

EMERGENCY MANAGEMENT AND WORKPLACE SAFETY

DESCRIPTION

The primary focus of the Office of Emergency Management and Workplace Safety (EMWS) is to promote a safe and prepared environment for Henrico County residents, visitors, and employees.

OBJECTIVES

To develop and maintain a culture of safety, sustainability, and preparedness to all county residents and employees.

BUDGET HIGHLIGHTS

The FY2021-22 Emergency Management budget represents the first year the office has combined Emergency Management with Workplace Safety, separate from the Division of Fire, and included within the General Fund. The EMWS budget for FY2021-22 totals \$932,525. Personnel components comprise 94% of the EMWS budget totaling \$876,585 and represents positions formerly from Workplace Safety, Emergency Management and one county IT position that briefly resided in Fire's Emergency Planning and Safety division before moving to Emergency management. The remaining \$55,940 represents the day-to-day operating component primarily from the former Workplace Safety budget.

FISCAL YEAR 2022 SUMMARY

Annual Fiscal Plan

| Description | FY20 | FY21 | FY22 | Change |
|-------------|-------------|-------------|-------------------|-------------|
| | Actual | Original | Approved | 21 to 22 |
| Personnel | \$ 0 | \$ 0 | \$ 876,585 | 0.0% |
| Operation | 0 | 0 | 55,940 | 0.0% |
| Capital | 0 | 0 | 0 | 0.0% |
| Total | <u>\$ 0</u> | <u>\$ 0</u> | <u>\$ 932,525</u> | <u>0.0%</u> |

Personnel Complement * 0 0 8 0

* Reflects 2 Emergency Planning and Safety positions and 1 GIS IT position (transferred to Fire in FY2020-21) from Fire and 5 Workplace Safety positions.

PERFORMANCE MEASURES

| | <u>FY21</u> | <u>FY22</u> | <u>Change 21 to 22</u> |
|-----------------------------------------------|-------------|-------------|----------------------------|
| Workload Measures | | | |
| Higher hazard site audits performed | 10 | 12 | 2 |
| Moderate to lower hazard site assessments | 20 | 22 | 2 |
| Instructor led (in person), emergency trained | 476 | 550 | 74 |
| Virtual instructor led training, employees | 18,145 | 3,549 | (14,596) |
| Annual environmental spill response training | 263 | 280 | 17 |
| Employee injury / illness reports reviewed | 583 | 550 | (33) |
| Employee injury / illness on OSHA 300 logs | 375 | 350 | (25) |
| DMV driver reports reviewed | 252 | 250 | (2) |
| DMV driver report deficiency notifications | 86 | 75 | (11) |
| Annual Bureau of Labor Statistics reports | 20 | 10 | (10) |
| Public facing interactive maps / applications | 4 | 6 | 2 |
| Internal interactive maps / applications | 10 | 12 | 2 |
| Small map projects | 25 | 27 | 2 |
| Regulatory plans reviewed (EAP and COOP) | 12 | 12 | 0 |
| EOC days active | 365 | 30 | (335) |
| CERT hours (training and work) | 210 | 480 | 270 |
| Training exercises / drills conducted | 2 | 4 | 2 |
| Effectiveness Measures | | | |
| Environmental regulatory compliance | 30 | 34 | 4 |
| Grant dollars used | \$ 142,308 | \$ 67,504 | \$ (74,804) |

DEPARTMENTAL HIGHLIGHTS

During the previous fiscal year, EMWS strengthened existing relationships with stakeholders and cultivated new relationships where needed. In addition to EMWS's ongoing safety training, regulatory assistance, workplace inspection, and compliance documentation efforts, all employees provided significant support to COVID-19-related relief efforts. Specifically, EMWS employees have served in multiple roles on Incident Management Teams in both Henrico and the Central Virginia Region, as well as the in the Henrico Emergency Operations Center and on Transition Teams. EMWS has also provided a reliable and cost-effective supply chain for all needed supplies related to the COVID-19 pandemic.

Safety Officers ensured that Henrico County complied with Virginia Occupational Safety and Health's (VOSH) Emergency Temporary Standard for COVID-19, which has affected all county operations and workplaces. The officers also reestablished the county-wide Safety Liaison program to update and maintain the Emergency Action Plans and Continuity of Operations Plans. They have supported multiple departments following VOSH investigations that included consultation, technical writing assistance and in-person settlement support. Going forward, EMWS will continue to provide workplace safety training to all employees through an online training provider, as well as reinstate the Safe and Sound Week event.

In addition to the county's ongoing COVID-19 relief efforts, EMWS will continue to work on state-required reports and documentation, consult on the Emergency Action Plans for all county departments and outside facilities, and offer support for multiple EOC activations that are responsible for managing a variety of incidents. The Environmental Coordinator will continue to ensure regulation compliance as well as implement and direct county environmental programs for both General Government and Henrico County Public Schools. The EMWS office has

recently expanded its community outreach and engagement that includes a growing social media presence. This department also represents Henrico County as one of few central Virginia agencies that is participating in the state Threat and Hazard Incident Risk Assessment (THIRA) update process.

Most recently, EMWS is providing leadership for the Henrico COVID-19 Transition Task Force with specific emphasis on the demands of reopening and maintaining county operations during the pandemic. This includes coordinating a staff of health screeners responsible for evaluating all individuals prior to allowing access to all public buildings as well as conducting site visits that provide guidance and resources for appropriate COVID-19 protective actions in over 70 county and partner agency facilities. EMWS has also established a three component employee COVID-19 testing program for all general government, schools, and county partner agencies. Through extensive engagement, EMWS employees continue to build strong partnerships within Henrico County to offer emergency assistance and training.