

Coronavirus 2019 (COVID-19)



Incident Action Plan

Event	COVID-19		
Locations	City-Wide		
Operational Period	May 11-18, 2020		
EAP Version	V10		

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INCIDENT BRIEFING

1. Event Name

Coronavirus 2019 (COVID-19)

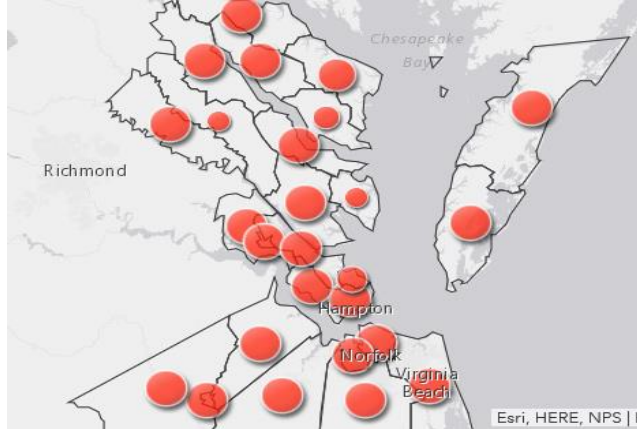
2. Operational Periods

Dates:
May 11-18, 2020

Time: 0900

Time: 0900

3. Map



As of **May 11, 2020**,
25,070 confirmed cases in Virginia; **850** deaths
3,456 in the Eastern Region; **308** in Norfolk w/ **5** deaths

[Visit the VDH Coronavirus website for most current map](#)

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/>

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.

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's Phase One of his Forward Virginia plan is likely to begin Friday, May 15, and includes the following:

- Allow non-essential retail to have 50% occupancy, and employees must wear face masks. Restaurant and beverage services will remain takeout and delivery only. Businesses with a permit for outside seating can have limited outdoor dining at 50% capacity, table spacing, and employees wear masks.
- Entertainment-related businesses such as bowling alleys and theaters will remain closed. Gyms will also remain closed during Phase One.
- Limited outdoor exercise will allow up to 10 participants, with 10 feet of distance between one another, and sharing guidelines for equipment. Beaches continue to have 10-person limit, in one area, for fishing and exercise.
- Places of worship will be allowed to have 50% capacity, but Northam is encouraging them to offer drive in and online services.
- Salons will be by-appointment only, and have strict guidelines, but also allowed 50% occupancy. Customers and workers must wear face masks, and there will be limits to services with masks down.

[A detailed look at the Phase One plan is available here.](#) Overall, the governor is still encouraging teleworking and the use of face masks in public. **Currently, 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.
- 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: 5/11/2020 8am

EAP Page 1

INCIDENT OBJECTIVES

1. Event Name

Coronavirus 2019 (COVID-19)

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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, Norfolk Public Schools 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, W, and F at 20 locations until further notice.
 - Foodbank, in partnership with Mercy Chefs, operating mobile pantry from Granby YMCA on Fridays from 9-11am.
 - Foodbank, in partnership with USDA, operating The Emergency Food Assistance Program (TEFAP) at the Kroc Center May 14, and 21 from 11 a.m. to 1 p.m. These distributions are held for households suffering significant economic losses or significant food access challenges.
 - 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 testing site map.

- The Virginia Department of Health website has a map/list that is intended to help provide information of known locations of various COVID-19 test sampling sites and does not constitute endorsement by VDH. There may be additional sites that offer test sampling that are not included on the map and the status of listed sites are subject to change (may no longer perform COVID-19 testing services). To locate the test sites in Norfolk, insert "Norfolk, VA" into the "Your Location" box and the map will populate the testing sites in Norfolk. Note, it is recommended that people call before visiting a site to confirm testing is available and the type of testing (PCR [diagnostic] or serology for antibody [exposure status]). To view the map, <https://www.vdh.virginia.gov/coronavirus/covid-19-testing/covid-19-testing-sites/>

GOAL: Ensure Continuity of Operations / Government

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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 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
- 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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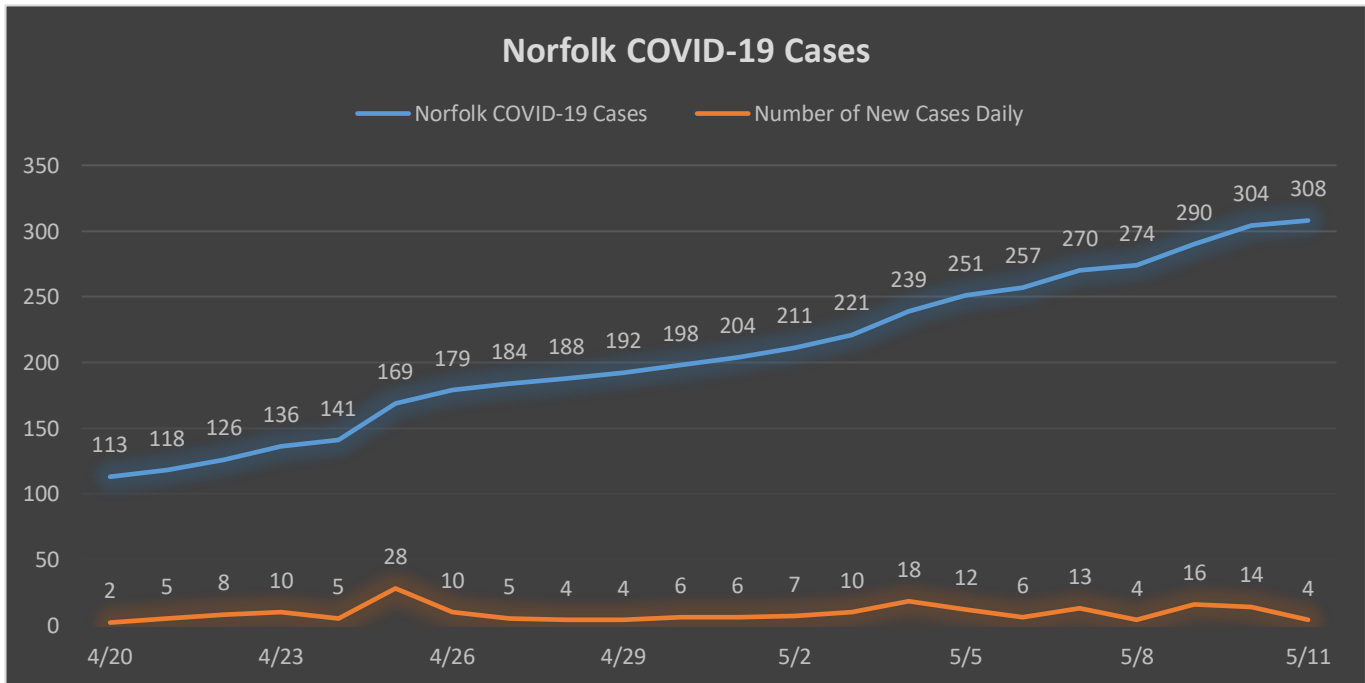
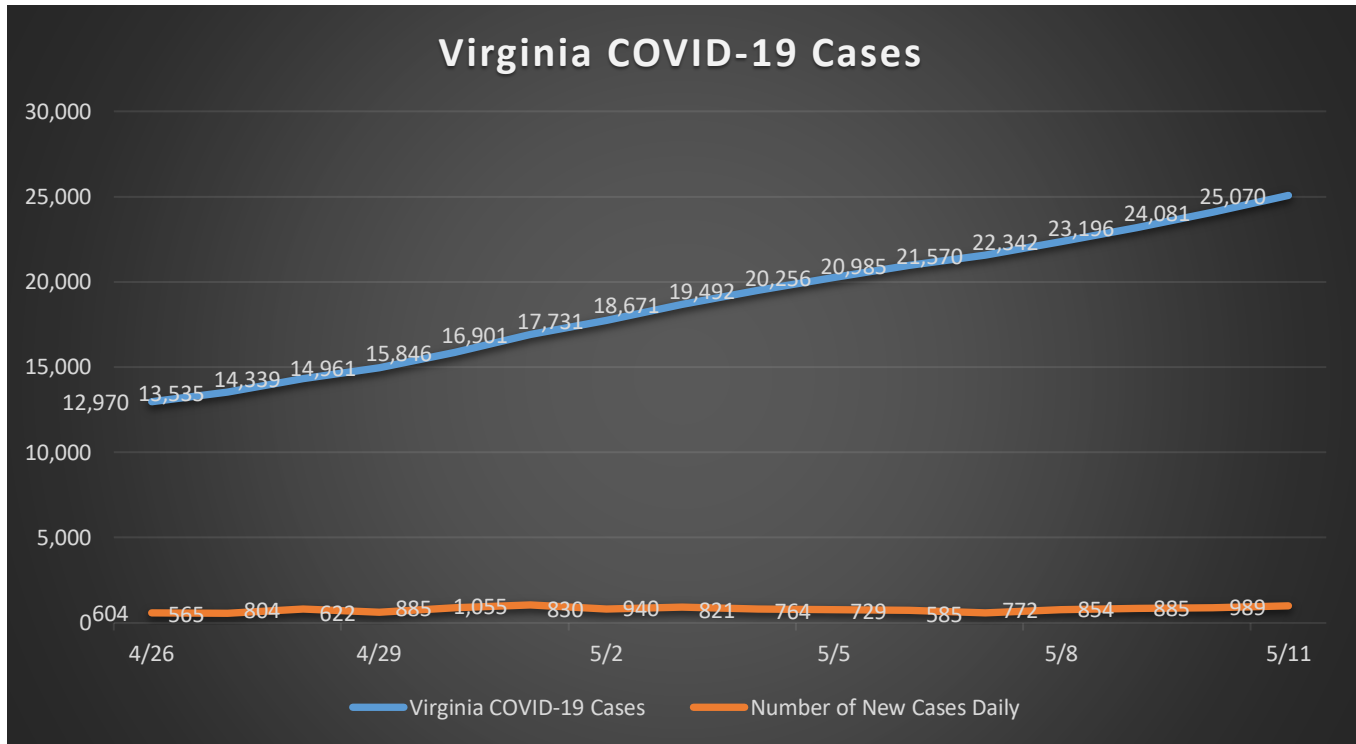
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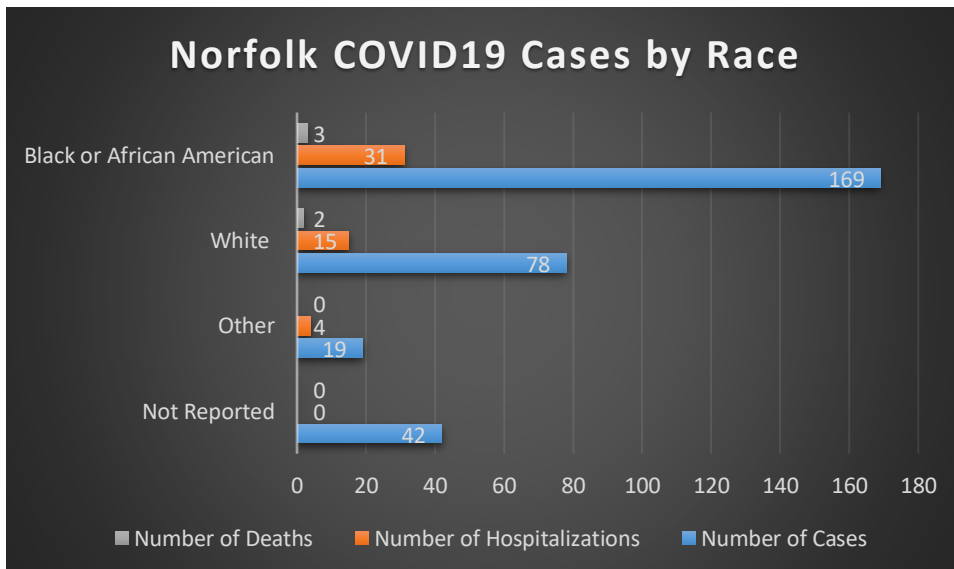
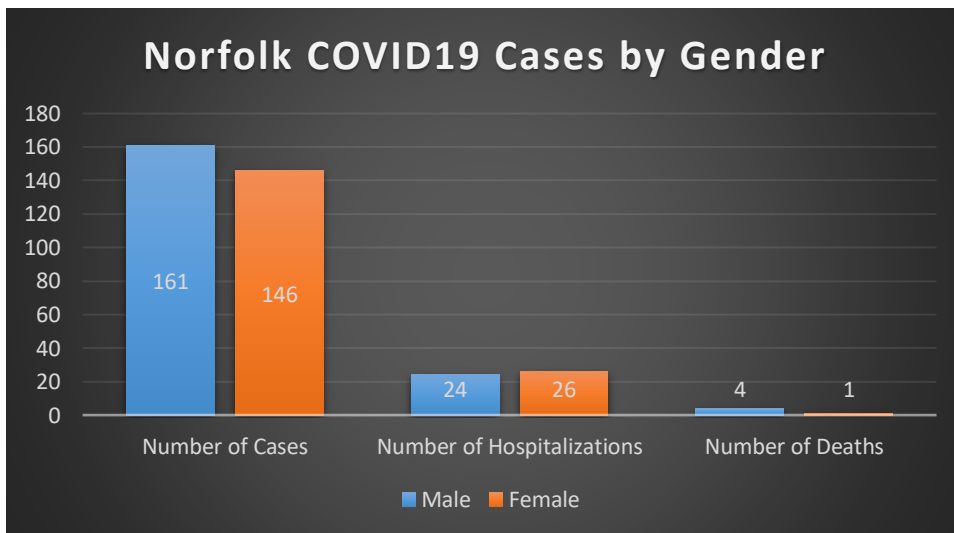
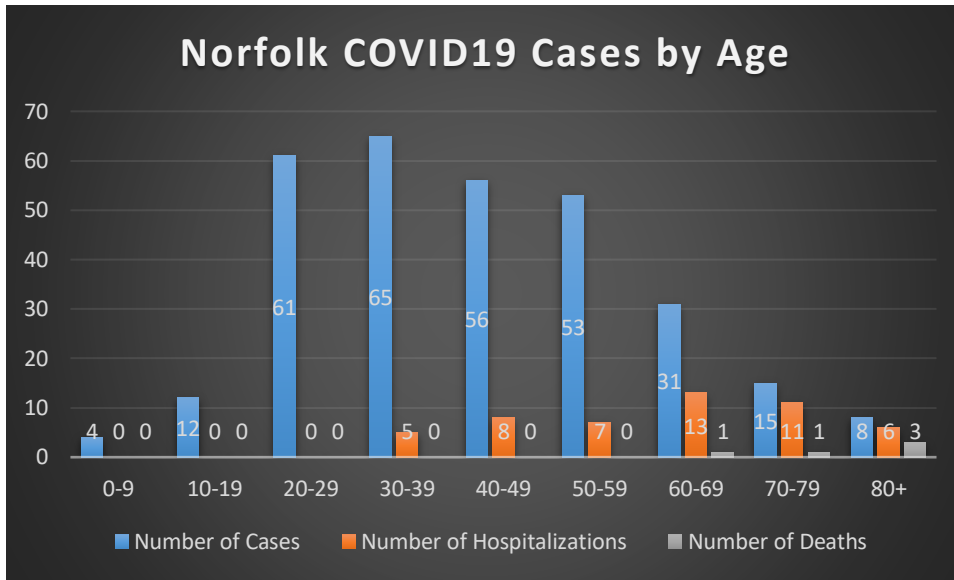
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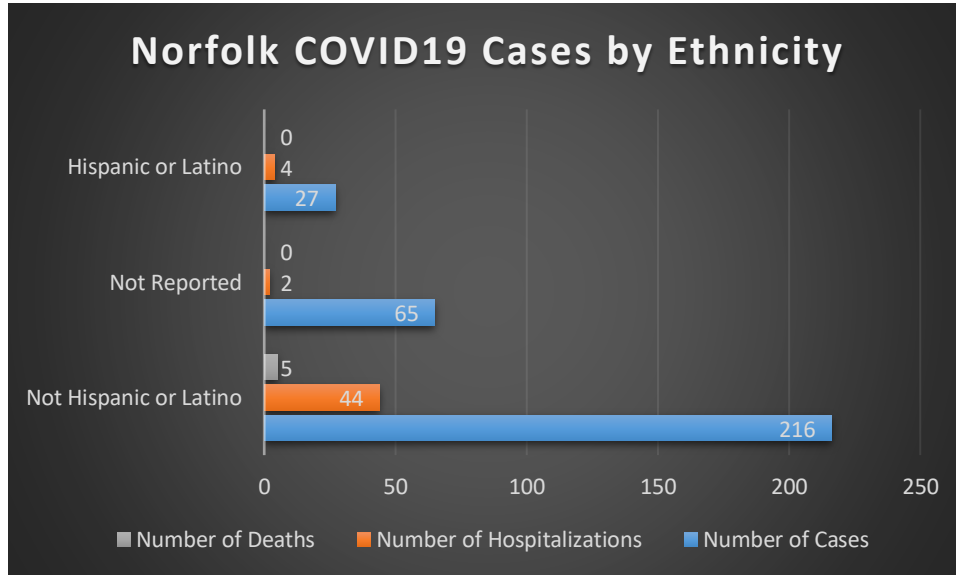
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4. Event Operational Period Command Emphasis

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

5. Site Safety Plan Required?

Yes No

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)

- ICS Form 201 (Event Briefing) Appendices: NWS Weekly Weather Brief
- ICS Form 202 (Event Objectives)
- ICS Form 203 (Event Organization Assignment List)
- ICS Form 204 (Event Assignment List)
- ICS Form 205 (Event Radio Communications Plan)
- ICS Form 205A (Event Cell Phone Communications List)
- 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

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EAP Page 6

Extended Forecast for
3 Miles SW Norfolk International Airport VA

Today	Tonight	Tuesday	Tuesday Night	Wednesday	Wednesday Night	Thursday	Thursday Night	Friday
								
Mostly Sunny High: 67 °F	Partly Cloudy Low: 47 °F	Sunny High: 65 °F	Partly Cloudy Low: 50 °F	Mostly Sunny High: 67 °F	Partly Cloudy Low: 53 °F	Mostly Sunny High: 74 °F	Partly Cloudy Low: 63 °F	Mostly Sunny High: 82 °F

Detailed Forecast

Today	Mostly sunny, with a high near 67. West wind 13 to 15 mph, with gusts as high as 24 mph.
Tonight	Partly cloudy, with a low around 47. Northwest wind 13 to 16 mph, with gusts as high as 24 mph.
Tuesday	Sunny, with a high near 65. West wind around 10 mph.
Tuesday Night	Partly cloudy, with a low around 50. Calm wind becoming north 5 to 8 mph after midnight.
Wednesday	Mostly sunny, with a high near 67. North wind around 6 mph becoming light and variable in the afternoon.
Wednesday Night	Partly cloudy, with a low around 53.
Thursday	Mostly sunny, with a high near 74.
Thursday Night	Partly cloudy, with a low around 63.
Friday	Mostly sunny, with a high near 82.
Friday Night	Partly cloudy, with a low around 65.
Saturday	Mostly sunny, with a high near 81.
Saturday Night	Mostly cloudy, with a low around 65.
Sunday	Mostly sunny, with a high near 80.

