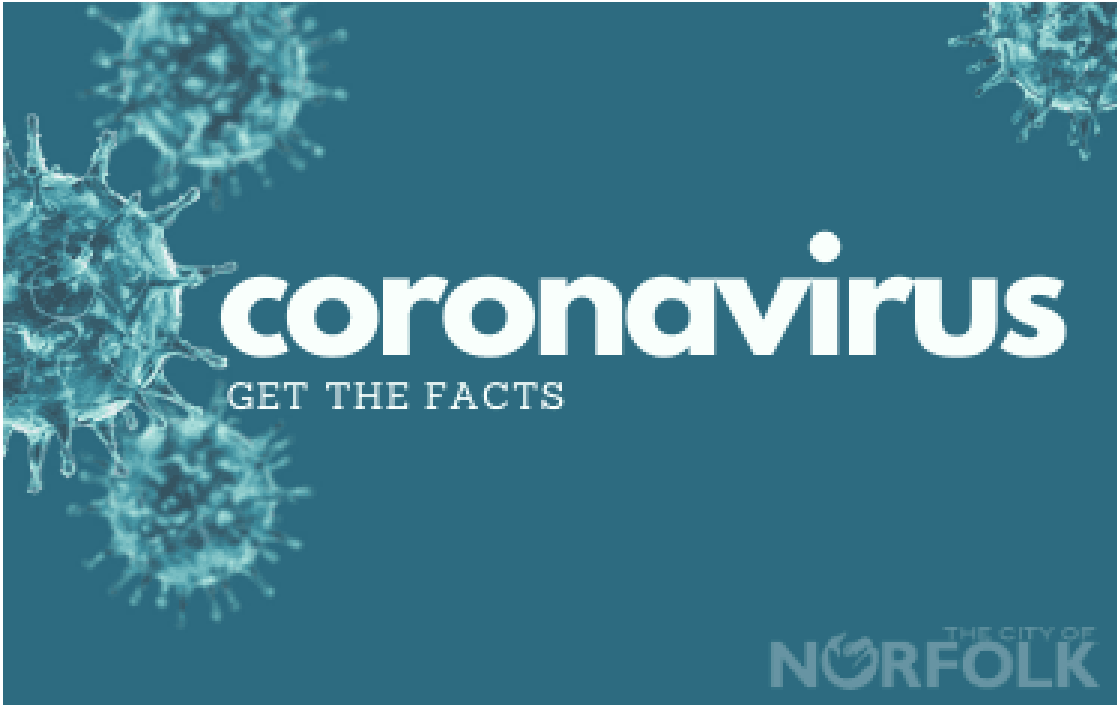


# Coronavirus 2019 (COVID-19)



## Incident Action Plan

<b>Event</b>	COVID-19		
<b>Locations</b>	City-Wide		
<b>Operational Period</b>	April 27 – May 4, 2020		
<b>EAP Version</b>	V8		

**PUBLIC SAFETY SENSITIVE: FOR OFFICIAL USE ONLY**



# INCIDENT BRIEFING

## 1. Event Name

Coronavirus 2019 (COVID-19)

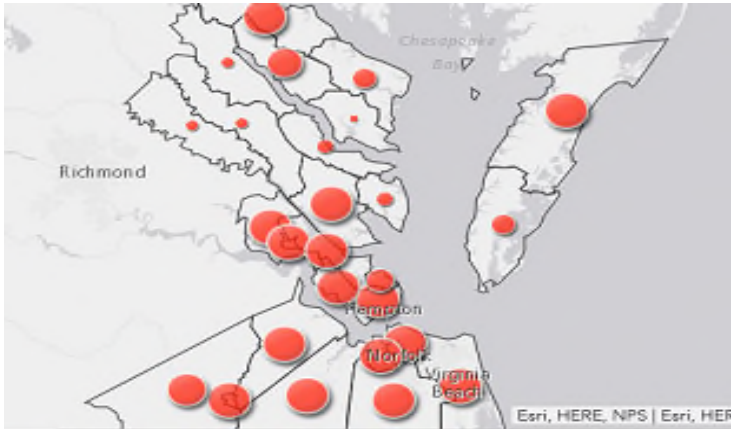
## 2. Operational Periods

Dates:  
April 27 to May 4, 2020

Time: 0900

Time: 0900

## 3. Map



As of **April 27, 2020**,  
**13,535** confirmed cases in Virginia; **458** deaths  
**2,104** in the Eastern Region; **179** in Norfolk w/ **3** deaths

Visit the VDH Coronavirus website for  
most current map

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

Consecutive Days with decline in case progression statistics

0

## 4. Important Information and Safety Briefing

- 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 two days before 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 (DR-4512): <https://www.fema.gov/disaster/4512>

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

Governor Northam's Executive Orders 53 & 55 are in effect; however, Governor Northam extended Executive Order 53, closing businesses for another two weeks, to May 8. This order also deals with childcare facilities, recreational activities, and continues to ban gatherings of more than ten people. Along with a Stay at Home order until June 10, schools are closed as are restaurants except for take-out and deliveries. Grocery stores, pharmacies, and other essential businesses remain open. (There is no ban on travel).

Executive Order 57 was signed to help hospitals and long-term care facilities by easing licensing restrictions on nurse practitioners and doctors licensed in states.

FEMA has approved non-congregate shelter (hotel) for first responders exposed to COVID-19.

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 an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Individuals should remain self-isolated three 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](mailto:EOC-Plans@norfolk.gov) (not Facilities Management!)**

5. Prepared by: Jim Redick

Position: Director, EOC



ICS Form 201

PUBLIC SAFETY SENSITIVE  
FOR OFFICIAL USE ONLY

Date/Time: 4/27/2020 8am

EAP Page 1

# INCIDENT OBJECTIVES

## 1. Event Name

Coronavirus 2019 (COVID-19)

## 2. Operational Periods

**Dates:**  
April 27 – May 4, 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 ten 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. Conducting weekly conference calls with Norfolk Department of Public Health.
- Maintain communication with the Eastern Virginia Healthcare Coalition (EVHC) as well as the Virginia Hospital and Healthcare Association (VHHA).
- 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 2–3 pm to discuss our response concerning COVID-19 and our vulnerable population.
- Conduct weekly conference calls with faith leaders and community partners every Wednesday at 10 am.
- Support meal distribution to vulnerable residents.
  - Norfolk Public Schools are providing meals to students at 15 locations until further notice.
  - Foodbank, in partnership with Mercy Chefs, operating mobile pantry from Granby YMCA on Fridays from 9–11 am.
  - CoronaAid757 grocery shopping, delivering, and providing other services for vulnerable residents.
  - CSB is maintaining an updated list of meal, restroom, and shower locations for persons experiencing homelessness. This is shared with 911, NCCC, and 2-1-1 Virginia. Also, the meal distribution site map is updated weekly.
- NRHA operates a hotline at 757-314-4200.
- CSB conducts daily outreach throughout the community, connecting with homeless individuals to provide snacks, some supplies, and updates on the availability of local shelters, meal providers, and food pantries.
- CSB, and VisitNorfolk, to continue Project SAFE Hotel

#### **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.
- Economic Development to continue reaching out to businesses to determine their needs and provide any support.

### **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
  - Norfolk Department of Public Health
  - Others with direct contact in the community
- Continue practicing aggressive social distancing: ensure directors and deputy directors, etc. are not in the same spaces at the same time. When possible, only one is onsite, and the other is teleworking.

# INCIDENT OBJECTIVES

## 1. Event Name

Coronavirus 2019 (COVID-19)

## 2. Operational Periods

### Dates:

April 27 – May 4, 2020

Time: 0900

Time: 0900

- Ensure all staff who are quarantined, or otherwise on administrative/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**
- As buildings close and/or staffing in certain buildings are significantly reduced, eliminate or reduce the frequency of services such as power, cleaning, heating, and air temperature settings, etc.
- Continue mapping out conditions and steps for recovery.

**Emphasize cyber awareness throughout the incident.**

### **Research and take steps to address the 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 every Monday 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.
  - Meeting scheduled for Wednesday, April 29.
- 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 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)
- 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.

# INCIDENT OBJECTIVES

## 1. Event Name

Coronavirus 2019 (COVID-19)

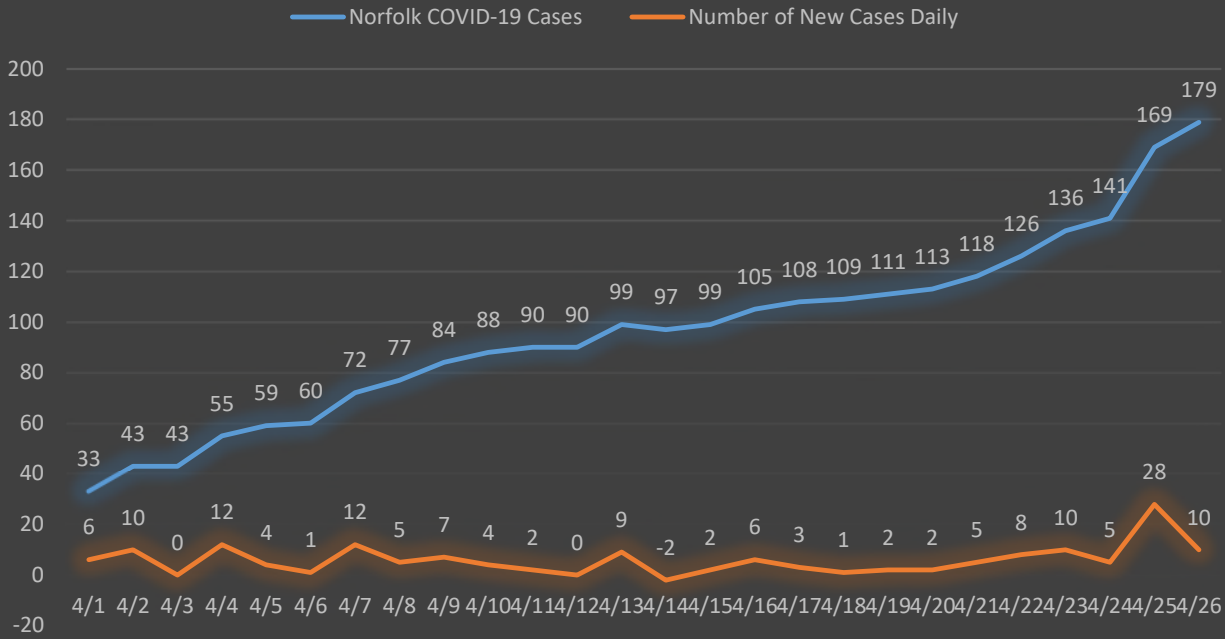
## 2. Operational Periods

**Dates:**  
April 27 – May 4, 2020

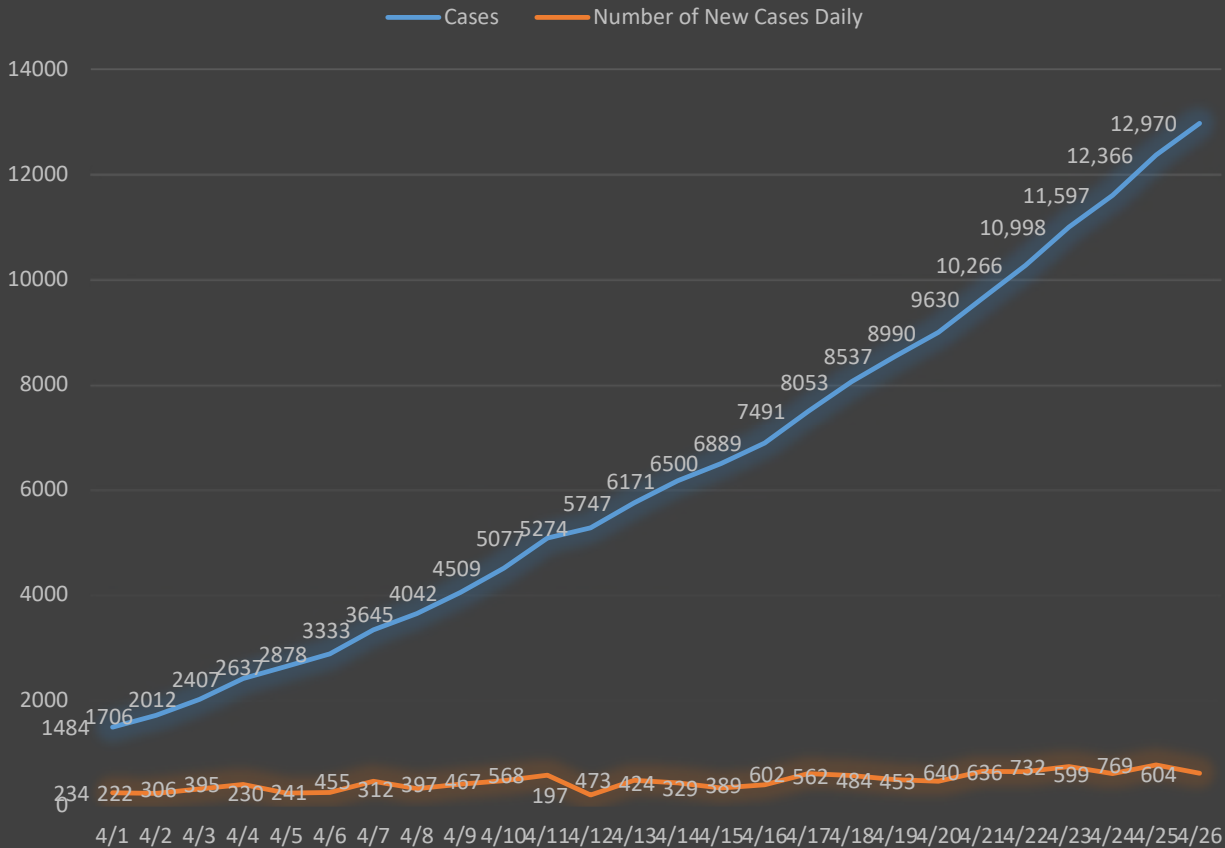
**Time:** 0900

**Time:** 0900

### Norfolk COVID-19 Cases



### Virginia COVID-19 Cases



# INCIDENT OBJECTIVES

<b>1. Event Name</b>	<b>2. Operational Periods</b>	
Coronavirus 2019 (COVID-19)	<b>Dates:</b> April 27 – May 4, 2020	<b>Time:</b> 0900 <b>Time:</b> 0900

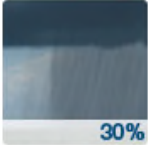




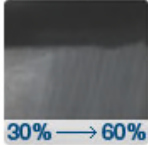
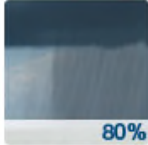
**4. Event Operational Period Command Emphasis**

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

<b>5. Site Safety Plan Required?</b>	
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Approved Site Safety Plan(s) Located at:</b> N/A

<b>6. Event Action Plan Contents</b> (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)	

<b>7. Prepared by:</b> Daniel Hudson	Position: Deputy EM Coordinator / EOC
<b>8. Approved by:</b> Mike Goldsmith	Position: Deputy City Manager / Public Safety

Monday	Monday Night	Tuesday	Tuesday Night	Wednesday	Wednesday Night	Thursday
						
30%					30% → 60%	80%
Chance Showers and Breezy	Mostly Clear	Mostly Sunny	Partly Cloudy	Mostly Sunny	Chance Showers then Showers Likely	Showers
High: 64 °F	Low: 50 °F	High: 69 °F	Low: 56 °F	High: 79 °F	Low: 61 °F	High: 68 °F

<b>Monday</b>	A chance of showers, mainly before 8am. Mostly cloudy, then gradually becoming sunny, with a high near 64. Breezy, with a northwest wind 16 to 20 mph, with gusts as high as 30 mph. Chance of precipitation is 30%. New precipitation amounts of less than a tenth of an inch possible.
<b>Monday Night</b>	Mostly clear, with a low around 50. Northwest wind 6 to 10 mph.
<b>Tuesday</b>	Mostly sunny, with a high near 69. West wind 5 to 7 mph.
<b>Tuesday Night</b>	Partly cloudy, with a low around 56.
<b>Wednesday</b>	Mostly sunny, with a high near 79.
<b>Wednesday Night</b>	Showers likely, mainly after 2am. Increasing clouds, with a low around 61. Chance of precipitation is 60%.
<b>Thursday</b>	Showers, mainly before 2pm. High near 68. Chance of precipitation is 80%.
<b>Thursday Night</b>	A chance of showers. Mostly cloudy, with a low around 54. Chance of precipitation is 30%.
<b>Friday</b>	Mostly sunny, with a high near 68.
<b>Friday Night</b>	Mostly clear, with a low around 51.
<b>Saturday</b>	Mostly sunny, with a high near 76.