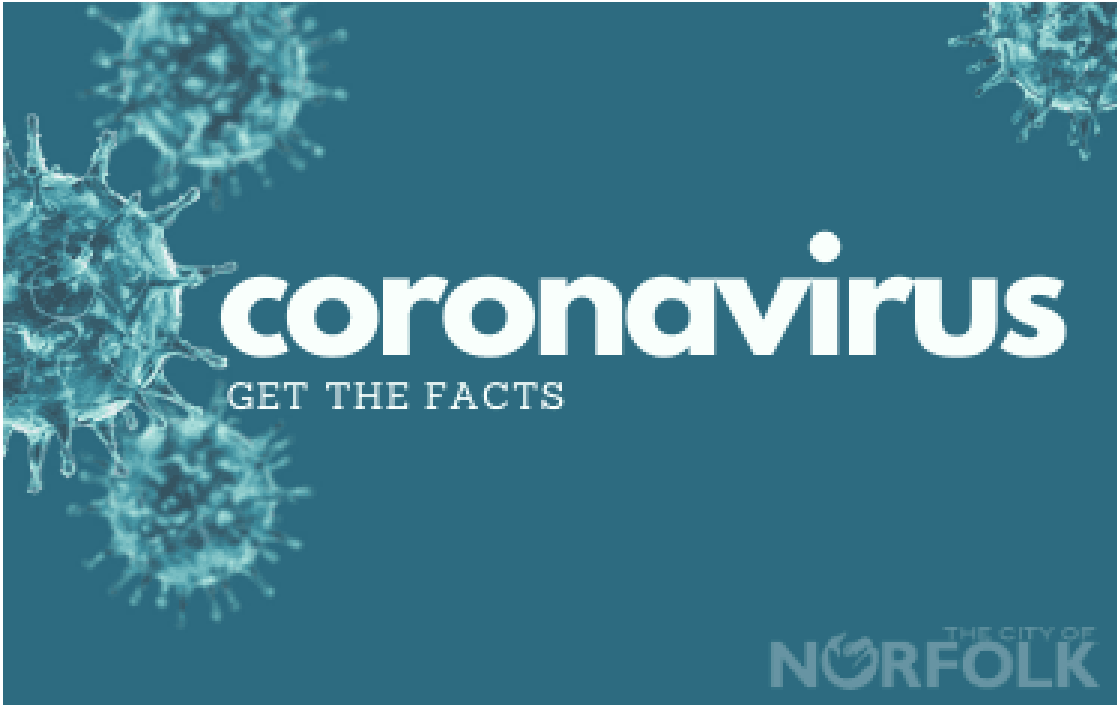


Coronavirus 2019 (COVID-19)



Incident Action Plan

Event	COVID-19		
Locations	City-Wide		
Operational Period	April 13-20, 2020		
EAP Version	V6		

PUBLIC SAFETY SENSITIVE: FOR OFFICIAL USE ONLY

INCIDENT BRIEFING

1. Event Name

Coronavirus 2019 (COVID-19)

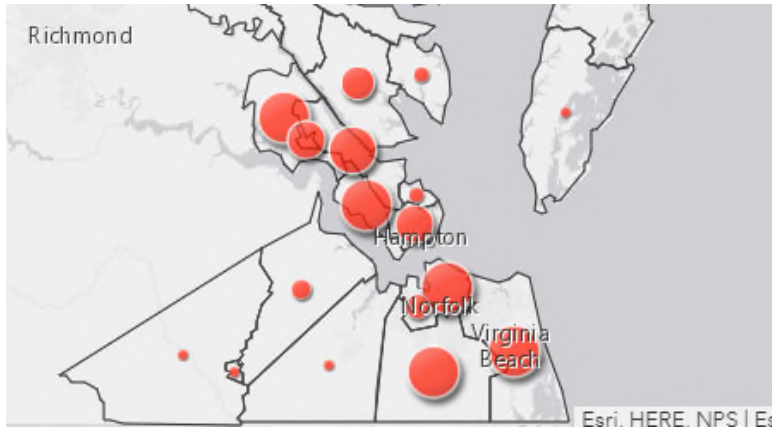
2. Operational Periods

Dates:
April 13-20, 2020

Time: 0900

Time: 0900

3. Map



As of **April 13, 2020**,
5,747 confirmed cases in Virginia; **149** deaths
1,038 in the Eastern Region; **99** in Norfolk w/ **1** death

Visit the VDH Coronavirus website for
most current map

<http://www.vdh.virginia.gov/coronavirus>

4. Important Information and Safety Briefing

Governor Northam announces COVID-19 is projected to peak and otherwise cause the greatest demand on the health industry in Virginia on or around April 20, 2020.

- There is currently no vaccine to protect against, and no specific antiviral treatment for, COVID-19.
- The virus is mainly spread through respiratory droplets (coughing, sneezing...).
- It CAN survive on surfaces for a short period and can be spread by asymptomatic hosts or 2 days prior to symptoms.
- There are not enough tests to check everybody, nor is there a need for everyone to be seen or tested for mild symptoms.

The Virginia Department of Health (VDH) provides the following products:

- Daily: <http://www.vdh.virginia.gov/coronavirus/>
- Weekly: <http://www.vdh.virginia.gov/coronavirus/weekly-report/>

A Major Disaster Declaration has been declared / approved for Virginia.

CDC has identified Virginia as a state with wide-spread community transmission.

Governor Northam's Executive Orders 53 & 55 are in effect. Along with a Stay At Home order until June 10, schools are closed as are restaurants with the exception of take-out and deliveries. Grocery stores, pharmacies and other essential businesses remain open. (There is no ban on travel).

City Buildings are closed to the public until further notice with only mission-critical staff reporting.

Safety precautions to take include social distancing and especially practicing regular good hygiene habits such as:

- The CDC recommends the use of cloth face coverings to help slow the spread of COVID-19
- Practice Social Distancing
- Avoid close contact with people who are sick
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Wash your hands often with soap and water for at least 20 seconds. Use alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Individuals should remain self-isolated 3 days after no more fever and all symptoms are gone + 7 days since the onset.

Continue sending any outstanding resources needs to EOC-Plans@norfolk.gov.

5. Prepared by: Jim Redick

Position: Director, EOC



ICS Form 201

**PUBLIC SAFETY SENSITIVE
FOR OFFICIAL USE ONLY**

Date/Time: 4/13/2020 8am

EAP Page 1

INCIDENT OBJECTIVES

1. Event Name

Coronavirus 2019 (COVID-19)

2. Operational Periods

Dates:
April 13-20, 2020

Time: 0900
Time: 0900

3. Event Objectives

GOAL: Provide for the protection, safety and security of all staff, residents, businesses and visitors.

Support Public Health and Healthcare in their response efforts to COVID-19.

- NF-R to take steps to minimize additional transmission risk to the patient, responders, and hospital staff.
- NPD to support Environmental Health and enforcing compliance with the Governor's Emergency Public Health order of no public gatherings of more than 10 people. Educate first, then issue citations.
- Norfolk CivicLab and GIS to assist NDPH with data management.
- Continue to Identify personnel to assist with Points of Dispensing (PODS) for eventual antivirals or vaccinations.
- Maintain communication with the Eastern Virginia Healthcare Coalition (EVHC) as well as the Virginia Hospital and Healthcare Association (VHHA).
- Participate in discussions and otherwise support efforts for a regional isolation site.
- Continue exploring DSCA (Defense Support to Civil Authorities) opportunities.
- Remain cognizant of the potential second wave.

Ensure all efforts are inclusive of the rights and needs of vulnerable populations and persons with different abilities.

- Continue working with the City's Diversity, Equity & Inclusion Officer, and The Endependence Center to review the weekly Incident Action Plans.
- Conduct weekly calls scheduled among Norfolk EOC, Norfolk Department of Public Health, The Endependence Center, Norfolk Diversity, Equity and Inclusion Officer, Community Services Board, Human Services, NRHA, and Norfolk Sheriff's Office every Monday from 2-3pm.
- Conduct weekly conference calls with faith leaders and community partners every Wednesday at 10am.
- Support meal distribution to vulnerable residents.
 - Norfolk Public Schools providing meals to students M-F at 15 locations until further notice.
 - FoodBank, in partnership with Mercy Chefs, operating mobile pantry from Granby YMCA on Fridays from 9-11am.
 - CoronaAid757 grocery shopping, delivering and providing other services for vulnerable residents.
 - CSB maintaining an updated list of meal and restroom locations for persons experiencing homelessness; share with 911, Norfolk Cares Call Center and 2-1-1 Virginia.
- NRHA operate hotline at 757-314-4200
- CSB to conduct daily outreach throughout the community, connecting with homeless individuals to provide snacks, some supplies, and updates on availability of local shelters, meal providers and food pantries.
- CSB to work with VisitNorfolk on hotel plan for homeless and clarifying communication with other homeless providers and medical providers about addressing COVID in homeless populations.
- CSB leveraging technology to ensure no provider needs to be in the same room with a client to do assessments or therapy.

Pursue and promote local, state and Federal relief programs for individuals, employees and businesses.

- Continue posting all relief-related information to Norfolk.gov.
- Continue working with faith leaders and community partners to help spread accurate and important information.

GOAL: Ensure Continuity of Operations / Government

For City staff, only skeletal crews report for mission-critical operations.

- Continue performing daily operations utilizing mission-critical staff on a rotating basis when possible.
- Ensure personnel are in reserve status should critical staff become ill.
- The following agencies to perform supervised monitoring for early identification of potential COVID -19 infection.
 - 911, Fire-Rescue, Police
 - Community Services Board, Human Services
 - Others with direct contact in the community.

INCIDENT OBJECTIVES

1. Event Name

Coronavirus 2019 (COVID-19)

2. Operational Periods

Dates:

April 13-20, 2020

Time: 0900

Time: 0900

- Continue practicing aggressive social distancing: ensure directors and deputy directors, etc. are not in same spaces at same time. When possible, when one is on site the other telework.
- Ensure all staff who are quarantined or otherwise on administrative leave / sick leave have their statuses reported to Human Resources Team Absence Management (TAM). **Information regarding any employee's medical condition is protected and will not be released**
- Follow up on VDEM / VDH letter requesting FEMA Pre-Approval for the use of hotels as non-congregate sheltering purposes for responder personnel.
- As buildings close and/or staffing in certain buildings is significantly reduced, eliminate or reduce the frequency of services such as power, cleaning, heating and air temperature settings, etc.
- Map out conditions and steps for recovery.

Emphasize cyber awareness throughout the incident.

Research and take steps to address economic impacts caused by COVID-19

- DOCUMENT ALL INCIDENT-RELATED EXPENDITURES; City to use budget code Virus2020.
 - Data inputs due to both Cathie Chancellor and Nathan Barnette, by COB, Wednesday, April 15th and then every Monday beginning April 20th until further notice.
 - Collect eligible activity information from hospitals and community partners.
- Operate a branch within the Finance and Admin section to track, document and most effectively leverage all disaster funds (stimulus funding/programming). To be led by the Budget Office and inclusive of representatives from Human Services, Planning, Economic Development, CSB, St. Paul's Transformation, and Emergency Preparedness & Response as well as Diversity and Inclusion and Intergovernmental Relations.
- Develop a revised schedule and overall master calendar of events, initially focusing on Fall 2020.

GOAL: Maintain communication and situational awareness throughout Team Norfolk.

Maintain Unified Command with Norfolk Department of Public Health and Norfolk Emergency Operations.

Maintain a current Incident Action Plan (IAP) with proactive goals and objectives.

EOC to collaborate and coordinate with Team Norfolk partner agencies as well as neighboring localities and VDEM

- Maintain current information in HSIN, provide Team updates daily.
 - Send updates via Norfolk Alert and Team Norfolk Emergency Operations Blog at <https://www.norfolk.gov/Blog.aspx?CID=14>

Maintain communication with Constitutional Officers, Appointees and Courts.

GOAL: Effectively communicate incident-related information to staff, residents, visitors and businesses and the media.

All messages to be coordinated through the Norfolk Joint Information Center (JIC).

- Conduct daily JIC meetings via WebEx
- Create PM Council Sit Reps (AM as needed)
- Produce and complete an accessible "How to Get Stimulus Check" video
- Continue to monitor media/social media & Norfolk Cares Call Center (NCCC) calls for COVID-19 rumors; continue to monitor media/social media & Norfolk Cares calls & create public messaging.
- Continue promoting virtual events through "Mermaid Connections"
- Connected. Apart. Norfolk Art Campaign.

INCIDENT OBJECTIVES

1. Event Name	2. Operational Periods	
Coronavirus 2019 (COVID-19)	Dates: April 13-20, 2020	Time: 0900
		Time: 0900

- External Messaging
 - Continue the promotion of COVID-19 Information Center: <https://coronavirus-response-orf.hub.arcgis.com/>
 - Maintain and update the FAQ with current information: <https://www.norfolk.gov/4859/Frequently-Asked-Questions>
 - Emergency pet care planning is essential, and information can be found on NACC's social media.
 - Keep checking NACC's website for lost animals, and to come to reclaim (reclaim fees waived).
 - Let the public know the staff is still at the shelter caring for the animals.
 - A virtual adoption application can be found on our website and emailed. Counseling will be available by phone. All adoptions are \$20.
 - Lifesaving is a community ethic; the shelter needs the community's help with intake mitigation. NACC will be publishing daily tips and information on social media and how they can help remotely.
 - Donations can be made, and Amazon Wishlist can be found on the Friends of the NACC website.
- Internal Messaging:
 - DOCUMENT ALL INCIDENT-RELATED EXPENDITURES; City to use budget code Virus2020.
 - Ensure all staff who are quarantined or otherwise on administrative leave / sick leave have their statuses reported to Human Resources Team Absence Management (TAM).
 - **Information regarding any employee's medical condition is protected and will not be released**
 - Maintain cyber awareness throughout the incident.
 - All departments and agencies to inform Facilities Maintenance (FM) of changes in staffing levels at facilities. e.g., if you were staffed with ten employees and you reduce the number, please notify FM so services can be adjusted.

4. Event Operational Period Command Emphasis

People First. Life Safety. Wear appropriate PPE and practice social distancing! Maintain situational awareness. Maximum Team Effort.

5. Site Safety Plan Required?

Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Approved Site Safety Plan(s) Located at: N/A
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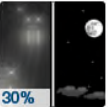


6. Event Action Plan Contents (the items checked below are included in this Event Action Plan)

<input checked="" type="checkbox"/> ICS Form 201 (Event Briefing)	<input checked="" type="checkbox"/> Appendices: NWS Weekly Weather Brief
<input checked="" type="checkbox"/> ICS Form 202 (Event Objectives)	
<input type="checkbox"/> ICS Form 203 (Event Organization Assignment List)	
<input type="checkbox"/> ICS Form 204 (Event Assignment List)	
<input type="checkbox"/> ICS Form 205 (Event Radio Communications Plan)	
<input type="checkbox"/> ICS Form 205A (Event Cell Phone Communications List)	
<input type="checkbox"/> ICS Form 206 (Event Medical Plan)	

7. Prepared by: Jim Redick	Position: Director, EOC
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8. Approved by: Mike Goldsmith	Position: Deputy City Manager / Public Safety
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[Click here for hazard details and duration](#)

NOW until 5:00pm Mon  Wind Advisory	Wind Advisory Today  100% Showers and Windy High: 79 °F	Tonight  Partly Cloudy Low: 55 °F	Tuesday  Mostly Sunny High: 60 °F	Tuesday Night  70% Mostly Cloudy then Rain Likely Low: 47 °F	Wednesday  80% Rain High: 49 °F	Wednesday Night  30% Chance Rain then Mostly Clear Low: 44 °F	Thursday  Sunny High: 60 °F	Thursday Night  Mostly Clear Low: 48 °F
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Detailed Forecast

Today	Showers and possibly a thunderstorm before 5pm, then a slight chance of showers and thunderstorms after 5pm. Some of the storms could produce gusty winds. High near 79. Windy, with a south wind 25 to 29 mph, with gusts as high as 48 mph. Chance of precipitation is 100%. New rainfall amounts between a quarter and half of an inch possible.
Tonight	Partly cloudy, with a low around 55. Southwest wind 10 to 14 mph becoming northwest after midnight.
Tuesday	Mostly sunny, with a high near 60. North wind 11 to 17 mph.
Tuesday Night	Rain likely after 2am. Mostly cloudy, with a low around 47. Northeast wind around 9 mph. Chance of precipitation is 70%. New precipitation amounts of less than a tenth of an inch possible.
Wednesday	Rain, mainly before 2pm. High near 49. North wind around 16 mph. Chance of precipitation is 80%. New precipitation amounts between a tenth and quarter of an inch possible.
Wednesday Night	A chance of rain before 8pm. Partly cloudy, with a low around 44. Chance of precipitation is 30%. New precipitation amounts of less than a tenth of an inch possible.
Thursday	Sunny, with a high near 60.
Thursday Night	Mostly clear, with a low around 48.
Friday	Mostly sunny, with a high near 66.
Friday Night	A chance of rain. Mostly cloudy, with a low around 50. Chance of precipitation is 40%.
Saturday	Mostly sunny, with a high near 62.
Saturday Night	Mostly clear, with a low around 50.
Sunday	Sunny, with a high near 67.