

Coronavirus 2019 (COVID-19)



Incident Action Plan

Event	COVID-19		
Locations	City-Wide		
Operational Period	April 20-27, 2020		
EAP Version	V7		

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

INCIDENT BRIEFING

1. Event Name

Coronavirus 2019 (COVID-19)

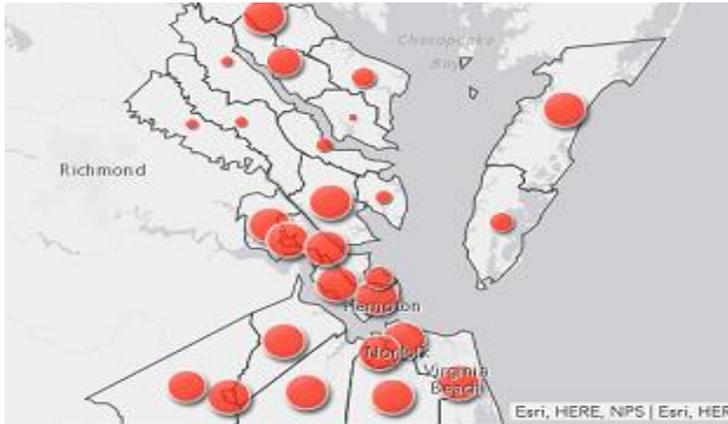
2. Operational Periods

Dates:
April 20-27, 2020

Time: 0900

Time: 0900

3. Map



As of **April 20, 2020**,
8,990 confirmed cases in Virginia; **300** deaths
1,351 in the Eastern Region; **113** in Norfolk w/ **2** deaths

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, the week of 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 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.

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).

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.

5. Prepared by: Jim Redick

Position: Director, EOC



ICS Form 201

PUBLIC SAFETY SENSITIVE
FOR OFFICIAL USE ONLY

Date/Time: 4/20/2020 8am

EAP Page 1

INCIDENT OBJECTIVES

1. Event Name

Coronavirus 2019 (COVID-19)

2. Operational Periods

Dates:
April 20-27, 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).
- 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.
- Friday, the governor announced that he had signed [Executive Order 57](#) to help hospitals and long-term care facilities respond to the ongoing pandemic. The order eases licensing restrictions on nurse practitioners and doctors licensed in states other than Virginia to allow them to respond in Virginia.

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 M-F at 15 locations until further notice.
 - Foodbank, in partnership with Mercy Chefs, operating mobile pantry from Granby YMCA on Fridays from 9–11 am.
 - Foodbank will offer a USDA Disaster TEFAP Distribution for those households suffering significant economic losses or significant food access challenges due to COVID-19. Norfolk's location is the Kroc Center, 1401 Ballentine Blvd, on Thursday, April 23, from 11 am to 1 pm.
 - 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, have begun their hotel plan for housing persons experiencing homelessness that have been affected by COVID-19. Additionally, they have established a support network to provide meals to those in the hotels. They have a commitment from Mercy Chefs for two meals per day during the week (not weekends). They have also reached out to their community partners in the faith community who have committed to providing breakfast four days a week and lunches six days a week.
- CSB continues to support over 130 persons in their housing programs, and their outreach staff continues to go out daily to connect with those on the street to help them meet needs and stay connected.
- Economic Development is continuing to reach out to businesses to determine their needs and provide any support.

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.

INCIDENT OBJECTIVES

1. Event Name

Coronavirus 2019 (COVID-19)

2. Operational Periods

Dates:

April 20-27, 2020

Time: 0900

Time: 0900

- Governor Ralph Northam announced Wednesday an additional [\\$70 million in Child Care and Development Block Grant \(CCDBG\) funding](#) through the federal CARES Act to further support the provision of childcare for essential personnel.
- The Virginia Department of Emergency Management (VDEM) announced that the Commonwealth has received funding approval from the Federal Emergency Management Agency (FEMA) [to provide hotel accommodations for Virginia's first responders and essential personnel working](#) to combat the COVID-19 pandemic in the Commonwealth.

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.
- 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.
- Map 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, Wednesday, April 15 and then every Monday beginning April 20 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.
- Continue to work with Megan Erwin, Grant Manager, regarding the city's CARES Act process.
- DCM Mike Goldsmith and DEPR Director Jim Redick will continue to work with the Department of Public Health regarding the city's phased opening process, following the government's guidelines.

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>

INCIDENT OBJECTIVES

1. Event Name

Coronavirus 2019 (COVID-19)

2. Operational Periods

Dates:

April 20-27, 2020

Time: 0900

Time: 0900

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.

- 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>
 - Continue to promote employee art project.
 - 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.
 - Issue communications to the West Ghent Shipyard employees to not park in the Residential Parking Permit (RPP) designated zone spaces at the MHI Facility on Claremont.
 - Norfolk Public Library central team members remain available to answer questions and for support patrons and employees through telework.
 - First Virtual Community Meeting, by the Planning Department, is scheduled for Broad Creek Refresh, April 30, at 6 pm.
 - There will not be a Wetlands Board Meeting for May; the next meeting is to be scheduled in June.
 - Continue to emphasize street sweeping operation changes to reduce resident frustration.
 - Continue working with Management Services and Communications to broadcast changes in collection services.
 - The Office of Real Estate is now accepting electronic payments.

- Internal Messaging:
 - DOCUMENT ALL INCIDENT-RELATED EXPENDITURES; City to use budget code Virus2020.
 - 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**
 - Maintain cyber awareness throughout the incident.
 - Continue to provide your department's PPE burn tracker data to the EOC weekly.
 - 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.
 - FEMA released the "Disaster Financial Management Guide" to support jurisdictions in establishing and implementing sound disaster financial management practices, which are critical for a successful response and recovery. To view the guide, visit <https://www.fema.gov/plan>.

INCIDENT OBJECTIVES

1. Event Name

Coronavirus 2019 (COVID-19)

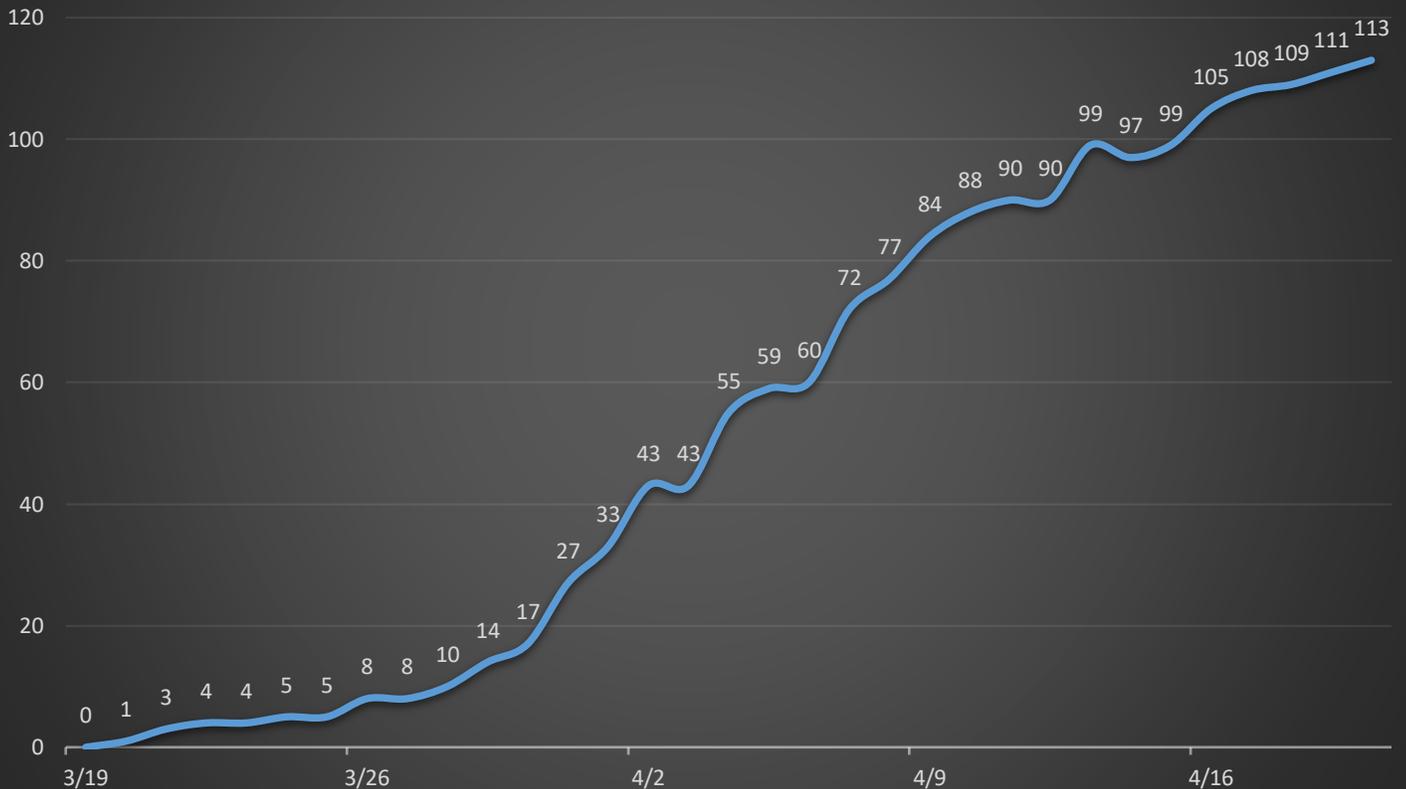
2. Operational Periods

Dates:
April 20-27, 2020

Time: 0900

Time: 0900

Norfolk COVID-19 Cases



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)
- 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)
- Appendices: NWS Weekly Weather Brief

7. Prepared by: Daniel Hudson

Position: Deputy EM Coordinator / EOC

8. Approved by: Mike Goldsmith

Position: Deputy City Manager / Public Safety



Extended Forecast for
Norfolk VA

Today	Tonight	Tuesday	Tuesday Night	Wednesday	Wednesday Night	Thursday	Thursday Night	Friday
 100%		 30%	 30%			 50%	 80%	 50%
Rain	Partly Cloudy	Mostly Sunny then Chance Rain and Breezy	Chance Rain then Clear	Sunny	Mostly Clear	Partly Sunny then Chance Showers	Showers	Chance Showers
High: 60 °F	Low: 49 °F	High: 76 °F	Low: 45 °F	High: 62 °F	Low: 49 °F	High: 67 °F	Low: 60 °F	High: 73 °F

Detailed Forecast

Today	Rain, mainly before 4pm. High near 60. North wind 10 to 17 mph, with gusts as high as 28 mph. Chance of precipitation is 100%. New precipitation amounts between a quarter and half of an inch possible.
Tonight	Partly cloudy, with a low around 49. Light and variable wind becoming south 5 to 7 mph after midnight.
Tuesday	A chance of rain and thunderstorms after 2pm. Mostly sunny, with a high near 76. Breezy, with a southwest wind 11 to 21 mph, with gusts as high as 32 mph. Chance of precipitation is 30%. New rainfall amounts of less than a tenth of an inch, except higher amounts possible in thunderstorms.
Tuesday Night	A chance of rain and thunderstorms before 8pm. Mostly cloudy, then gradually becoming clear, with a low around 45. North wind around 16 mph, with gusts as high as 25 mph. Chance of precipitation is 30%. New precipitation amounts of less than a tenth of an inch, except higher amounts possible in thunderstorms.
Wednesday	Sunny, with a high near 62. West wind 8 to 11 mph, with gusts as high as 20 mph.
Wednesday Night	Mostly clear, with a low around 49.
Thursday	A chance of showers after 2pm. Mostly cloudy, with a high near 67. Chance of precipitation is 50%.
Thursday Night	Showers, mainly after 8pm. Low around 60. Chance of precipitation is 80%.
Friday	A chance of showers. Mostly cloudy, with a high near 73. Chance of precipitation is 50%.
Friday Night	Partly cloudy, with a low around 53.
Saturday	Mostly sunny, with a high near 70.
Saturday Night	A chance of showers. Mostly cloudy, with a low around 56. Chance of precipitation is 30%.
Sunday	A chance of showers. Partly sunny, with a high near 70. Chance of precipitation is 40%.