardized and scalable command structure for all emergency operations.
- Special facilities: including schools, nursing homes, adult day care centers, and childcare facilities—are required under the Code of Virginia to develop emergency plans. The Emergency Management Coordinator may request copies of these plans for review and coordination purposes.
- Regulated facilities identified under the Superfund Amendments and Reauthorization Act (SARA Title III) that pose specific hazards are required to develop and coordinate emergency plans with local, county, and state agencies. These plans must be submitted in accordance with applicable codes, laws, regulations, and statutory requirements

III. ROLES AND RESPONSIBILITIES

The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, establishes that emergency services operations are structured around existing constitutional government. Under § 44-146.19 of the Code of Virginia, political subdivisions are granted the authority and responsibility to develop and maintain effective emergency management programs.

Montgomery County's emergency management program includes local officials, government agencies, private sector entities, and nonprofit organizations, all working collaboratively to plan for, respond to, recover from, and mitigate emergencies and disasters.

ELECTED OFFICIALS

The Montgomery County Board of Supervisors provides the policy leadership necessary to:

- Protect the lives and property of residents;
- Enact and administer ordinances that support emergency management and public safety;
- Establish and fund the local emergency management program;
- Appoint the Director of Emergency Management (County Administrator); and
- Adopt and promulgate the Emergency Operations Plan (EOP).

DIRECTOR OF EMERGENCY MANAGEMENT (COUNTY ADMINISTRATOR)

As the jurisdiction's chief executive and designated Director of Emergency Management, the County Administrator is responsible for:

- Declaring a local emergency in accordance with Virginia Code § 44-146.21;
- Coordinating the deployment and use of local resources during incidents;
- Determining the need for evacuation of threatened areas and directing protective evacuations;
- Exercising direction and control from the Emergency Operations Center (EOC);
- Ensuring maintenance and regular review of the Emergency Operations Plan;
- Providing executive leadership and decision-making;
- Ensuring timely and accurate public information during emergencies.

EMERGENCY MANAGEMENT COORDINATOR

The Emergency Management Coordinator is appointed by the Director of Emergency Management with approval from the Board of Supervisors and has day-to-day responsibility for the emergency management program. Responsibilities include:

- Advising the Director on emergency declarations and situational readiness;
- Evaluating the availability and readiness of critical local resources;
- Developing and maintaining mutual aid agreements;
- Coordinating preliminary and post-incident damage assessments;
- Serving as the primary liaison to local officials during emergency operations;
- Leading public education and outreach programs on emergency preparedness;
- Conducting exercises to evaluate readiness and identify improvements;
- Including the private sector and NGOs in planning, training, and exercises;
- Developing, maintaining, and ensuring regular updates to the EOP that reflect the needs of all residents, including individuals with access and functional needs and household pets;

- Acting in the Director's capacity when delegated or in their absence;
- Ensuring the EOP is reviewed, revised, and adopted at least once every four years.

LOCAL GOVERNMENT DEPARTMENTS AND AGENCIES

Department and agency heads collaborate with the Emergency Management Coordinator in the development and implementation of the EOP. They ensure that their respective departmental capabilities (e.g., fire, law enforcement, EMS, public works, public health) are integrated into the emergency management framework. Responsibilities include:

- Developing and maintaining internal plans and Standard Operating Procedures (SOPs);
- Identifying and maintaining emergency supply, equipment, and transportation inventories;
- Establishing and maintaining mutual aid agreements;
- Maintaining records and documentation of disaster-related activities and expenditures;
- Preserving essential records to ensure continuity of government;
- Establishing and maintaining succession lists for key personnel;
- Participating in interagency training, drills, and exercises;
- Supporting incident management operations through the Emergency Support Function (ESF) structure.

EMERGENCY SUPPORT FUNCTIONS (ESFs)

Montgomery County uses the ESF model to group similar capabilities and functions for incident support. Each ESF consists of:

- A coordinating agency, responsible for oversight and coordination of primary and support agencies within the incident management and support structure;
- One or more primary agencies, with lead responsibility for specific functions;
- Support agencies, which provide assistance and resources as needed.

Responsibilities of ESFs include:

- Developing and maintaining functional plans and SOPs;
- Identifying and coordinating emergency resources and assets;
- Maintaining accurate financial and operational records;
- Protecting records essential to continuity of government;
- Establishing and maintaining internal lines of succession;
- Supporting incident operations as activated by the EOC.

Note: Not all incidents will require ESF activation. Some emergencies may be managed through routine departmental coordination. ESF activation is scalable and is described further in the Concept of Operations.

(Refer to Appendix 1: ESF Responsibility Matrix for assignments.)

NONGOVERNMENTAL AND VOLUNTEER ORGANIZATIONS

NGOs play a critical role in response and recovery. These organizations work in coordination with public safety agencies to:

- Provide mass care, sheltering, feeding, and emotional support;
- Fill gaps in service delivery when governmental resources are unavailable;
- Support community resilience and recovery.

Examples include:

- American Red Cross, which supports ESF #6 – Mass Care under an MOU with Montgomery County;
- Virginia VOAD (Voluntary Organizations Active in Disaster), a coalition of organizations that provide coordinated disaster relief services.

PRIVATE SECTOR

Private sector entities are vital to emergency preparedness, response, and recovery. Roles vary based on the type of organizations and incident impact, including:

<i>Type of Organization</i>	<i>Role</i>
Impacted Organization / Infrastructure	May sustain direct or indirect impacts from an incident (e.g., utilities, hospitals, transportation systems, financial institutions).
Response Resource	May provide donated or contracted goods, services, or technical assistance under mutual aid, public-private partnerships, or ad-hoc agreements.
Regulated / Responsible Party	Entities regulated under law (e.g., hazardous facilities) must prepare for, prevent, and respond to incidents under applicable regulations and reporting.
Emergency Organization Member	May serve on local emergency committees (e.g., LEPC) or assist with planning, training, exercises, and response operations.

Table No. 3 – Private Sector Roles

Private entities are encouraged to:

- Develop business continuity and emergency plans;
- Participate in local planning and exercises;
- Share risk assessments and threat information;
- Maintain response and recovery capabilities aligned with community plans;
- Support response through contracts, donations, or volunteer engagement.

CITIZEN INVOLVEMENT

Citizen participation enhances community preparedness and resilience. Through Citizen Corps, residents are trained and engaged in activities that support prevention, preparedness, response, and recovery.

Programs include:

- Community Emergency Response Team (CERT)
- Medical Reserve Corps (MRC)
- Volunteers in Police Service
- Other affiliate volunteer programs

Citizen Corps Councils bring together stakeholders from emergency services, elected officials, community groups, and the private sector to coordinate outreach and engage efforts.

INDIVIDUALS AND HOUSEHOLDS

Residents play a foundational role in personal and community preparedness. Key responsibilities include:

- Mitigating hazards in and around their homes (e.g., securing utilities, fireproofing property);
- Developing emergency supply kits and family emergency plans, including for pets and service animals;
- Monitoring official emergency communications and adhering to public safety guidance;
- Volunteering with recognized nongovernmental, volunteer, or private-sector partner organizations;
- Taking emergency preparedness and response training to build individual capabilities.

IV. CONCEPT OF OPERATIONS

GENERAL

This section describes the coordinating structures, processes, and protocols Montgomery County uses to manage incidents. These mechanisms enable the execution of local government responsibilities and facilitate integration with state, federal, private-sector, and nongovernmental organizations for a unified approach to incident management.

- The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, requires emergency services to be structured around existing constitutional government. Montgomery County's emergency organization includes existing government departments, private-sector partners, and nongovernmental emergency response organizations.
- The County Administrator serves as the Director of Emergency Management, delegating daily programmatic responsibilities to the Emergency Management Coordinator. Together, they direct and control emergency operations, issue emergency preparedness directives, and manage public information during emergencies.
- The Emergency Operations Center (EOC) is maintained by the Emergency Management Coordinator and department heads. The EOC is located at:

Primary: Montgomery County Public Safety Building
1 East Main Street, Christiansburg, VA 24073
4th Floor, NRVECRA / 911 Center

Alternate: Christiansburg Police Department
10 East Main Street, Christiansburg, VA 24073

- The Emergency Management Coordinator is responsible for:
 - Maintaining the EOC in a state of readiness;
 - Updating the Emergency Operations Plan;
 - Ensuring compatibility with key private sector and facility-specific emergency plans.
- Protective evacuations may be directed by Incident Command/Unified Command and/or the Director of Emergency Management (or designee), depending on the incident and operational needs. Requests for mandatory evacuation orders will be submitted through VDEM for approval by the Governor in accordance with Virginia Code. Law enforcement will coordinate evacuation implementation, traffic control, and security. In hazardous materials incidents, Incident Command may direct immediate protective evacuations and sheltering actions as needed to protect life safety.
- Succession of authority:
 - Director of Emergency Management (County Administrator)
 - Assistant Director (if appointed)
 - Emergency Management Coordinator
- Operating agencies are responsible for developing plans, identifying resources, maintaining expenditure documentation, and protecting records essential to continuity of government.
- Day-to-day functions not essential to the emergency response may be suspended. Resources from those functions may be reassigned to support emergency operations.
- Local resources should be utilized to the maximum extent practical before requesting mutual aid or state/federal assistance. Requests for state assistance are coordinated through the Regional Coordination Center (RCC) to the Virginia Emergency Operations Center (VEOC), typically via WebEOC, in accordance with VDEM procedures.

CONCURRENT IMPLEMENTATION OF OTHER PLANS

The Montgomery County EOP serves as the core emergency management framework. Supplemental plans (e.g., hazardous materials, wildland fire, pandemic response) may be implemented simultaneously under the lead of the appropriate agency. However, these plans remain subordinate to the EOP, which provides overarching coordination and resource integration protocols.

ORGANIZATIONAL STRUCTURE

In accordance with NIMS, Montgomery County manages incidents at the lowest possible level and escalates coordination as needed—from on-scene ICS/Unified Command, to the Emergency Operations Center (EOC), to regional coordination (RCC), to the Virginia Emergency Operations Center (VEOC), and to federal coordination (as required). Key components of the command and coordination structure include:

- On-scene Incident Command Posts using ICS;
- Area Command (if required);
- Emergency Operations Centers (EOC);
- Emergency Support Functions (ESFs);
- Joint Field Office (JFO) for coordinating federal recovery assistance;
- Local Department of Emergency Management, including:
 - Director of Emergency Management
 - Emergency Management Coordinator
 - Incident Commander

EMERGENCY OPERATIONS CENTER (EOC)

When activated, the EOC coordinates strategic and logistical support to field operations and maintains alignment with the ICS structure. The EOC:

- Operates under NIMS-compliant ICS principles;
- Assigns functional responsibilities using Emergency Support Functions;
- Ensures:
 - Manageable span of control;
 - Personnel accountability;
 - Functional positions are filled only as needed, with responsibilities defaulting to the next higher-filled position when necessary.

(See ESF #5 Annex for further EOC staffing information.)

JOINT FIELD OFFICE (JFO)

The JFO is a federal coordination center established to deliver disaster assistance in federally declared disasters. It may operate simultaneously with the local EOC. While primarily focused on recovery, it may support response efforts. (See ESF #14 for additional detail.)

SEQUENCE OF ACTIONS

Incident management is conducted in phases, which may occur concurrently depending on the nature and scope of the event:

Non-emergency / Normal Operations

- Public education via websites, publications, and media;
- Maintenance and testing of emergency operations plans and SOPs;
- Updating emergency contact/resource lists;
- Conducting training and exercises.

Pre-incident Actions

Upon notification of a potential incident (e.g., Homeland Security Alert, NWS warning):

- Activate communication, alert, and warning systems;
- Notify emergency personnel and implement staffing plans;
- Conduct situational briefings with local officials;
- Coordinate with public health and supporting agencies;
- Implement protective actions and possibly partially activate the EOC.

Response Actions

During emergency response, actions may include:

- Law enforcement, fire, and EMS mobilization;
- Dissemination of emergency public information;
- Evacuations and sheltering;
- Urban search and rescue operations;
- Critical infrastructure protection;
- Situation Reports submitted to VEOC;
- Suspension of non-essential local government functions;
- Full or partial EOC activation.

Recovery Actions

As life-saving operations conclude, recovery operations begin:

- Complete Initial Damage Assessments (IDA) within 72 hours;
- Submit assessments via WebEOC to VEOC;
- Restore public infrastructure and utility systems;
- Reopen access for residents;
- Coordinate with JFO for disaster assistance;
- Address long-term housing, economic recovery, and environmental restoration;
- Ensure cultural and historical sites are protected during rebuilding.

Mitigation Actions

To reduce future risk, mitigation efforts may include:

- Reviewing and updating the local All-Hazard Mitigation Plan;
- Submitting mitigation grant projects through VDEM;
- Promoting floodplain management and loss-reduction building practices;
- Community outreach and education on risk reduction;
- Documenting avoided losses from previous mitigation efforts.

DECLARATION OF LOCAL EMERGENCY

Per Virginia Code § 44-146.21:

- The Board of Supervisors may declare a local emergency by resolution;
- The Director of Emergency Management may declare an emergency with the consent of the Board, or unilaterally if the Board cannot convene, subject to confirmation within 45 days;
- A declaration activates the Emergency Operations Plan and authorizes resource allocation and emergency actions.

ACTIVATION OF THE EMERGENCY OPERATIONS CENTER

The Emergency Management Coordinator may activate the EOC if:

- There is a large-scale threat to public safety or health;
- Multiagency coordination is needed;
- Regional events strain shared resources;
- Local emergency ordinances or authorities are invoked.

EOC staffing is scalable based on availability and operational needs. Roles may be combined, and unfilled positions default upward in the chain of command.

PUBLIC ALERT AND WARNING

Montgomery County will disseminate emergency alerts using:

- Emergency Alert System (EAS);
- Local systems (e.g., IPAWS, Everbridge, or other alert platforms);
- Social media, press releases, and direct communication methods.

VICTIM ASSISTANCE CONTACT INFORMATION

Criminal Injuries Compensation Fund (CICF)

- Jack Ritchie, Director – jack.ritchie@cicf.virginia.gov
Phone: 1-800-552-4007 | After Hours: 804-307-5431
- Leigh Snellings, Assistant Director
Phone: 1-800-552-4007 | After Hours: 804-212-4232

Virginia Department of Criminal Justice Services

- Melissa Roberson, Training and Critical Incident Response Coordinator
Phone: 804-840-4276
Website: [DCJS Emergency Reporting](#)

V. FINANCE AND ADMINISTRATION

Montgomery County's Finance Department ensures proper financial management controls, budget authorities, and accounting procedures are established to facilitate timely emergency operations, accurately document disaster-related expenditures, and maximize financial assistance from state and federal sources following a disaster.

Detailed emergency procurement, timekeeping, and reimbursement procedures are maintained in county procurement policies and Finance Department SOPs/annexes and may be updated independently of this Basic Plan.

Upon declaration of a local emergency or disaster by the Director of Emergency Management (County Administrator), the Finance Director (or designee) must be notified in accordance with provisions of § 44-146.21 of the Virginia Emergency Services and Disaster Law of 2000, as amended.

CONCEPT OF OPERATIONS

A. EMERGENCY PURCHASING

In emergency situations defined by the Montgomery County Emergency Operations Plan (EOP), the Finance Director (or designee) will expedite procurement processes to secure necessary resources. Verbal authorization from the Director of Emergency Management or their designee may temporarily replace formal written budget procedures. However, all verbal approvals must be subsequently documented in writing for accountability.

B. BUDGET FLEXIBILITY AND ADJUSTMENTS

The Finance Director (or designee) may authorize overspending within specific line items (e.g., overtime, materials, supplies) during declared emergency conditions as defined by the EOP. Necessary budget adjustments can be made at the fiscal year-end to reconcile expenditures.

C. EOC FINANCE STAFFING

The Finance Department will provide staffing for the Finance and Administration Section within the Emergency Operations Center (EOC). This section coordinates closely with all activated Emergency Support Functions (ESFs) to facilitate urgent procurement, resource tracking, and expenditure documentation.

D. DISASTER-RELATED EXPENDITURE TRACKING

The Director of Emergency Management (or designee) will define eligible disaster-related expenditures and the associated period during which these expenditures can be incurred. Accurate documentation of all disaster-related costs is required for potential reimbursement from state and federal agencies. The Finance Department is responsible for maintaining thorough records and preparing the required Report of Disaster-Related Expenditures.

E. RESOURCE COORDINATION AND TRACKING

The Finance Department will coordinate closely with ESF #7 (Resource Management) to monitor and document resource needs, purchases, equipment usage, and personnel deployment. Electronic software systems will be utilized to streamline tracking and documentation when available.

F. TIME TRACKING

Employees must complete accurate and detailed time sheets, including any overtime incurred, throughout disaster response and recovery operations. Time sheets require approval signatures from the employee's immediate supervisor or the EOC Manager, as appropriate.

G. EMPLOYEE REASSIGNMENT

The County Administrator retains authority to temporarily reassign local government employees as necessary to ensure continuity of government services throughout the disaster response and recovery phases.

H. MUTUAL AID AND RESOURCE SHARING

Montgomery County maintains established mutual aid agreements with local volunteer and non-governmental organizations for shared resources such as facilities, food, and equipment during disaster operations. Additionally, Montgomery County participates in the Statewide Mutual Aid (SMA) Agreement, enabling the county to request goods, services, personnel, and equipment through the Virginia Emergency Operations Center (VEOC). Specific Mutual Aid Agreements are detailed within the ESF #7 Annex.

ACTIONS

- Develop, maintain, and disseminate financial management procedures to ensure efficient disbursement and accounting of emergency operation funds.
- Conduct regular training for county staff on state and federal disaster assistance requirements and necessary documentation procedures.
- Ensure departments maintain a continuous inventory of critical supplies to support rapid response capabilities.
- Prepare to execute emergency procurement procedures promptly for goods and services necessary for disaster response.
- Inform departments of required documentation procedures for tracking disaster-related expenditures.
- Implement emergency financial management processes immediately upon emergency activation to expedite procurement and payment processing.
- Maintain accurate financial records by consolidating and verifying expenditure data submitted by departments and ESFs.
- Prepare and submit timely disaster assistance applications for state and federal reimbursement.
- Support the preparation and submission of insurance claims through county risk management processes.
- Coordinate with the County Treasurer to ensure timely reconciliation and receipt of reimbursement funds.
- Regularly review and update county human resources policies and procedures to reflect emergency operational requirements.

VI. PLAN MAINTENANCE

COORDINATION

The Emergency Management Coordinator is responsible for the annual review and update of the Montgomery County Emergency Operations Plan (EOP). The Coordinator will collaborate with all relevant emergency management partners to ensure the county maintains an effective and responsive emergency management capability.

The Planning Team involved in reviewing and updating the EOP may include, but is not limited to:

Internal Stakeholders:

- Emergency Management Coordinator (lead)
- Public Works
- Finance Department
- Human Resources
- Other relevant County departments and agencies

External Stakeholders:

- Emergency Medical Services (EMS)
- Fire Departments
- Law Enforcement Agencies
- Hospitals and Healthcare Providers
- American Red Cross
- Virginia Department of Health (Local Health District)
- Other pertinent community or regional partners

REVIEW AND ADOPTION

Montgomery County shall perform a comprehensive review and revision of the EOP at least once every four years. Following the completion of this review, the updated plan will be formally adopted by the Montgomery County Board of Supervisors.

Upon adoption, written certification of the review and update will be submitted to the Virginia Department of Emergency Management (VDEM) in accordance with state guidelines.

PLAN TESTING AND EXERCISE

The Emergency Management Coordinator will oversee the regular testing and exercising of the EOP to evaluate and validate plan effectiveness. Exercises will be conducted according to a defined schedule, and results will be used to identify strengths, correct deficiencies, and enhance Montgomery County's overall preparedness posture.

VII. EXERCISE AND TRAINING

Trained and knowledgeable personnel are critical for the prompt, effective, and coordinated implementation of the Montgomery County Emergency Operations Plan (EOP). The Director of Emergency Management is responsible for ensuring that all response personnel clearly understand their roles and responsibilities during disaster and emergency operations, as well as how their specific duties integrate with other components of the EOP. Appropriate and ongoing training will be provided to equip personnel to perform these duties competently and efficiently.

PROGRAM RESPONSIBILITY

The Emergency Management Coordinator is responsible for the development, management, and maintenance of Montgomery County's comprehensive training and exercise program. This program will be customized to local requirements and designed to establish and maintain a high level of emergency preparedness within Montgomery County.

TRAINING STANDARDS AND DOCUMENTATION

Training programs will adhere to federal and state guidance, standards, and best practices. Training instructors may include:

- Montgomery County government officials and staff;
- State and federal government agency representatives;
- Private-sector subject matter experts;
- Military personnel experienced in emergency operations;
- Trained members of volunteer emergency management organizations.

All training sessions and exercises conducted within Montgomery County will be properly documented. The Emergency Management Coordinator will maintain training and exercise records (e.g., attendance rosters, objectives, and after-action/improvement plans) in the County's approved records management system and/or designated emergency management shared drive, with copies available for review at the EOC as needed. Individual training needs assessments will be conducted regularly, and training records will be maintained for all personnel assigned emergency response duties.

EXERCISE TYPES AND FREQUENCY

The Emergency Management Coordinator will develop, plan, and conduct an exercise program that includes at least one exercise annually; functional and full-scale exercises may be conducted on a multi-year cycle. Exercises may include:

- Tabletop Exercises
- Functional Exercises
- Full-Scale Exercises

These exercises will evaluate and validate the EOP, train personnel, enhance interagency coordination, and strengthen overall emergency response capabilities. Montgomery County encourages participation from quasi-public organizations, volunteer groups, community partners, and other relevant stakeholders.

Exercises will follow guidelines established by the Homeland Security Exercise and Evaluation Program (HSEEP). Montgomery County will also participate in regional and statewide HSEEP exercises as appropriate.

EXERCISE AND TRAINING SCHEDULE MANAGEMENT

The Emergency Management Coordinator will maintain a current training and exercise calendar, ensuring adequate resources and logistical support are available to effectively conduct planned activities.

POST-EXERCISE EVALUATION

Following each exercise or significant real-world incident, Montgomery County will conduct a structured hot-wash session and formal After-Action Review (AAR). Strengths and areas for improvement identified during these evaluations will be documented in an After-Action Report and Improvement Plan (AAR/IP). Recommended improvements will be incorporated into subsequent updates of the EOP and training curriculum.

APPENDIX 1 – GLOSSARY OF TERMS

Amateur Radio Emergency Services (ARES)

A public service organization of licensed amateur radio operators who voluntarily register their qualifications and equipment to provide emergency communications during public service events and disasters.

American Red Cross

A volunteer-led humanitarian organization that provides relief to disaster victims and supports preparedness, prevention, and response efforts. The Red Cross operates in accordance with its Congressional Charter and the principles of the International Red Cross Movement.

Command Section

One of the five functional components of the Incident Command System (ICS). The Command Section directs, controls, and orders resources—including personnel and equipment—for optimal response coordination.

Command Post / Incident Command Post (ICP)

The location where primary command functions are executed. Typically co-located with the Incident Base.

Comprehensive Resource Management

A method that consolidates and maximizes use of available resources, groups like resources, and reduces communication loads in support of efficient incident operations.

Coordination

The process of analyzing a situation, developing actionable information, and informing appropriate personnel to identify and implement the most effective combination of resources to achieve objectives.

Decontamination

The process of rendering people, objects, or areas safe by absorbing, removing, neutralizing, or destroying hazardous materials.

Emergency

Any natural or man-made occurrence or threat that may result in substantial harm to people, property, or natural resources, and may require governmental action beyond normal authorities due to the immediacy or severity of the threat.

Emergency / Disaster / Incident

An event requiring crisis response that exceeds the capability of a single agency. While emergencies may be addressed locally, major disasters typically require assistance from external resources.

MONTGOMERY COUNTY EMERGENCY OPERATIONS PLAN

Emergency Alert System (EAS)

A federally authorized broadcast system used to disseminate emergency warnings and information to the public.

Emergency Management

The coordinated effort to prepare for, prevent, respond to, recover from, and mitigate the impacts of disasters or emergencies. Functions include fire, police, EMS, health services, public works, communications, and more.

Emergency Operations Center (EOC)

A centralized facility where government officials manage emergency operations, coordinate resources, gather and share information, and request outside assistance.

Emergency Operations Plan (EOP)

A comprehensive document that outlines the preplanned and coordinated response procedures for emergency and disaster situations.

Emergency Support Function (ESF)

A functional area of response activity designed to coordinate and deliver assistance during emergencies. Each ESF is led by a primary agency and supported by others.

Evacuation

The organized movement of individuals from a hazardous area to a place of safety.

Exercise

A planned event that tests emergency plans and procedures, trains personnel, and evaluates operational readiness. Types include:

- Tabletop Exercise
- Functional Exercise
- Full-Scale Exercise

Federal Disaster Assistance

Aid provided to individuals and/or governments by federal agencies under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288).

Geographic Information System (GIS)

A computer-based system that captures, stores, analyzes, and displays data tied to specific geographic locations.

Hazardous Materials (HAZMAT)

Substances that pose risks to health, safety, property, or the environment due to their chemical, physical, or biological properties.

MONTGOMERY COUNTY EMERGENCY OPERATIONS PLAN

Hazardous Materials Emergency Response Plan

A separate plan developed under SARA Title III (EPCRA) to guide preparedness, response, and recovery efforts for hazardous materials releases.

Homeland Security Exercise and Evaluation Program (HSEEP)

A nationally standardized system for developing, conducting, and evaluating exercises, managed by FEMA.

Incident Command System (ICS)

A standardized, on-scene, all-hazards incident management concept that includes five functional areas: Command, Operations, Planning, Logistics, and Finance/Administration.

Incident Commander (IC)

The individual responsible for overall management of an incident.

Initial Damage Assessment (IDA)

A report summarizing preliminary damages to public and private property, serving as a basis for emergency declarations and assistance requests.

Integrated Communications Plan

A plan that identifies how communication resources and frequencies will be assigned and used during an incident to ensure coordination.

Local Emergency

A declaration made by the local governing body in response to a disaster that threatens significant damage or loss of life, requiring coordinated local action.

Local Emergency Planning Committee (LEPC)

A group of local representatives from government, industry, emergency response, and the public who oversee hazardous materials planning under SARA Title III.

Mitigation

Actions taken to eliminate or reduce the long-term risk and impact of hazards on people and property. Examples include zoning, building codes, and public education.

Mobile Crisis Unit

A team of mental health professionals trained to provide on-scene crisis intervention and post-incident support.

Mutual Aid Agreement

A written agreement between jurisdictions or organizations to provide assistance in the form of personnel, equipment, or services during emergencies.

MONTGOMERY COUNTY EMERGENCY OPERATIONS PLAN

National Response Framework (NRF)

A guide for how the nation responds to all types of disasters. It outlines scalable, flexible coordination among all levels of government and sectors.

National Weather Service (NWS)

A federal agency that provides timely weather forecasts, warnings, and emergency alerts to the public and emergency management officials.

Preparedness

The process of planning, training, and equipping to ensure effective response to emergencies. Includes public education and resource development.

Presidential Declaration

A formal declaration by the President that enables federal disaster assistance when requested by a Governor and supported by damage assessments.

Primary Agency

The lead agency responsible for planning and executing a specific Emergency Support Function (ESF) during an emergency.

Regional Information Coordination Center (RICC)

A center that supports intergovernmental coordination and situational awareness during regional emergencies.

Situation Report (SitRep)

A report prepared at regular intervals that summarizes the emergency situation, response activities, and resource status. Submitted to VDEM/VEOC via WebEOC.

Span of Control

The number of individuals or resources that one supervisor can effectively manage. In ICS, the ideal span is 1:5 (range of 3–7).

State of Emergency

A declaration by the Governor authorizing state assistance to supplement local emergency efforts.

Superfund Amendments and Reauthorization Act (SARA) of 1986

Federal legislation establishing hazardous materials reporting requirements and community right-to-know provisions.

Unified Command

An ICS application used when multiple agencies or jurisdictions are involved. Agencies share responsibility for incident objectives, planning, and operations.

MONTGOMERY COUNTY EMERGENCY OPERATIONS PLAN

Weapons of Mass Destruction (WMD)

Any device or substance capable of causing large-scale harm, including explosives, biological agents, toxic chemicals, and radiological weapons.

(Defined in 18 U.S.C. § 2332a and § 921)

MONTGOMERY COUNTY EMERGENCY OPERATIONS PLAN

APPENDIX 2 – LIST OF ACRONYMS

Acronym	Definition
APHIS	Animal and Plant Health Inspection Service
CERT	Community Emergency Response Team
CFO	Chief Financial Officer
CR	Community Relations
DHS	Department of Homeland Security
DMME	Department of Mines, Minerals, and Energy
DOA	Department of Accounts (if applicable)
DRC	Disaster Recovery Center
DRM	Disaster Recovery Manager
DSCO	Deputy State Coordinating Officer
EAS	Emergency Alert System
EHS	Extremely Hazardous Substance
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ERT-A	Emergency Response Team – Advance Element
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
GIS	Geographic Information System
HSEEP	Homeland Security Exercise and Evaluation Program
ICS	Incident Command System
JFO	Joint Field Office
JIC	Joint Information Center
MACC	Multi-Agency Command Center
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NCR	National Capital Region
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRF	National Response Framework
NWS	National Weather Service

MONTGOMERY COUNTY EMERGENCY OPERATIONS PLAN

PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POC	Point of Contact
RACES	Radio Amateur Civil Emergency Services
SAR	Search and Rescue
SCC	State Corporation Commission
SOP	Standard Operating Procedures
USACE	U.S. Army Corps of Engineers
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
VOAD	Voluntary Organizations Active in Disaster
WAWAS	Washington Area Warning System
WMD	Weapons of Mass Destruction

APPENDIX 3 – AUTHORITIES AND REFERENCES

FEDERAL

- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended (latest consolidated version, 2021)
 - *Establishes the legal authority for federal disaster response activities, including FEMA's role and the process for federal disaster declaration.*
- The Homeland Security Act of 2002
 - *Established the Department of Homeland Security and outlined national coordination of emergency preparedness and homeland security functions.*
- National Response Framework (NRF), 4th Edition, U.S. Department of Homeland Security, October 2019
 - *Outlines how the nation responds to all types of disasters and emergencies using a flexible, scalable, and coordinated structure.*
- NIMS Implementation Objectives for Local, State, Tribal, and Territorial Jurisdictions, FEMA, 2018
 - *Outlines integration of the National Incident Management System (NIMS) into local emergency operations and procedures.*
- National Incident Management System (NIMS), FEMA, December 2019
 - *Provides guidance for incorporating EOC operations into the broader NIMS structure.*
- Comprehensive Preparedness Guide (CPG) 101, Version 3.0: *Developing and Maintaining Emergency Operations Plans*, FEMA, May 2021
 - *Provides planning guidance to assist jurisdictions in developing effective, all-hazards emergency operations plans.*

STATE

- Commonwealth of Virginia Emergency Services and Disaster Law, Code of Virginia § 44-146.13 to § 44-146.29:2, as amended (latest revision 2022)
 - *Establishes emergency management responsibilities and authorities for political subdivisions within the Commonwealth.*
- Commonwealth of Virginia Emergency Operations Plan (COVEOP), 2023
 - *Provides the framework for state-level response and coordination across agencies and localities during all-hazard events.*

LOCAL

- New River Valley Regional Pre-Hazard Mitigation Plan, Updated 2025
 - *Identifies local hazard risks and outlines strategies for risk reduction in Montgomery County and the surrounding region. Maintains eligibility for FEMA mitigation funding.*
- Montgomery County Comprehensive Plan
 - *Outlines long-range planning goals for land use, infrastructure, community resilience, and hazard mitigation relevant to emergency planning.*

MONTGOMERY COUNTY EMERGENCY OPERATIONS PLAN

Agency	TRANSPORTATION	COMMUNICATIONS	PUBLIC WORKS	FIREFIGHTING	EMERGENCY MANAGEMENT	MASS CARE	RESOURCE SUPPORT	HEALTH & MEDICAL	SEARCH AND RESCUE	HAZARDOUS MATERIALS	AGRICULTURE & NATURAL RESOURCES	ENERGY	PUBLIC SAFETY	LONG-TERM RECOVERY	EXTERNAL AFFAIRS	MILITARY AFFAIRS	VOLUNTEER & DONATIONS MGMT
	ESF #1	ESF #2	ESF #3	ESF #4	ESF #5	ESF #6	ESF #7	ESF #8	ESF #9	ESF #10	ESF #11	ESF #12	ESF #13	ESF #14	ESF #15	ESF #16	ESF #17
Emergency Management	P	P	S	S	P	P	P	S	S	S		S	S	P	S	S	S
Fire Department			S	P	S								S		S		
EMS			S	S	S	S		P	P	S			S		S		
Law Enforcement	S	S	S	S	S	S	P	S	P	S	S	S	P		P	S	
Health Department			S			S		S									
Public Works	S		P	S	S	S		S		S		S					
Building Inspection			P		S							S		S			
Planning and GIS			S		S									S			
Parks and Rec.			S														
Info. Technology		P			S												
Social Services					S	P								S			
Finance					S		S										
Transit	P		S			S	S						S				
Public Schools	S	S				S									S		
Water Authority			S														
County Attorney					S									S			
Public Information		S				S								S	P		S
American Red Cross						S											
NRV911		P		S		S	P										
ACAC																	
Utility Providers		S	P			S						P					
Private Sector	S					S											
VDEQ			S							P	S						
VDOF			S								S						
VDEM							S			P							
Civil Air Patrol								S									
VDACS											S						
VDWR											S		S				
National Guard							S									P	
VVOAD						S								S	P		S

MONTGOMERY COUNTY EMERGENCY OPERATIONS PLAN

APPENDIX 5 – SUCCESSION OF AUTHORITY

Organization / Service Function	Authority in Line of Succession
Direction and Control	1. Montgomery County Board of Supervisors 2. Director of Emergency Management (County Administrator) 3. Assistant Director of Emergency Management (if appointed) 4. Emergency Management Coordinator
Emergency Public Information	1. Director of Emergency Management 2. Assistant Director of Emergency Management (if appointed) 3. Emergency Services Coordinator 4. Public Information Officer (PIO)
Sheriff's Office	1. Sheriff 2. Chief Deputy 3. Captain
Fire Department	1. Fire Chief 2. Assistant Fire Chief / Deputy Fire Chief 3. Deputy Fire Chief / Fire Captain
Emergency Medical Services (EMS/Rescue)	1. EMS Chief 2. EMS Deputy Chief 3. EMS Captain
School Division	1. Superintendent 2. Director of Facilities and Operations 3. Support Services Specialist 4. Supervisor of Maintenance 5. Director of Administration
Building Inspections	1. Building Official 2. Building Inspector
Utilities	1. Utilities Director 2. Assistant Utilities Director
Health Department	1. District Health Director 2. Senior Nursing Supervisor 3. Business Manager
Virginia Cooperative Extension (VPI Extension)	1. Unit Director 2. Extension Agent 3. Senior Secretary
Social Services	1. Director 2. Social Work Supervisor 3. Eligibility Supervisor

Appendix 6 – Emergency Operations Plan Distribution List

Board of Supervisors

County Administrator / Director of Emergency Management

Deputy County Administrator

Assistant County Administrator

Emergency Management Coordinator

Fire-EMS Department

County Attorney

Public Relations Office

General Services Office

VDEM Region 6 Office

Montgomery County Sheriff's Office

Blacksburg Police Department

Christiansburg Police Department

Virginia Tech Police Department

All Volunteer Fire Departments

All Volunteer Rescue Squads

Director of Utilities

Director of Inspections

Director of Parks and Recreation

Assessor (Chief)

Director of Social Services

Unit Director – Virginia Cooperative Extension Service

Health Department

NRV Regional 911 Authority

Public School System

Virginia Department of Transportation

Damage Assessment Team

Local Emergency Planning Committee

APPENDIX 7 – ESSENTIAL RECORDS

Purpose

The purpose of this appendix is to outline the procedures for identifying, protecting, and preserving essential records that are critical for maintaining government operations, legal obligations, and public confidence during and after an emergency.

Court Records

The preservation of essential court records is the statutory responsibility of the Clerk of the Circuit Court.

- **Storage:** All essential records are stored in the records vault located in the Office of the Clerk of the Circuit Court.
- **Categories of Essential Records:**
 - Real Estate Records*
 - Criminal Records
 - Wills
 - Civil Records
 - Chancery Records
 - Marriage Licenses
- **Emergency Removal:** Evacuation of records in the event of an emergency will only occur with the approval of the Clerk of the Circuit Court. The Sheriff's Office is responsible for loading and transportation if authorized.

**A microfilm copy of all real estate records for the locality is stored at the Archives, Library of Virginia, in Richmond.*

Agency and Department Records

Each agency and department within Montgomery County government shall:

1. **Identify Essential Records** – Determine which records are vital for continuity of operations, legal authority, and recovery.
2. **Establish a Records Protection Program** – Include redundant storage methods such as:
 - a. Duplicate paper or electronic copies maintained off-site.
 - b. Secure digital/cloud storage solutions compliant with state and federal standards.
 - c. Fireproof, waterproof, and secure physical storage.
3. **Automated Systems & Data** – Ensure provisions are in place for the continuity of automated data processing systems, databases, and electronic communications. This includes regular backups and redundant system capability.
4. **Coordination with IT** – Work with the County's Information Technology office to protect critical digital infrastructure and ensure recovery timelines meet continuity requirements.

R-FY-22
DECLARATION OF ADOPTION
NATIONAL INCIDENT MANAGEMENT SYSTEM

WHEREAS, At the request of the President, the Department of Homeland Security has developed the National Incident Management System (NIMS) for the purpose of unifying and coordinating all emergency responders' efforts during disasters; and

WHEREAS, The Department of Homeland Security has directed all Federal, State, Territorial, Tribal, and local entities involved in emergency response to adopt NIMS; and

WHEREAS, The Governor of the Commonwealth of Virginia has similarly endorsed NIMS by proclaiming it the official basis for management of incident response in Virginia; and

WHEREAS, The NIMS will enable responders at all levels to work together more effectively and efficiently to manage domestic incidents no matter what the cause, size or complexity, including catastrophic acts of terrorism and natural disaster; and

WHEREAS, Montgomery County Department of Emergency Management currently uses the Incident Command System (ICS) as referred to in NIMS; and

WHEREAS, Montgomery County Department of Emergency Management recognizes the need for a single Incident Management System to be used by all local agencies and disciplines.

NOW, THEREFORE, BE IT RESOLVED, That the Board of Supervisors of the County of Montgomery, Virginia hereby adopts the National Incident Management System and that this will be used at all incidents and drills, taught in all training courses, and reflected in all emergency mitigation, preparedness, response and recovery plans and programs.

Adopted this 23rd day of August, 2021.

RESOLUTION OF CURRENT EOP ADOPTION

MONTGOMERY COUNTY EMERGENCY OPERATIONS PLAN

APPENDIX 10 – LOCAL DECLARATION OF EMERGENCY

Consent to Director of Emergency Management's Declaration of Emergency

DECLARATION OF EMERGENCY

WHEREAS, the Montgomery County Board of Supervisors does hereby find:

- That due to _____, Montgomery County is facing conditions of extreme peril which threaten life, safety, health, and property of its residents; and
- That due to _____, immediate action is required to mitigate, respond to, and recover from these conditions; and
- The Director Emergency Management, in accordance with §44-146.21 of the Code of Virginia, has declared that a local emergency exists.

NOW, THEREFORE, BE IT RESOLVED that the Montgomery County Board of Supervisors does hereby consent to and confirm the declaration of emergency by the Director of Emergency Management, and declares that a local emergency now exists throughout Montgomery County, Virginia.

BE IT FUTHER RESOLVED AND ORDERED that the Montgomery County Emergency Operations Plan is hereby activated, and the Director of Emergency Management, or his/her designee, is authorized to coordinate the County's response and to take all actions necessary to protect life, property, and the environment pursuant to law.

Montgomery County Board of Supervisors

Chair

Vice Chair

Attest:

Clerk, Montgomery County Board of Supervisors

Adopted this ____ day of _____, 20_____

APPENDIX 14 – RECORD OF CHANGES

Should any stakeholder find an error in this plan, that stakeholder should contact the Emergency Management Coordinator and make him/her aware of the error. Also, if any person has a suggestion to improve upon this plan, they should contact the Emergency Management Coordinator to offer that suggestion.

[illegible]

Record of Changes

APPENDIX 12 – CONTACT INFORMATION

AGENCY / POSITION	CONTACT
MONTGOMERY COUNTY ADMINISTRATOR / DIRECTOR OF EMERGENCY MANAGEMENT	Angela Hill 540-382-6954 x54011
MONTGOMERY COUNTY DEPUTY FIRE CHIEF / EMERGENCY MANAGEMENT COORDINATOR	Tyler Hall 540-384-2146 x54017
MONTGOMERY COUNTY FIRE-EMS CHIEF	Michael Geary 540-384-2146 x54158
MONTGOMERY COUNTY ATTORNEY	Marty McMahan 540-382-5730 x54023
MONTGOMERY COUNTY SHERIFF	Charles H. Partin 540-382-6915 x44401
MONTGOMERY COUNTY FINANCE DIRECTOR	Lisa Rayne 540-382-6960 x54071
MONTGOMERY COUNTY PUBLIC RELATIONS DIRECTOR	Jennifer T. Harris 540-394-2120 x54001
MONTGOMERY COUNTY GENERAL SERVICES DIRECTOR	William Yeager 540-382-5750 x54144
MONTGOMERY COUNTY PLANNING DIRECTOR	Brea Hopkins 540-394-2148 x54132
MONTGOMERY COUNTY UTILITIES DIRECTOR	Justin Shepherd 540-394-2120 x55490
MONTGOMERY COUNTY PARKS AND RECREATION DIRECTOR	Mitchell Haugh 540-382-6975 x54126
MONTGOMERY COUNTY PURCHASING MANAGER	Jeff Groseclose 540-382-5784 x54141
MONTGOMERY COUNTY BUILDING OFFICIAL	John Saunders 540-382-5750 x54145

MONTGOMERY COUNTY EMERGENCY OPERATIONS PLAN

AGENCY	CONTACT
BLACKSBURG FIRE DEPARTMENT	Chief Drew Smith 540-605-0445
CHRISTIANSBURG FIRE DEPARTMENT	Chief Billy Hanks 540-230-4066
ELLISTON VOLUNTEER FIRE DEPARTMENT	Chief Josh Tickle 540-808-8919
LONGSHOP-MCCOY VOLUNTEER FIRE DEPARTMENT	Chief Keith Williams 540-639-0836
RINER VOLUNTEER FIRE DEPARTMENT	Chief Michel King 540-392-5370

AGENCY	CONTACT
BLACKSBURG VOLUNTEER RESCUE SQUAD	Chief David English 540-443-1631
CHRISTIANSBURG EMS	Deputy Chief Josh Settlage 540-382-9518 x4000
RINER VOLUNTEER RESCUE SQUAD	Chief Jason Roop 540-818-2052
LONGSHOP-MCCOY VOLUNTEER RESCUE SQUAD	Chief Steve Shelor 540-616-4550
VIRGINIA TECH RESCUE SQUAD	Chief Katie Lynch 540-231-7138

AGENCY	CONTACT
VERIZON	800-275-2355
AMERICAN ELECTRIC POWER	800-277-2177
CRAIG-BOTETOURT ELECTRIC	800-760-2232
ATMOS ENERGY	866-322-8667
ROANOKE GAS COMPANY	540-777-4427