

Coronavirus 2019 (COVID-19)



Incident Action Plan

Event	COVID-19		
Locations	City-Wide		
Operational Period	May 4-11, 2020		
EAP Version	V9		

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INCIDENT BRIEFING

1. Event Name

Coronavirus 2019 (COVID-19)

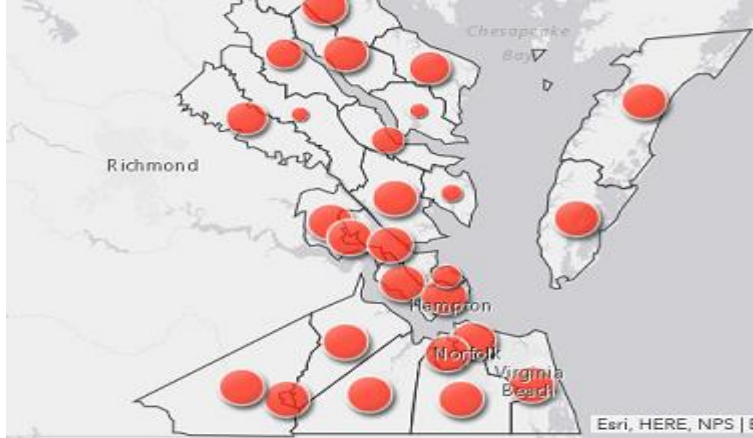
2. Operational Periods

Dates:
May 4-11, 2020

Time: 0900

Time: 0900

3. Map



As of **May 4, 2020**,
19,492 confirmed cases in Virginia; **684** deaths
2,907 in the Eastern Region; **239** in Norfolk w/ **4** deaths

Visit the VDH Coronavirus website for
most current map

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

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 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 (DR-412): <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. Governor Northam is expected to provide an update on Executive Order 53 on Monday, May 11, at 2 pm.

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

FEMA has approved non-congregate shelter (hotel) for first responders exposed to COVID-19. FEMA has also extended the non-congregate sheltering for homeless populations through May 30.

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.
- CDC COVID-19 symptom self-checker: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

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

5. Prepared by: Jim Redick

Position: Director, EOC



ICS Form 201

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Date/Time: 5/4/2020 8am

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INCIDENT OBJECTIVES

1. Event Name

Coronavirus 2019 (COVID-19)

2. Operational Periods

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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. 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 2-3pm.
- 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, 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 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, 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.

Virginia Department of Health COVID-19 Modeling.

- VDH has a UVA COVID-19 Model Explorer, which provides an estimated impact of Community Mitigation Strategies. For example, the website currently states that "The model estimates that the community mitigation strategies put in place in Virginia has prevented 44,413 confirmed cases in the Virginia-Norfolk-Newport News, VA-NC so far. It estimates the mitigation strategies will prevent 198,938 confirmed cases by June 10." The website is <https://www.vdh.virginia.gov/coronavirus/covid-19-data-insights/>

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.

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- 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 while the other is teleworking.
- 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**
- 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.
- Continue mapping out conditions and steps for recovery.
- Determine individual department's PPE needs, and burn rates based on those needs, for our activities as we plan for recovery operations/the city opening.

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, 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.
- 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.

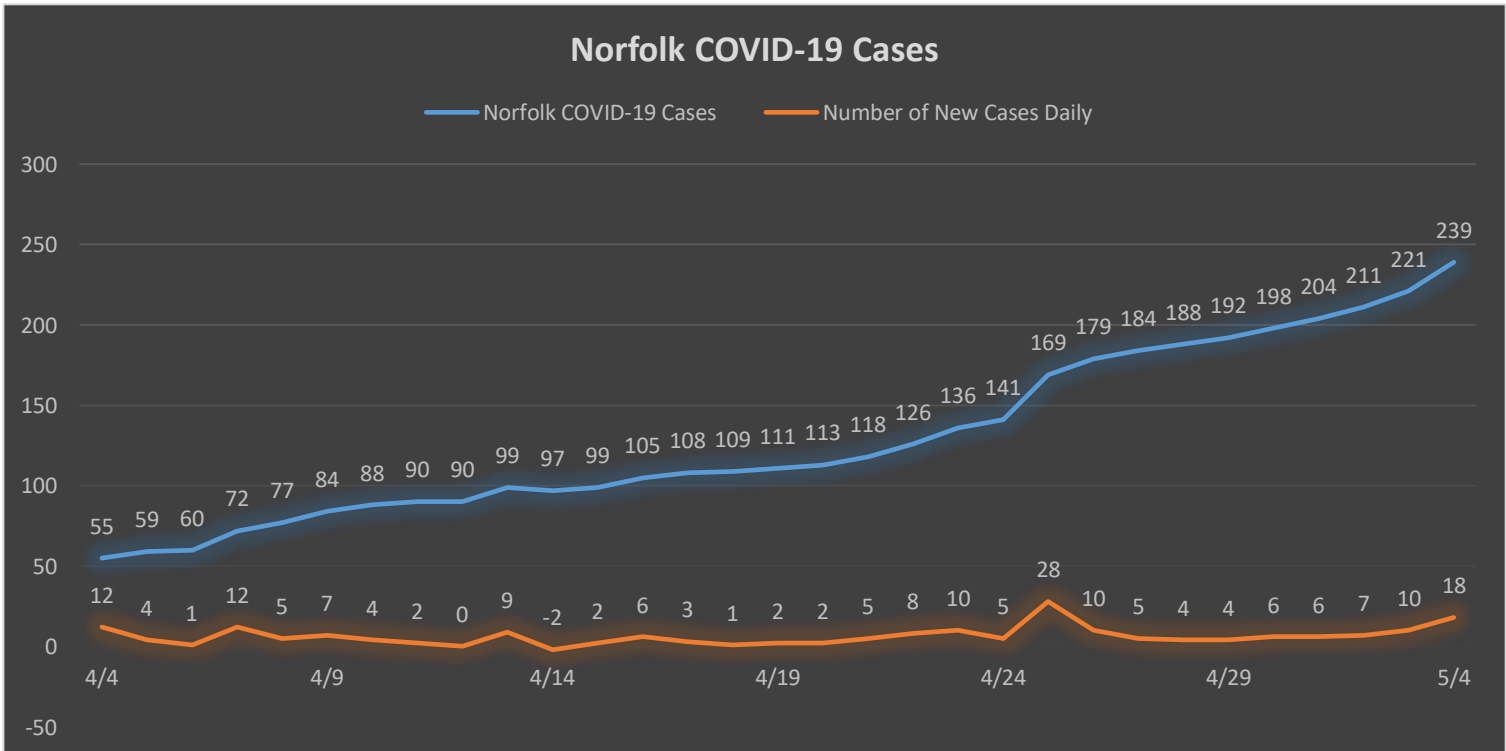
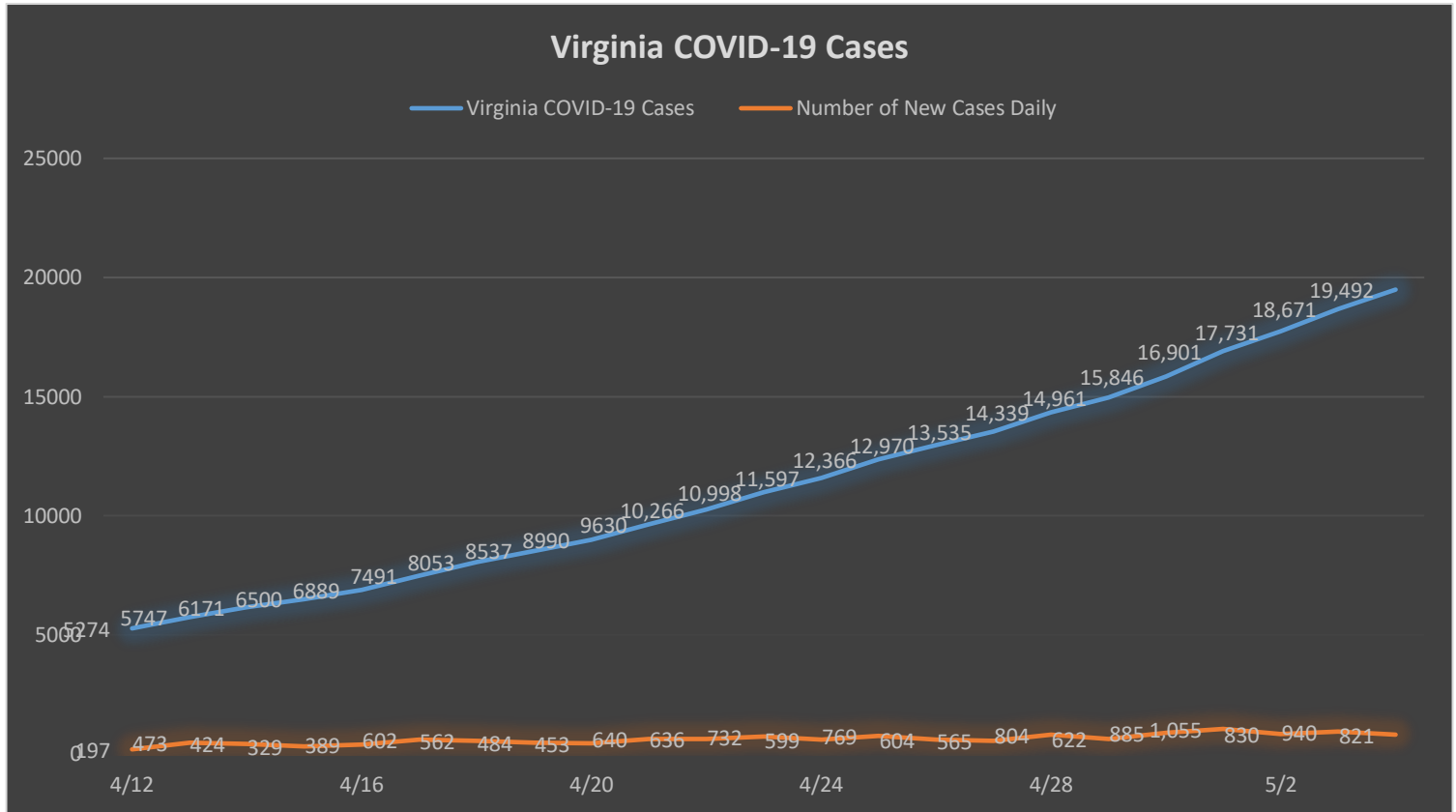
GOAL: Effectively communicate incident-related information to staff, residents, visitors and businesses and the media.

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)
- 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.

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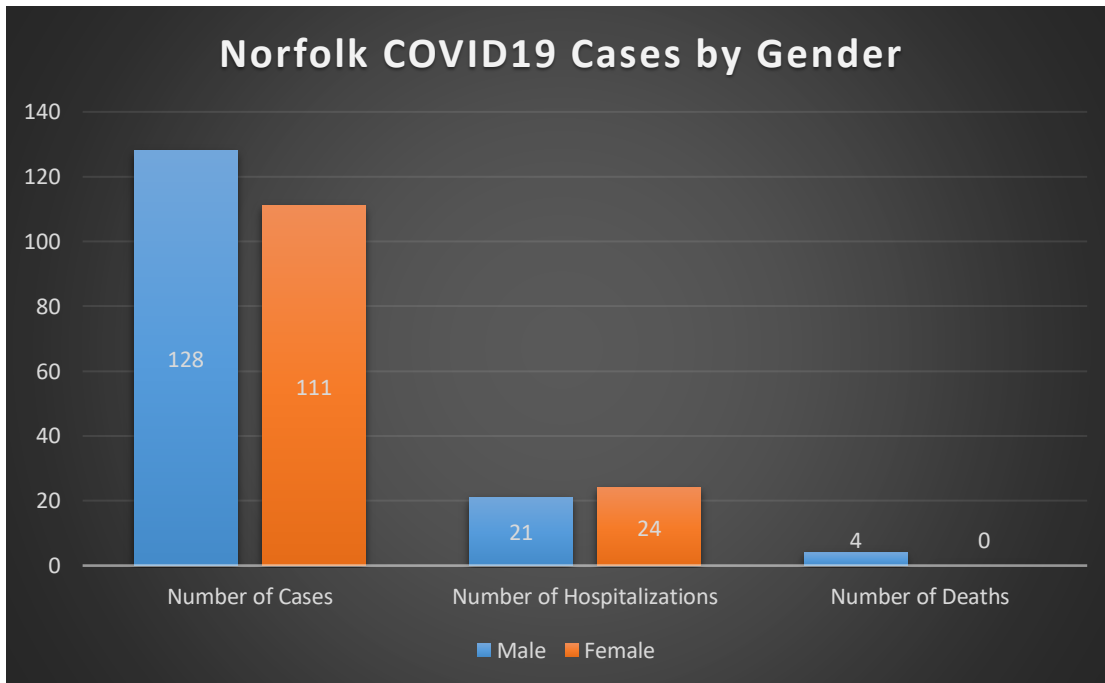
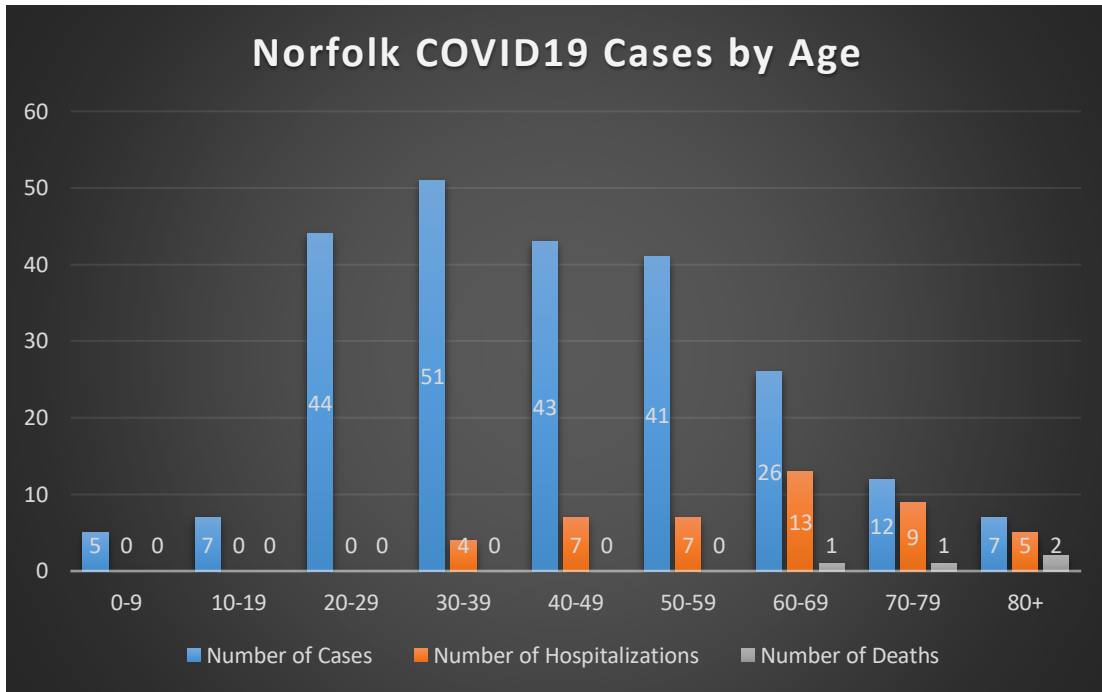
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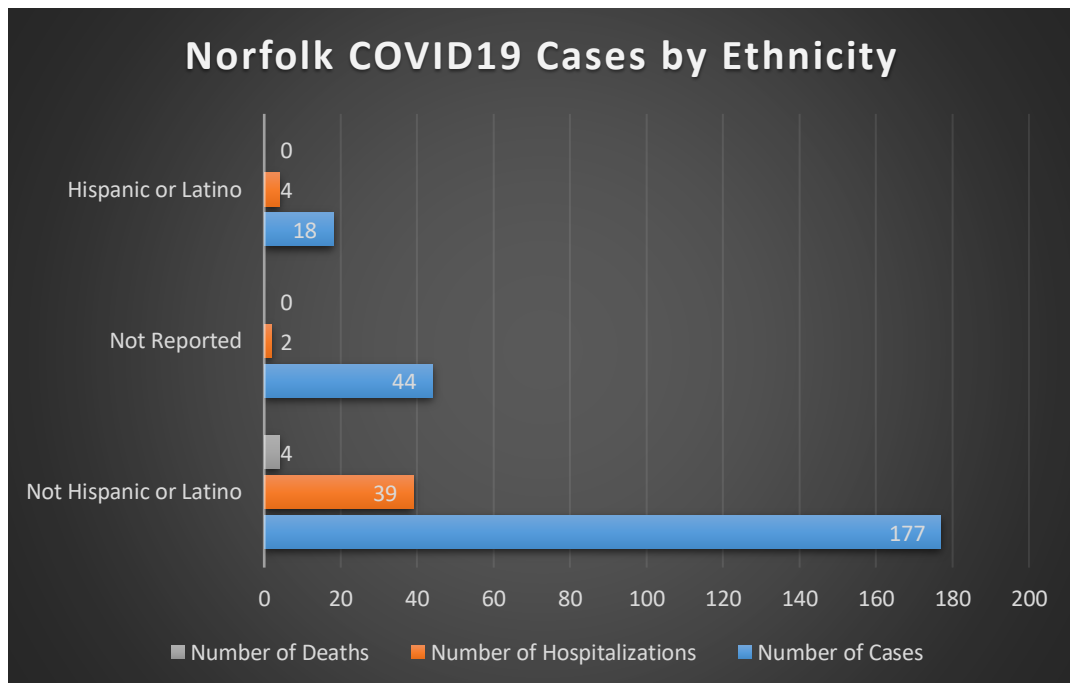
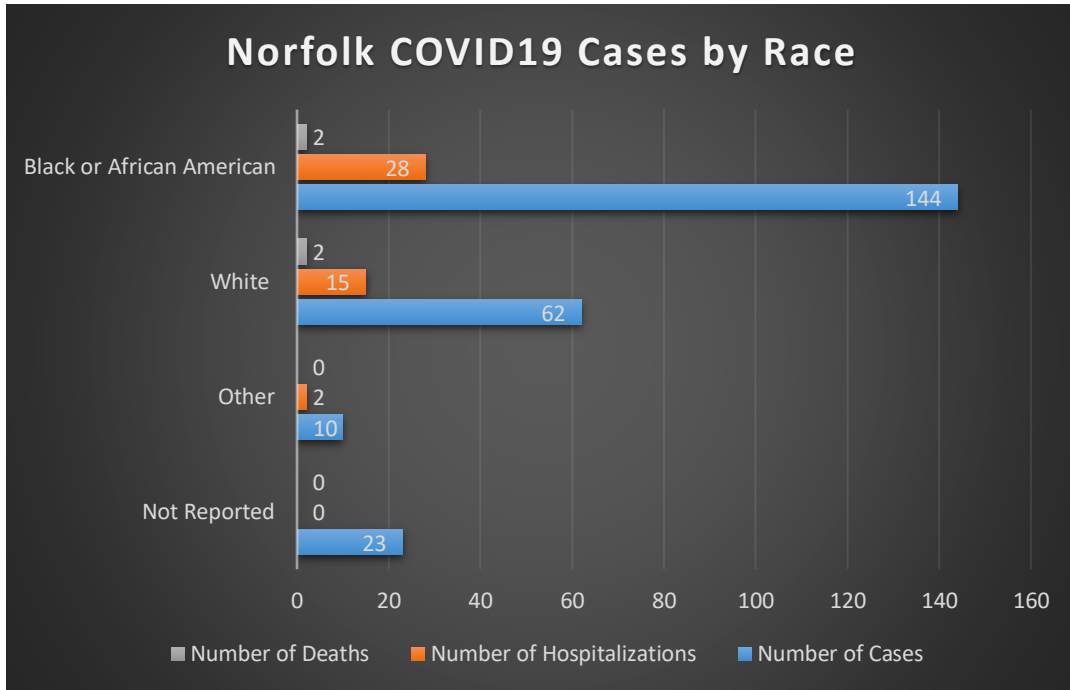
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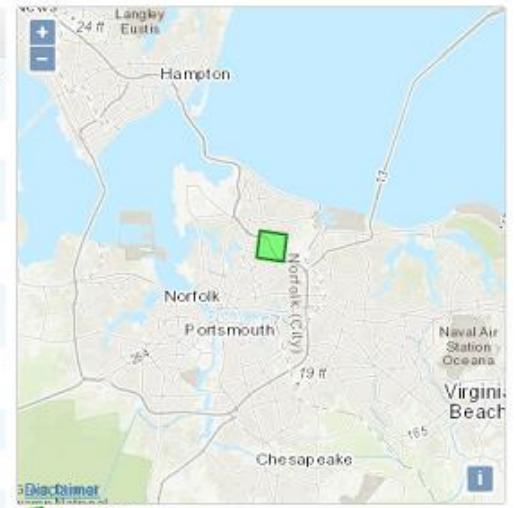
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4. Event Operational Period Command Emphasis			
People First. Life Safety. Wear appropriate PPE and practice social distancing! Maintain situational awareness. Maximum Team Effort.			
5. Site Safety Plan Required?			
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Approved Site Safety Plan(s) Located at: N/A	
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	
8. Approved by: Mike Goldsmith		Position: Deputy City Manager / Public Safety	
	ICS Form 202	PUBLIC SAFETY SENSITIVE FOR OFFICIAL USE ONLY	Date/Time: 5/4/2020 8am EAP Page <u>7</u>

3 Miles SW Norfolk International Airport VA



Detailed Forecast

Today	A slight chance of showers before noon. Partly sunny, then gradually becoming sunny, with a high near 77. Northwest wind 11 to 15 mph, with gusts as high as 23 mph. Chance of precipitation is 20%.
Tonight	Mostly clear, with a low around 53. North wind 9 to 11 mph.
Tuesday	Showers likely, mainly after 2pm. Mostly cloudy, with a high near 59. Northeast wind 5 to 8 mph. Chance of precipitation is 70%. New precipitation amounts of less than a tenth of an inch possible.
Tuesday Night	Showers likely. Cloudy, with a low around 52. East wind 6 to 8 mph. Chance of precipitation is 60%. New precipitation amounts between a quarter and half of an inch possible.
Wednesday	A chance of showers. Mostly cloudy, with a high near 65. Northeast wind 5 to 9 mph becoming northwest in the afternoon. Chance of precipitation is 40%. New precipitation amounts of less than a tenth of an inch possible.
Wednesday Night	A chance of showers. Mostly cloudy, with a low around 49. Chance of precipitation is 30%. New precipitation amounts of less than a tenth of an inch possible.
Thursday	A chance of showers. Partly sunny, with a high near 64. Chance of precipitation is 30%.
Thursday Night	Mostly clear, with a low around 50.
Friday	Mostly sunny, with a high near 67.
Friday Night	A chance of showers. Mostly cloudy, with a low around 49. Chance of precipitation is 30%.
Saturday	Mostly sunny, with a high near 62.
Saturday Night	Mostly clear, with a low around 45.
Sunday	Sunny, with a high near 67.



Point Forecast: 3 Miles SW Norfolk International Airport VA
36.9°N 76.23°W (Elev. 10 ft)

Last Update: 8:00 am EDT May 4, 2020

Forecast Valid: 9am EDT May 4, 2020-6pm EDT May 10, 2020