

# Coronavirus 2019 (COVID-19)



## Incident Action Plan

<b>Event</b>	COVID-19		
<b>Locations</b>	City-Wide		
<b>Operational Period</b>	May 18-25, 2020		
<b>EAP Version</b>	V11		

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# INCIDENT BRIEFING

## 1. Event Name

Coronavirus 2019 (COVID-19)

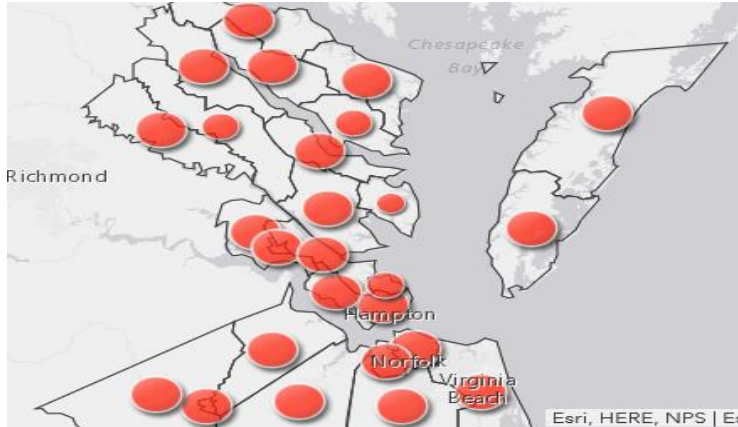
## 2. Operational Periods

Dates:  
May 18-25, 2020

Time: 0900

Time: 0900

## 3. Map



As of **May 18, 2020**,  
**31,140** confirmed cases in Virginia; **1,014** deaths  
**4,075** in the Eastern Region; **361** in Norfolk w/ **5** deaths

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

## 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 Order 55 is still in effect; however, portions of Virginia entered Phase one last Friday.

[A detailed look at the Phase One plan is available here.](#) 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.

Governor Northam is expected to hold a press conference Monday, May 18, to discuss plans for Virginia's beaches.

Norfolk Circuit Court issued the Fifth Judicial Order concerning the extension of the Judicial Emergency through June 7, 2020. [The Order is available here.](#)

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](mailto:EOC-Plans@norfolk.gov).**

5. Prepared by: Jim Redick

Position: Director, EOC



ICS Form 201

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Date/Time: 5/25/2020 8am

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# INCIDENT OBJECTIVES

## 1. Event Name

Coronavirus 2019 (COVID-19)

## 2. Operational Periods

**Dates:**  
May 18-25, 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. 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 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.

Norfolk Public Schools announced last week that they are participating in the Pandemic Electronic Benefit Transfer (P-EBT) program as part of a food assistance plan approved by the U.S. Department of Agriculture (USDA), Food and Nutrition Service (FNS) that is being implemented statewide by the Virginia Department of Social Services (VDSS) and the Virginia Department of Education (VDOE). This service is now available to families of students who receive free school meals. [Summary of Plan.](#)

#### **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.

# INCIDENT OBJECTIVES

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Coronavirus 2019 (COVID-19)

## 2. Operational Periods

### Dates:

May 18-25, 2020

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- 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](#).

**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

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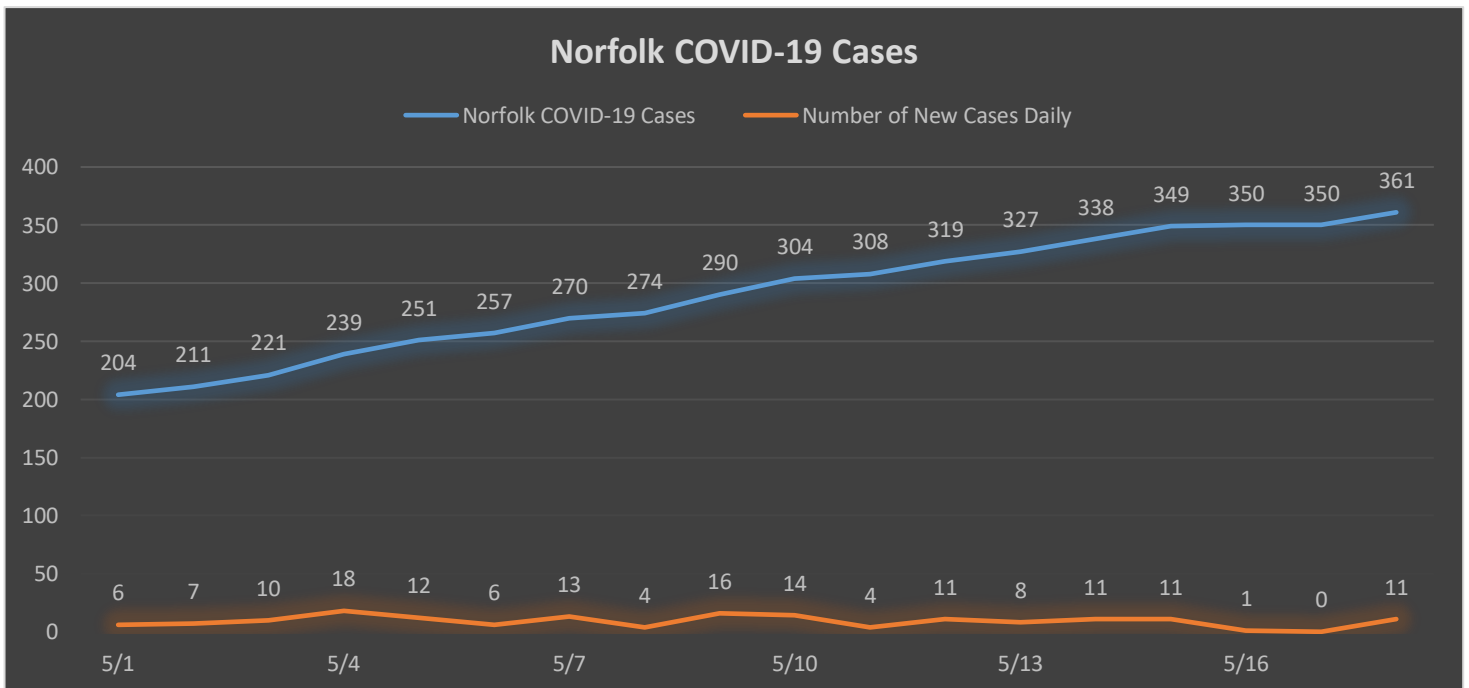
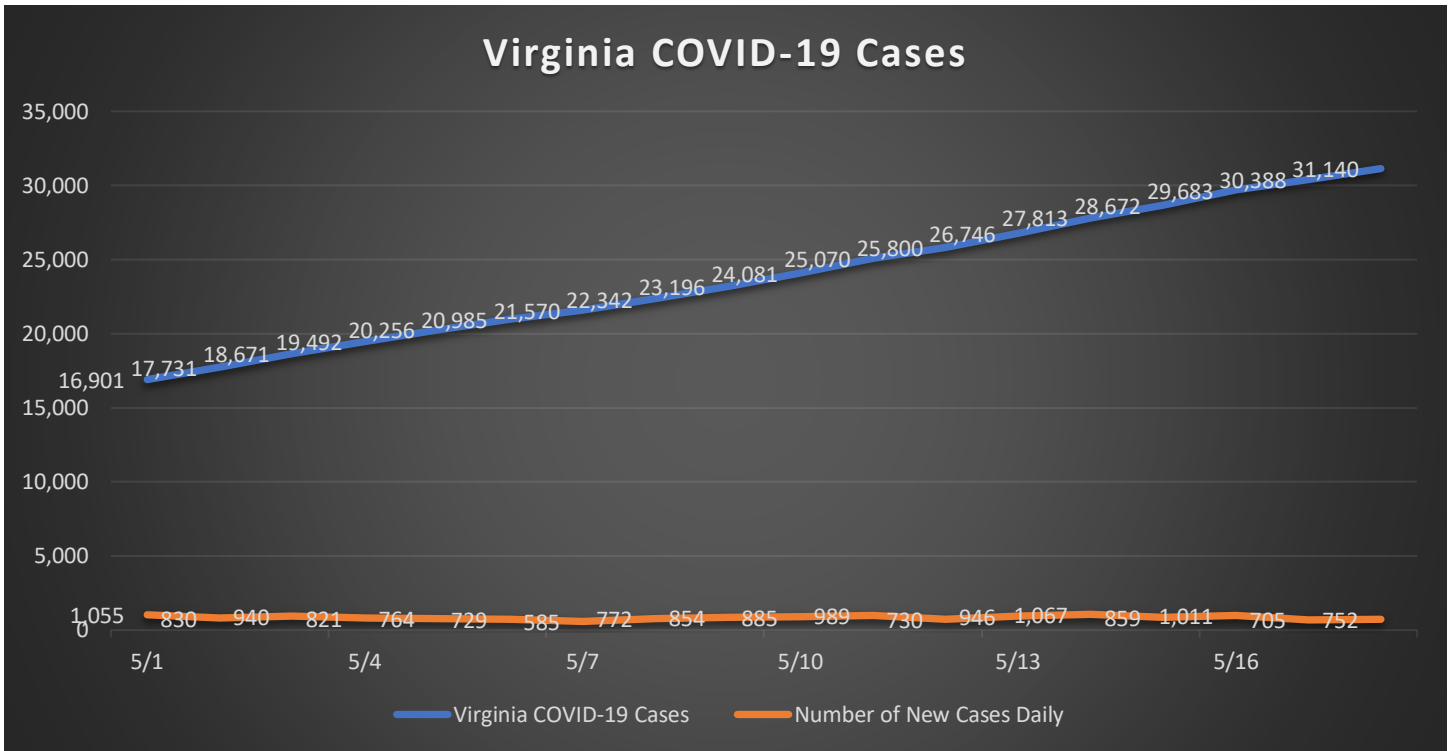
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## 4. Event Operational Period Command Emphasis

**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

# INCIDENT OBJECTIVES

<b>1. Event Name</b>	<b>2. Operational Periods</b>	
Coronavirus 2019 (COVID-19)	<b>Dates:</b> May 18-25, 2020	<b>Time:</b> 0900
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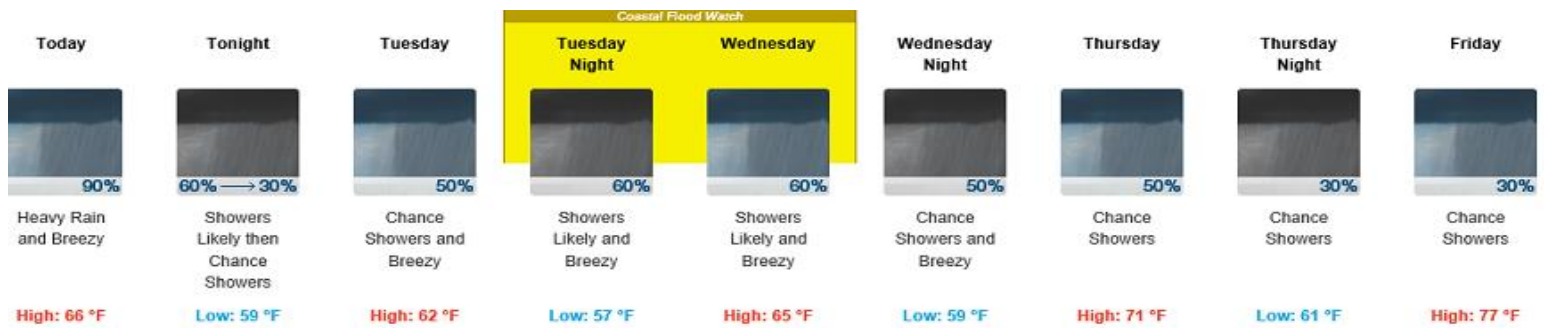
**6. Event Action Plan Contents** (the items checked below are included in this Event Action Plan)

<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)	

<b>7. Prepared by:</b> Jim Redick	Position: Director, EOC
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<b>8. Approved by:</b> Mike Goldsmith	Position: Deputy City Manager / Public Safety
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	<b>ICS Form 202</b>	<b>PUBLIC SAFETY SENSITIVE FOR OFFICIAL USE ONLY</b>	<b>Date/Time:</b> 5/25/2020 8am	<b>EAP Page 5</b>
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## Detailed Forecast

<b>Today</b>	Showers before 8am, then showers and possibly a thunderstorm between 8am and 2pm, then showers likely after 2pm. Some of the storms could produce heavy rainfall. High near 66. Breezy, with a northeast wind 13 to 22 mph, with gusts as high as 32 mph. Chance of precipitation is 90%. New rainfall amounts between a half and three quarters of an inch possible.
<b>Tonight</b>	Showers likely, mainly before 8pm. Cloudy, with a low around 59. North wind 14 to 17 mph, with gusts as high as 26 mph. Chance of precipitation is 60%. New precipitation amounts of less than a tenth of an inch possible.
<b>Tuesday</b>	A chance of showers, mainly after 8am. Cloudy, with a high near 62. Breezy, with a northeast wind 16 to 21 mph, with gusts as high as 32 mph. Chance of precipitation is 50%. New precipitation amounts of less than a tenth of an inch possible.
<b>Tuesday Night</b>	Showers likely, mainly after 2am. Cloudy, with a low around 57. Breezy, with a northeast wind around 20 mph, with gusts as high as 31 mph. Chance of precipitation is 60%. New precipitation amounts between a tenth and quarter of an inch possible.
<b>Wednesday</b>	Showers likely, mainly before 8am. Cloudy, with a high near 65. Breezy, with an east wind 21 to 23 mph, with gusts as high as 37 mph. Chance of precipitation is 60%. New precipitation amounts of less than a tenth of an inch possible.
<b>Wednesday Night</b>	A chance of showers. Mostly cloudy, with a low around 59. Breezy. Chance of precipitation is 50%. New precipitation amounts of less than a tenth of an inch possible.
<b>Thursday</b>	A chance of showers. Mostly cloudy, with a high near 71. Chance of precipitation is 50%.
<b>Thursday Night</b>	A chance of showers. Mostly cloudy, with a low around 61. Chance of precipitation is 30%.
<b>Friday</b>	A chance of showers. Partly sunny, with a high near 77. Chance of precipitation is 30%.
<b>Friday Night</b>	A chance of showers. Mostly cloudy, with a low around 63. Chance of precipitation is 40%.
<b>Saturday</b>	A chance of showers. Mostly sunny, with a high near 80. Chance of precipitation is 30%.
<b>Saturday Night</b>	A chance of showers. Partly cloudy, with a low around 63. Chance of precipitation is 30%.
<b>Sunday</b>	Mostly sunny, with a high near 75.

