Executive Summary
The City of Charlottesville, University of Virginia, Albemarle County Regional Emergency Operations Plan (Regional EOP) is a multi-jurisdictions, multidiscipline, all-hazards plan that establishes a single, comprehensive framework for the management of major emergencies and disasters within the region. The plan is implemented when it becomes necessary to mobilize community resources to save lives, and protect property and infrastructure. The Regional EOP incorporates the National Incident Management System as the multi-jurisdictional standard for incident management and reflects other changes resulting from the adoption of the National Response Framework.

The plan outlines the roles and responsibilities assigned to City, County and University departments and agencies for response to disasters and emergencies. The Regional EOP is not intended as a stand-alone document but serves as the overarching strategy that aligns more detailed department and agency plans and operating procedures to meet regional response and recovery needs.

The successful implementation of the plan is contingent upon a collaborative approach between the City, County and University, with a wide range of partner agencies and organizations that provide crucial support during emergency operations. The plan recognizes the significant role these partner agencies and organizations perform during emergencies and disasters and their specific roles and responsibilities are also included in the plan. Separate memoranda of understanding will be established with these organizations.

Plan Format
The Regional EOP consists of the following:

- **Basic Plan**—provides an overview of the management structure, key responsibilities, and emergency assignments during and immediately after an emergency.

- **Appendices**—define the authorities, terms and acronyms used throughout the Regional EOP.

- **Emergency Support Functions Annexes**—outline the scope of responsibilities associated with specific emergency operations functions and describes expected mission execution activities for each emergency phase.

- **Support Annexes**—describe actions to coordinate and execute common emergency management strategies (e.g., financial management).

- **Hazard Specific Annexes**—describe unique considerations for response and recovery from likely regional hazards.

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x Basic Plan v1.0

Plan Maintenance and Distribution
The Emergency Management Coordinator is responsible for developing, maintaining, and distributing the Regional EOP. The plan will be reviewed periodically as required to incorporate new state, federal, and regional guidelines or directives and to address significant operational issues. At a minimum, the plan is significantly updated every four years in accordance with
Commonwealth of Virginia requirements.
Changes will include additions of new or supplementary material or deletions of outdated information. No proposed change should contradict or override authorities or other plans contained in statute or regulation. All requests for changes will be submitted to the Emergency Management Coordinator for coordination, approval, and distribution.
Coordinating agencies for the emergency support functions are responsible for maintaining and updating their assigned functional annexes. Annexes should be reviewed annually. Proposed changes or updates to the annexes will be coordinated with all other support agencies prior to submission to the Emergency Management Coordinator.
Any department or agency may propose a change to the Regional EOP and is encouraged to do so. Prior to submitting proposed changes to the Emergency Management Coordinator, the proposing department or agency will obtain the written approval from their agency head.
Every four years, the Emergency Management Coordinator will provide a full copy of the Regional EOP to all City, County and University departments and agencies listed in the plan as a coordinating or cooperating agency, the Virginia Department of Emergency Management, and other partner organizations as necessary. Modifications to the plan outside of the four-year revision required by state code will be communicated through a Notice of Change and revised pages will be provided for replacement within the Regional EOP.
Notice of Change
Notices of change to the Regional EOP will be prepared and distributed by the Emergency Management Coordinator. The notice of change will include the effective date, the change number, subject, purpose, and action required by the departments and agencies. The notice of change will include revised pages for replacement within the Regional EOP.
Upon publication, the change will be considered a part of the Regional EOP. The Emergency Management Coordinator is responsible for the distribution of the approved notices of changes following the same process as identified above.