

**MEMORANDUM**

November 5, 2013

TO: Public Safety Committee  
FROM: *KL* Keith Levchenko, Senior Legislative Analyst  
SUBJECT: Resolution to Approve the 2013 Emergency Operations Plan

**Council Staff Recommendation: Approve with Changes**

Executive staff attendees for this meeting include:

- Chris Voss, Manager, Office of Emergency Management and Homeland Security (OEMHS)
- Michael Goldfarb, Planning Manager, OEMHS

On July 9, the County Council received the County Executive's transmittal (see ©C) of the 2013 Emergency Operations Plan (EOP). The proposed plan<sup>1</sup> will replace the existing EOP approved by the Council in 2009. A draft resolution approving the 2013 EOP is attached on ©A-B and was introduced on October 1, 2013.

**Background**

The EOP is a multi-discipline, all-hazards plan that establishes the overall roles and responsibilities for emergency operations.

The Office of Emergency Management and Homeland Security (OEMHS) is responsible for developing, maintaining, and distributing the EOP. The EOP is reviewed periodically in order to incorporate new state, federal, and other guidelines, to add supplementary material or delete outdated material, and to address new or emerging operational issues. The table on

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<sup>1</sup> Excerpts from the 2013 EOP are attached on ©M-42. The full 2013 EOP is available for download at: [http://www6.montgomerycountymd.gov/content/council/pdf/reports/2013\\_Emergency\\_Operations\\_Plan.pdf](http://www6.montgomerycountymd.gov/content/council/pdf/reports/2013_Emergency_Operations_Plan.pdf).

©XII-XVII summarizes the changes made from the 2009 EOP. Overall, these changes are relatively minor and mostly involve updating the document based on evolving practices since 2009.

The EOP is organized into 4 sections:

- Section One is the Basic Plan, which touches upon all aspects of the authority of various agencies, the planning assumptions, background information on the County, and emergency management roles and responsibilities.
- Section Two includes the emergency support functions (ESFs). The EOP organizes County departments and agencies into 16 ESFs to facilitate planning and coordination. The Transportation Annex (ESF #1) is attached on ©1-13.
- Section Three categorizes the potential major hazards in Montgomery County. These are listed in the Table of Contents on ©II. The Severe Weather Incident Annex is attached on ©14-27.
- Section Four includes functional annexes that address common functional processes, including: damage assessment, training and exercises, and animal protection. The Training and Exercises Annex is attached on ©28-40.

The EOP is intended to fulfill the State of Maryland's requirement for each city and county to prepare and keep current plans to respond to disasters or large-scale emergencies.

Per past practice established by the Council via Resolution 13-1475 (adopted in 1998), the EOP must be approved by the Council prior to submittal to the State.

### **County Organizational Structure During Emergencies**

The County's emergency response structure is defined in Section One of the EOP. **This structure remains largely unchanged from the 2009 EOP. As background, some key details of that structure are included below.**

#### **Executive Authority**

Under the EOP framework, the County Executive is authorized under County Code Section 2-17 to declare a local state of emergency and is responsible for organizing emergency management and directing emergency operations through the regularly constituted government structure.

The law provides that, during a declared state of emergency, the Executive has certain powers, including ordering curfews; limiting or prohibiting the sale of alcoholic beverages, gasoline, explosives, firearms or ammunition; ordering that persons must not carry weapons or explosives; and establishing restricted areas. The Executive may also require the use of any resources controlled by the County or any other government agency located in the County; may buy or rent equipment, materials, and property; and may issue any other order as necessary to protect life and property during an emergency.

The County Executive delegates to the CAO responsibility for the management and operation of County Government. On recommendation of the County Executive, the CAO is the Governor's appointed Emergency Management Director. As such, the CAO is empowered to employ the considerable resources of the County during times of emergency, to alleviate suffering and respond to the needs of its citizens.

#### Emergency Operations Center (EOC)

Subsection IV, *Emergency Operations Plan Implementation, Emergency Operations Center Activation, and Emergency Notifications* spells out three levels of EOC activation - monitoring, partial activation, and full activation. Only the Chief Administrative Officer or designee can order a full or partial activation. Any emergency situation requiring more than routine coordination and assistance may result in the activation of the EOC.

The EOC supports the incident by, among other things, providing overall coordination of emergency operations throughout the County, coordinating with local, state, and federal government agencies and private sector resources, and coordinating requests for resources from the State, National Capital Region jurisdictions, and the federal government as necessary to support emergency operations.

ESFs represented in the EOC provide support, as necessary, through five support groups: Emergency Services, Community Services, Infrastructure Support, Public Safety and Municipality Support, and Operations Support.

#### Delegation of Authority to Department Directors

The CAO delegates authority to the Fire and Rescue Chief, Police Chief, Director of the Department of Health and Human Services, and the Director of the Department of Environmental Protection to appoint on-scene incident commanders and establish standard operating procedures to guide management of emergency operations. Upon arrival at an emergency, the appropriate official on scene will establish "incident command" and designate a command post location. If the EOC is activated, these departments have representatives on the Emergency Management Group who also participate in EOC activations.

Subsection V, *Emergency Roles and Coordination Responsibilities*, notes that during an emergency, County Government will continue to function and provide emergency and essential services, and that emergency operations will mirror day-to-day government operations to the extent possible. The subsection lists the roles of the Executive, Council, CAO, Assistant CAO, OEMHS Manager, County departments and agencies, and all of the other cooperating organizations (including municipalities, utilities, WSSC, MCPS, M-NCPPC, Montgomery College, Montgomery County Sheriff's Office, WMATA, American Red Cross, and others).

Subsection VI, *Emergency Declarations*, discusses the levels of emergencies, from non-declared disasters to Federal Emergency and Major Disaster Declarations, and the criteria and processes for declaring a state of emergency or seeking a declaration from the State or federal government.

Montgomery County's initial response activities are primarily performed at the field level. Field responders use the Incident Command System (ICS) established under the National Incident Management System (NIMS)<sup>2</sup> to organize responses to emergencies or disasters.

Subsection VII, *Concept of Operations*, provides background information on NIMS, identifies authorities for emergency response, defines command and control structures and lines of authority, describes the roles and organization of the EOC, and outlines how emergency operations are conducted under the EOP.

### **Discussion of the 2013 EOP**

OEMHS staff have prepared some EOP summary slides (see ©C-K) and will be available to answer questions at the Committee worksession. Council Staff has identified a few points below for discussion.

#### **Formatting, Errata, and Other Miscellaneous Issues**

Council Staff has reviewed the EOP and forwarded suggested edits to OEMHS staff to update, correct, or clarify various sections of the Report. These minor changes will be reflected in the final version of the EOP to be approved by the Council.

#### **Major Changes**

The most substantive changes included in the 2013 EOP are:

1. OEMHS is now the lead agency for ESF-16 (Volunteer and Donations), replacing the Volunteer Center.
2. Some agencies have been added as support agencies in a handful of annexes.
3. Edits were made to better align the plan with the Americans with Disabilities Act. The Department of Justice reviewed and made a number of suggested edits consistent with the "Project Civic Access" settlement with Montgomery County (August 2011).

**Council Staff is supportive of all of these changes.**

#### **Importance of Emergency Preparedness for Residents and Businesses**

The 2013 EOP continues the assumption which first appeared in the 2009 EOP, that residents and businesses should be prepared to be "self-sufficient following a significant disaster event for up to three days." This assumption recognizes that for a particularly large scale event (such as widespread power outages, for instance), neither the County nor other responding

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<sup>2</sup> According to the FEMA website, NIMS "provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment."

entities will likely be able to reestablish services to all affected residents and businesses quickly. Also, the County and other responders must prioritize the response to address the most urgent life safety priorities first. Most residents and businesses, by definition, do not fall within this high priority status and may have to wait hours or days for their issues to be resolved.

This three day planning assumption has major implications for emergency preparedness information and outreach efforts by the County, as well as for the expectations of residents and businesses in terms of contingency planning (such as stocking up on necessary supplies).

### Role of Council During an Emergency

As noted earlier, during emergencies, the Executive and the Chief Administrative Officer are responsible for making key operational decisions as to how the County will prepare for and respond to specific emergencies.

The Council's role (as noted on ©41-42 of the 2013 EOP) is to establish broad policy, approve annual appropriations (and supplemental appropriations) for emergency management purposes, extend a State of Emergency (if needed) beyond a three-day period (the length of time the Executive can unilaterally do), and maintain notification and Continuity of Operations (COOP) plans for the Council Office itself.

The 2009 EOP included language noting that individual Councilmembers also: provided communication and guidance to the public in coordination with the Office of Public Information, hosted public meetings, and advocated for constituent recovery efforts. This language has been removed from the 2013 EOP (see ©28-29).

While Council Staff agrees that the individual efforts of Councilmembers (as opposed to the role of the Council as a body) during emergencies does not need to be detailed in the EOP, Council Staff does believe the Council has a role to play during emergencies. Inevitably, the Council President, and even individual Councilmembers, will be sought out by the media and individuals to provide information and possibly react to or to coordinate with Executive Branch departments. Given that the Council's public communications efforts have gotten far more sophisticated (both operationally and technologically with the Council's new "IQ" correspondence system) over the past decade and may offer one more avenue to reach the public during emergencies, Council Staff believes the EOP should include text indicating that the Council has a role to play in the County's broader public communications efforts and in providing timely information to the Emergency Management Group during emergencies or emerging issues in the community.

Additionally, the Council has a staff representative who serves on the Emergency Management Group and who takes part in training exercises throughout the year. During emergency preparation and response, the Council has staff representation on EMG conference calls.

**Council Staff recommends that the following language be added to the 2013 EOP section detailing County Council responsibilities:**

*“Collectively or individually provide emergency-related information to the public in coordination with the Office of Public Information.”*

*“Collectively or individually disseminate timely information received from the public to the Emergency Management Group (EMG).”*

Attachments to this packet include:

- Approval Resolution for the 2013 Emergency Operations Plan (©A-B)
- EOP Summary Slides (©C-K)
- CE Transmittal Memorandum (©L)
- 2013 EOP Excerpts
  - Introductory Sections (©M-XVIII)
  - ESF #1 Transportation Annex (©1-13)
  - Severe Weather Incident Annex (©14-27)
  - Training and Exercise Annex (©28-40)
  - County Council Role During Emergencies (©41-42)

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Resolution No.: \_\_\_\_\_

Introduced: \_\_\_\_\_

Adopted: \_\_\_\_\_

**COUNTY COUNCIL  
FOR MONTGOMERY COUNTY, MARYLAND**

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By: Council President at the Request of the County Executive

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**SUBJECT:** 2013 Emergency Operations Plan

**Background**

1. The Maryland Code, Public Safety Article, § 14-101 et. seq, requires each political subdivision to establish a local organization for the Office of Emergency Management with a Director appointed by the Governor on recommendation of the County Executive; develop and maintain a plan for disaster preparedness; and conduct disaster operations.
2. To comply with State and federal requirements, the County has maintained an Emergency Operations Plan for more than 19 years. The Executive has revised and re-issued the plan as necessary to comply with new requirements and to include current practices.
3. On July 9, 2013, the Council received the Executive's transmittal of the 2013 Montgomery County Emergency Operations Plan (EOP). This plan is a multi-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of major emergencies and disasters within the County. It incorporates the National Incident Management System (NIMS) as the County standard for incident management, reflects other changes resulting from the adoption of the National Response Framework in 2008, and has been developed to comply with NIMS and Emergency Management Accreditation Program (EMAP) standards.
4. In 1998, the Council adopted Resolution 13-1475 approving the then current EOP and requiring that future revisions of the Emergency Operations Plan must be approved by Council resolution before they are submitted to the State. The Council has continued to require Council approval of revisions of the plan since that time.
5. The Public Safety Committee reviewed the 2013 EOP on November 7, 2013.
6. The 2013 EOP replaces and supersedes the 2009 EOP, which the Council approved by Resolution 16-1204 in December 2009.

(A)

**Action**

The County Council for Montgomery County, Maryland approves the following resolution:

The Montgomery County Emergency Operations Plan, 2013, is approved. A copy of the Plan is on file in the Council's Office of Legislative Information Services.

Each future revision of the Emergency Operations Plan must be approved by Council resolution before it is submitted to the State.

This is a correct copy of Council action.

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Linda M. Lauer, Clerk of the Council

(B)



# Changes to the Emergency Operations Plan - 2013

A presentation for the Montgomery County Council Public Safety Committee



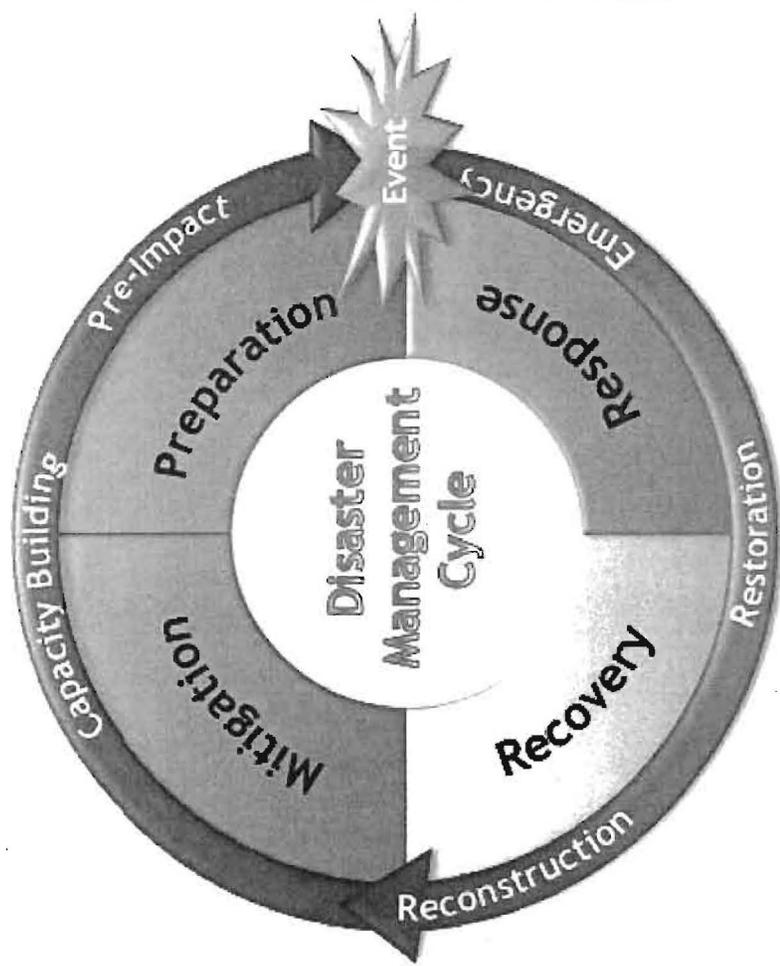
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<http://www.montgomerycountymd.gov/OEMHS/>



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# EOP and the Disaster Management Cycle



The EOP planning process is part of Preparation for a disaster.



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# About the Emergency Operations Plan

- All-hazards plan that establishes a single, comprehensive framework for managing emergencies
- Assigns roles and responsibilities for county departments and outside partners
- Serves as the basis for more detailed plans by individual departments or partners



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# About the Emergency Operations Plan

- Divided into Four Sections
  - Section 1 – Base Plan
  - Section 2 – Emergency Support Functions
  - Section 3 – Incident Specific Annexes
  - Section 4 – Functional Annexes



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# Legal Requirements

- The Maryland Emergency Management Agency (MEMA) Act, Annotated Code of Maryland, Public Safety Article, § 14-101, et. seq. as amended
- Public Safety Article, § 14-101, et. seq. of the Annotated Code of Maryland



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<http://www.montgomerycountymd.gov/OEMHS/>





# EOP Update Process

- Weekly meetings of representatives from ESFs, Incident and Functional annexes
- 39 representatives from 25 departments and partner organizations provided input
- Emergency Management Group review of the Base Plan
- Special committee plan review for Americans with Disabilities Act compliance
- Department of Justice review of plan



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(H)



# Summary of Changes

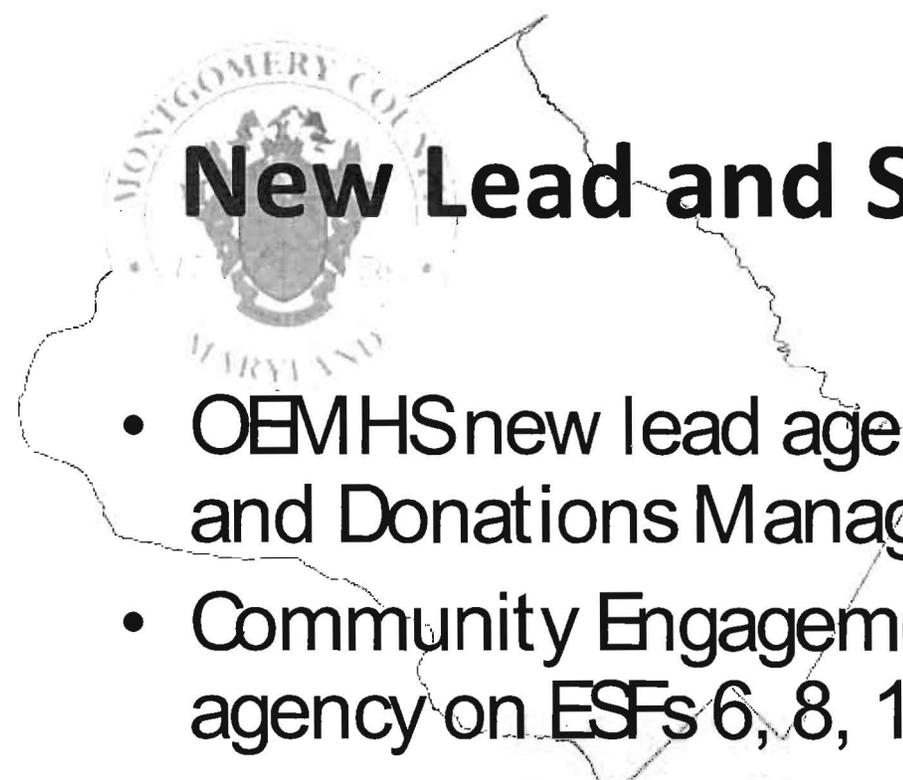
- ESFs, Incident, and Functional Annexes with new lead agencies and additional support agencies
- Alignment with the Americans with Disabilities Act



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<http://www.montgomerycountymd.gov/OEMHS/>





# New Lead and Support Agencies

- OEMHS new lead agency on ESF-16 (Volunteer and Donations Management)
- Community Engagement Cluster support agency on ESFs 6, 8, 14, and 16
- Office of Human Resources added as a support agency to ESF-5 and ESF-8
- MC311 added as a support agency for ESFs 2, 8, and 16



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# Aligning the Plan with the ADA

- A committee consisting of OEMHS, the Office of the County Attorney, Department of Health and Human Services, and Department of General Services (ADA Compliance) made edits to the EOP:
  - Base Plan – Functional and Access Needs and Sheltering
  - ESFs – Emergency Management, Mass Care, Public Health, and Public Information

The U.S. Department of Justice reviewed a draft of the plan in 2012 and made 56 recommendations.



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CC  
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OFFICE OF THE COUNTY EXECUTIVE  
ROCKVILLE, MARYLAND 20850

Isiah Leggett  
County Executive

MEMORANDUM

July 8, 2013



RECEIVED  
EMERGENCY MANAGEMENT AND  
HOMELAND SECURITY

2013 JUL -8 PM 4:22

TO: Nancy Navarro, President  
County Council

FROM: Isiah Leggett, County Executive

RE: 2013 Emergency Operation Plan

ENCL IN FILE

It is my pleasure to transmit to you the County's 2013 Emergency Operation Plan for the Council's review and dissemination. This Plan was completed in accordance with the following state and county rules and regulations governing emergency management:

- The Maryland Emergency Management Agency (MEMA) Act, Annotated Code of Maryland, Public Safety Article § 14-101, *et. seq.* as amended, requires each political subdivision to establish a local organization for the Office of Emergency Management, in accordance with the State disaster preparedness plan and program
- Public Safety Article, § 14-101, *et. seq.* of the Annotated Code of Maryland requires each county to maintain an organization for the Office of Emergency Management; to have a director appointed by the Governor, upon the recommendation of the County Executive; to develop and maintain a plan for disaster preparedness; and to conduct disaster operations within its borders.

The Office of Emergency Management and Homeland Security, along with members of the County's Emergency Management Group revised and edited the previous version (2009). Major edits included changing the lead agency of ESF-16 from the Volunteer Center to the Office of Emergency Management and Homeland Security. Additionally, more than 30 edits were made to improve the plan's alignment with the U.S. Department of Justice's Project Civic Access.

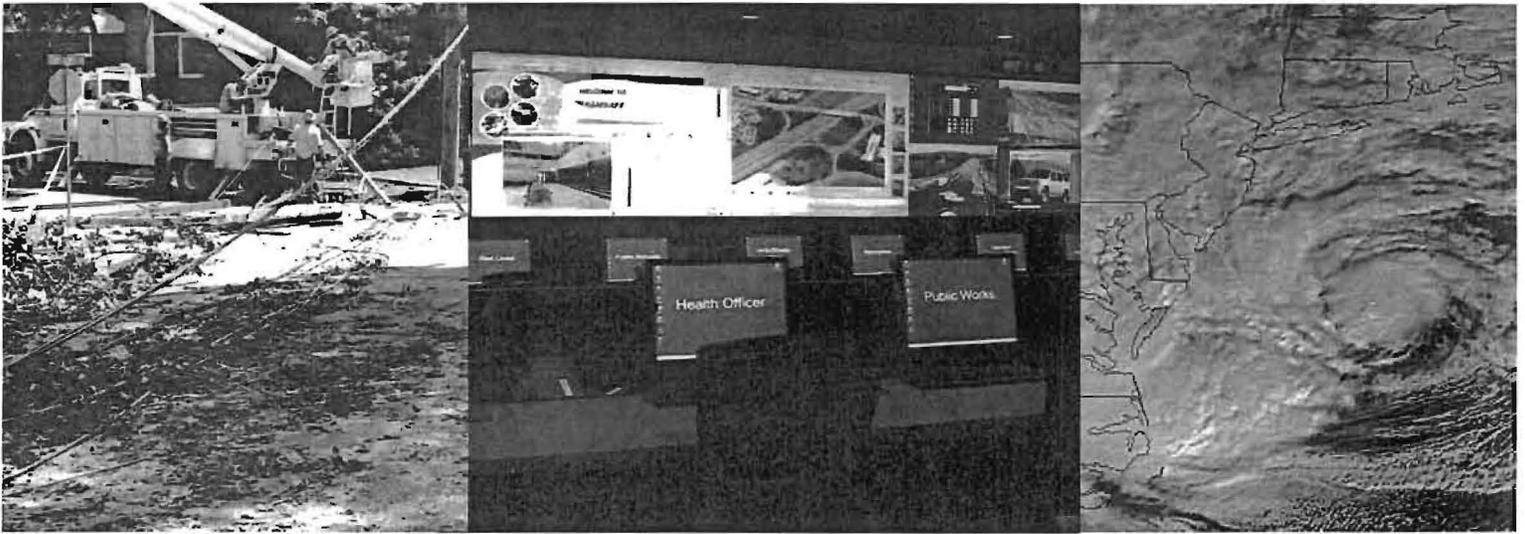
Please contact Chris Voss at the Office of Emergency Management and Homeland Security at (240) 777-2469 if you have any questions or concerns.

Attachment

(L)

# Emergency Operations Plan

*Montgomery County, Maryland*



Final  
April 2013



Office of Emergency Management & Homeland Security



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## *Forward*

This document is a result of the collaborative efforts between the Montgomery County Office of Emergency Management and Homeland Security (OEMHS) and the many other County departments and agencies and municipalities representatives constituting the Emergency Management Group (EMG) that have assigned emergency roles and responsibilities. The final plan incorporates comments and suggestions received from a variety of stakeholders including many cooperating agencies and organizations that provide critical support to the County during times of disaster.

The Maryland Emergency Management Agency (MEMA) Act, Annotated Code of Maryland, Public Safety Article, § 14-101, et. seq. as amended, requires each political subdivision to establish a local organization for the Office of Emergency Management, in accordance with the State disaster preparedness plan and program.

Public Safety Article, § 14-101, et. seq. of the Annotated Code of Maryland requires each County: to maintain an organization for the Office of Emergency Management; to have a Director appointed by the Governor, upon the recommendation of the County Executive; to develop and maintain a plan for disaster preparedness; and to conduct disaster operations within its borders.

This plan fulfills the State of Maryland's requirement for each city and County to prepare and keep current plans to respond to disasters or large-scale emergencies. It also incorporates the National Incident Management System (NIMS) as the County standard for emergency response operations, as adopted by Montgomery County.

This plan establishes the overall roles and responsibilities for emergency operations, as well as the concept of operations for the county. It organizes the county departments and agencies into sixteen Emergency Support Functions (ESFs) to facilitate planning and coordination to achieve an effective emergency response. It is intended to be used in conjunction with established operational procedures, plans, and protocols.

Users of this document are encouraged to recommend changes that will improve the clarity and use of this plan.

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Submitted by: Christopher Voss, Manager, Office of Emergency Management  
and Homeland Security

Questions or comments concerning this document should be directed to:  
Office of Emergency Management and Homeland Security  
100 Edison Park Drive  
Suite 1S31  
Gaithersburg, Maryland 20878  
Tel: 240-777-2200  
[mchomelandsecurity@montgomerycountymd.gov](mailto:mchomelandsecurity@montgomerycountymd.gov)

## *Letter of Promulgation*

Chapter 2 of the Montgomery County Code, 1994, as amended, provides the authority of the County Executive to plan for, and direct the use of, county personnel and resources, and to request assistance from other organizations as necessary for the welfare and benefit of the citizens of the county in a time of public emergency. In order to carry out these emergency responsibilities, the following Emergency Operations Plan for Montgomery County and its EMG is hereby promulgated.

**Approved:**

---

County Executive  
Montgomery County, Maryland

**Concur:**

---

Chief Administrative Officer  
Montgomery County, Maryland

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County Council President  
Montgomery County, Maryland

## *Letter of Agreement*

The Montgomery County Emergency Operations Plan (EOP or the plan) is a multidiscipline, all-hazards plan that establishes a single, comprehensive framework for the management of major emergencies and disasters within the county. The plan is implemented when it becomes necessary to mobilize the resources of county departments and agencies as the Emergency Management Group (EMG) to save lives, and protect property and infrastructure. The plan assigns major roles and responsibilities to departments and agencies.

Agreement to EOP represents a major commitment by department and agency leadership.

By signing this letter of agreement, the County departments and agencies agree to:

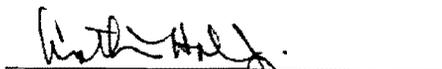
1. Provide leadership for the Emergency Support Function(s) (ESFs) in which the department or agency is identified as a primary agency to include support agency coordination in planning, training, exercising, and responding to emergencies.
2. Perform assigned EMG roles and responsibilities identified in this plan.
3. Implement the EOP concepts, processes, and structures when carrying out their assigned roles and functional responsibilities.
4. Conduct operations in accordance with the National Incident Management System (NIMS), Incident Command System (ICS), applicable Homeland Security Directives, and the National Response Framework (NRF).
5. Conduct planning and preparedness activities designed to prepare department, agency and municipal staff functioning as the EMG to accomplish assigned emergency response responsibilities.
6. Comply with Title II of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Use Chapter 7 of the *ADA Best Practices Tool Kit for State and Local Government (ADA Toolkit)* and the Federal Emergency Management Administration's *Functional Needs Support Services in General Population Shelters (FNSS)* as best practices.
7. Develop and maintain supporting plans, operational procedures, functional annexes (lead agencies), and checklists to accomplish assigned EMG responsibilities.
8. Maintain all related financial records related to emergency operations for declared emergencies in accordance with standard operating policies and

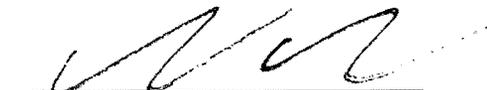
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procedures and in accordance with guidance from the Finance Department, Office of Emergency Management and Homeland Security (OEMHS) and other applicable county procedures.

9. Establish, maintain, and exercise emergency notification procedures.
10. Develop and maintain an inventory of agency/department resources applicable to accomplishing assigned emergency functions.
11. Provide qualified department and agencies representatives to serve as the EMG in the Emergency Operations Center (EOC) when activated.
12. Participate in approved drills, tests, and exercises.
13. Maintain an agency-specific Continuity of Operations (COOP) Plan.
14. Ensure that the EMG maintains a three-tier (or greater) line of succession for the agency/department's senior position with authority to make decisions for committing organizational resources when the EOC is activated.
15. Safeguard vital records including computer digital data at all times.
16. Where appropriate, establish stand-by contracts for services, equipment, and other resources with private industry.
17. In cooperation with OEMHS, establish mutual aid agreements to maintain liaison with surrounding municipal, county, and military counterparts as appropriate.
18. Periodically review all emergency plans, policies, and procedures.
19. Familiarize and train all personnel with their emergency responsibilities and procedures on a regular basis.
20. Coordinate resolution of after-action issues assigned through the county Corrective Action Program (CAP) and as a result of internal department and agency reviews.

*Signatories*

  
\_\_\_\_\_  
Director  
Department of Transportation

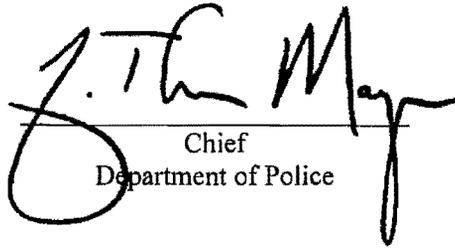
  
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Manager  
Office of Emergency Management and  
Homeland Security

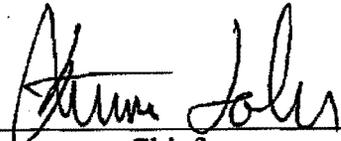
  
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Director  
Department of Environmental Protection

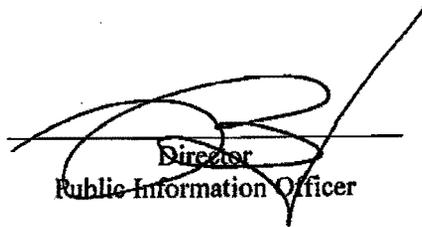
  
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Director  
Department of General Services

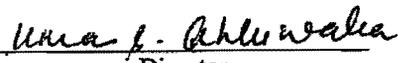
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\_\_\_\_\_  
Chief Information Officer  
Department of Technology Services

  
\_\_\_\_\_  
Chief  
Department of Police

  
\_\_\_\_\_  
Chief  
Fire and Rescue Services

  
\_\_\_\_\_  
Director  
Public Information Officer

  
\_\_\_\_\_  
Director  
Department of Health and Human Services

## *Executive Summary*

The Montgomery County Emergency Operations Plan (EOP) is a multi-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of major emergencies and disasters within the county. The plan is implemented by the Emergency Management Group (EMG) when it becomes necessary to mobilize the resources identified herein in order to save lives, and protect property and infrastructure. The EOP incorporates the National Incident Management System (NIMS) as the county standard for incident management and reflects other changes resulting from the adoption of the National Response Framework in 2008. The plan also has been developed to be in compliance with the Emergency Management Accreditation Program (EMAP) standards.

The EOP assigns roles and responsibilities to county departments, agencies and municipalities mobilized as the EMG for use during pre-planned events and in response to disasters and emergencies. The EOP is not intended as a standalone document but rather establishes the basis for more detailed planning by the individual departments and agencies. The EOP is intended to be used in conjunction with more detailed department and agency plans and operating procedures.

The successful implementation of the plan is contingent upon a collaborative approach with a wide range of cooperating organizations that provide crucial and critical support as the EMG during emergency operations. The plan recognizes the significant role cooperating organizations perform during times of emergencies and disasters and their roles and responsibilities are also included in the plan. Separate memoranda of understanding will be established and maintained with each of these organizations.

The EOP is organized into four sections. Section One is the Base Plan and includes the federal, state, and county authorities and other references that provide the basis for this plan. This section establishes the planning assumptions for the plan and defines the emergency management roles and responsibilities for County Executive, the County Council, the Chief Administrative Officer (CAO), departments and agencies, and cooperating organizations. Section One also contains background information on Montgomery County including demographic data, a description of the county, and a summary of major transportation features.

The core of Section One is the concept of operations subsection that describes how the county will prepare for, respond to and recover from a major incident. The CAO, as the

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duly appointed Emergency Management Director, has overall responsibility for response and recovery operations. Within the EOP delegations of authority to on-scene commanders, the manager for emergency management and department and agency directors are clearly defined. The Incident Command System (ICS) is established as the county standard for conducting incident response. Based upon the scope and magnitude of the incident, the EOC may be activated to serve as the multi-agency support and coordination facility. The EMG will coordinate all requests for resources needed from other local, state and federal sources from outside the County that are not covered by existing automatic mutual aid/mutual assistance agreements. The EOC (or OEMHS when the EOC is not activated) will also serve as the coordination point with MEMA in order to access Maryland, other states and federal assistance.

Section Two includes the emergency support function (ESF) annexes that will address common emergency support function processes such as mass care and sheltering (ESF #6), communications (ESF #2), and health and medical services (ESF #8). The annexes define the mission and scope of each function as well as a brief concept of operations. These annexes also identify specific department and agency roles and responsibilities related to the ESF. Supporting data and references to other plans and operating procedures are included as appropriate.

Section Three includes incident specific annexes that address potential major hazards in Montgomery County as identified in the Montgomery County Hazard Identification and Risk Assessment (HIRA).

Section Four includes functional annexes that address common functional processes such as damage assessment and training and exercises.

<b>ESF Titles, Incident Specific and Functional Annexes</b>	<b>Primary Agency</b>
<b>ESF#1- Transportation</b>	<b>Department of Transportation</b>
<b>ESF#2- Communications</b>	<b>Technology Services</b>
<b>ESF#3- Public Works and Engineering</b>	<b>Department of Environmental Protection</b>
<b>ESF#4- Firefighting</b>	<b>Fire and Rescue Services</b>
<b>ESF#5- Emergency Management</b>	<b>Office of Emergency Management and Homeland Security</b>
<b>ESF#6- Mass Care, Emergency Assistance, Housing and Human Services</b>	<b>Department of Health and Human Services</b>
<b>ESF#7- Logistics Management and Resource Support</b>	<b>Department of General Services</b>
<b>ESF#8- Public Health and Medical</b>	<b>Department of Health and Human Services</b>

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<b>ESF#9- Urban Search and Rescue</b>	<b>Fire and Rescue Services</b>
<b>ESF#10- Oil and Hazardous Materials Response</b>	<b>Fire and Rescue Services</b>
<b>ESF#11- Agriculture and Natural Resources</b>	<b>Department of Health and Human Services</b>
<b>ESF#12- Energy</b>	<b>Department of General Services</b>
<b>ESF#13- Public Safety and Security</b>	<b>Montgomery County Police Department</b>
<b>ESF#14- Long-Term Community Recovery</b>	<b>Office of Emergency Management and Homeland Security</b>
<b>ESF#15- External Affairs</b>	<b>Public Information Office</b>
<b>ESF#16- Volunteer and Donations Management</b>	<b>Office of Emergency Management and Homeland Security</b>
<b>Severe Weather Incident</b>	<b>Office of Emergency Management and Homeland Security</b>
<b>Dam Failure Incident</b>	<b>Office of Emergency Management and Homeland Security</b>
<b>Mass Fatality Incident</b>	<b>Montgomery County Police Department or Department of Health and Human Services</b>
<b>Terrorism Incident</b>	<b>Montgomery County Police Department</b>
<b>Biological Incident</b>	<b>Department of Health and Human Services</b>
<b>Nuclear and Radiological Incident</b>	<b>Fire and Rescue Services</b>
<b>Animal Protection</b>	<b>Montgomery County Police Department, Animal Services Division</b>
<b>Damage Assessment</b>	<b>Department of Permitting Services</b>
<b>Training and Exercises</b>	<b>Office of Emergency Management and Homeland Security</b>

## *Plan Maintenance*

The Montgomery County Office of Emergency Management and Homeland Security (OEMHS) is responsible for developing, maintaining, and distributing the Montgomery County Emergency Operations Plan (EOP). The plan will be reviewed periodically as required to incorporate new state, federal, and regional guidelines or directives and/or to improve operations or address significant operational issues. Changes will include additions of new or supplementary material or deletions of outdated information. No proposed change should contradict or override authorities or other plans contained in statute or regulation. All requests for changes will be submitted to the OEMHS for coordination, recommendation for approval, and distribution.

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Primary departments and agencies are responsible for maintaining and updating their assigned functional annexes. Annexes should be reviewed annually. Proposed changes or updates to the annexes will be coordinated with all other support departments or agencies prior to submission to OEMHS.

Any department or agency may propose and develop a change to the EOP and is encouraged to do so. Proposed changes to the EOP by a department or agency must be submitted in writing as approved by respective department or agency head.

The Office of Emergency Management and Homeland Security is responsible for the annual review and update of the EOP. The annual update is submitted to the County Executive and County Council for review and approval.

### *Notices of Change*

Notices of Change will be prepared and distributed by the Office of Emergency Management and Homeland Security (OEMHS). The notice of change will include the effective date, the change number, subject, purpose, and action required by the departments and agencies. The notice of change will include revised pages for replacement within the Emergency Operations Plan (EOP).

Upon publication, the change will be considered as part of the EOP. The following table provides the changes in this revision of the EOP.

Change Number	Date of Change	By	Summary of Change
1	October 2012	MCOEMHS	Revised Forward
2	October 2012	MCOEMHS	Revised <b>Letter of Agreement</b>
3	October 2012	MCOEMHS	Revised <b>Executive Summary</b>
4	October 2012	MCOEMHS	Revised <b>Plan Maintenance</b>
5	October 2012	MCOEMHS	Revised <b>Plan Distribution</b>
5	October 2012	MCOEMHS	Revised section <b>I. Introduction, A. Purpose</b> to include language on Whole Community and the Emergency Management Group (EMG)
6	October 2012	MCOEMHS	Revised section <b>I. Introduction, B. Scope and Applicability</b> to include language on Whole Community and the EMG
7	October 2012	MCOEMHS	Updated <b>I. Introduction, C. Authorities</b> to include the Americans with Disability Act
8	October 2012	MCOEMHS	Added section <b>I. Introduction, D. Mission</b>

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9	October 2012	MCOEMHS	Revised and Renamed section <b>I Introduction, E. County Planning Vision, Goals, and Objectives</b> to section <b>I Introduction, E. Vision, Goals, and Objectives</b>
10	October 2012	MCOEMHS	Added section <b>I Introduction, F. Funding Sources and Budget for Emergency Operations</b>
11	October 2012	MCOEMHS	Added section <b>I Introduction, Occupational Health</b>
12	October 2012	MCOEMHS	Revised and Updated <b>I. Introduction, H. References</b> to include the Americans with Disability Act
13	October 2012	MCOEMHS	Revised section <b>II. Situation and Risk Assessment</b> to include current county demographics and information from the latest County Hazard Identification and Risk Assessment
14	October 2012	MCOEMHS	Reorganized and Revised section <b>III. Planning Assumptions</b>
15	October 2012	MCOEMHS	Revised section <b>III. Planning Assumptions</b> to include language on functional needs
16	October 2012	MCOEMHS	Revised and Renamed section <b>IV. Emergency Operations Plan Implementation, Emergency Operations Center Activation, and Emergency Notifications, A. Implementation of the EOP and Activation of the EOC</b> to section <b>IV. Emergency Operations Plan Implementation, Emergency Operations Center Activation, and Emergency Notifications, A. Implementation of the Emergency Operations Plan ( EOP) through the Emergency Management Group (EMG) and Activation of the Emergency Operations Center (EOC)</b>
17	October 2012	MCOEMHS	Reformatted EOC Activation levels in section <b>IV. Emergency Operations Plan Implementation, Emergency Operations Center Activation, and Emergency Notifications, A. Implementation of the EOP and Activation of the EOC, Table 2 Montgomery County EOC Activation Levels</b>
18	October 2012	MCOEMHS	Revised <b>IV. Emergency Operations Plan Implementation, Emergency Operations Center Activation, and Emergency Notifications, C. External Notifications and Warnings</b>
19	October 2012	MCOEMHS	Revised section <b>V. Emergency Roles and Coordination Responsibilities, A. County Executive</b>
20	October 2012	MCOEMHS	Revised section <b>V. Emergency Roles and Coordination Responsibilities, B. Montgomery</b>

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<b>County Council</b>			
21	October 2012	MCOEMHS	Revised section V. <b>Emergency Roles and Coordination Responsibilities, C. Chief Administrative Officer</b>
22	October 2012	MCOEMHS	Revised section V. <b>Emergency Roles and Coordination Responsibilities, D. Assistant Chief Administrative Officer</b>
23	October 2012	MCOEMHS	Revised section V. <b>Emergency Roles and Coordination Responsibilities, E. Manager, Office of Emergency Management and Homeland Security</b>
24	October 2012	MCOEMHS	Added table 4. <i>Primary, Support, and Cooperating Agencies by Emergency Support Function, Functional Annex and Incident Annex</i> to section V. <b>Emergency Roles and Coordination Responsibilities</b>
25	October 2012	MCOEMHS	Reformatted, revised and renamed section V. <b>Emergency Roles and Coordination Responsibilities, F. County Departments and Agencies to V. Emergency Roles and Coordination Responsibilities, Table 5. Roles and Responsibilities During Emergency Operations by County Agency and V. Emergency Roles and Coordination Responsibilities, Table 6. Roles and Responsibilities During Emergency Operations by Cooperating Organizations</b>
26	October 2012	MCOEMHS	Reformatted, revised and renamed section V. <b>Emergency Roles and Coordination Responsibilities, G. State of Maryland to V. Emergency Roles and Coordination Responsibilities, Table 7. Roles and Responsibilities During Emergency Operations by State Agencies</b>
27	October 2012	MCOEMHS	Reformatted, revised and renamed section V. <b>Emergency Roles and Coordination Responsibilities, H. Regional to V. Emergency Roles and Coordination Responsibilities, Table 8. Roles and Responsibilities During Emergency Operations by Regional Entities</b>
28	October 2012	MCOEMHS	Reformatted, revised and renamed section V. <b>Emergency Roles and Coordination Responsibilities, I. Federal Partners to V. Emergency Roles and Coordination Responsibilities, Table 9. Roles and Responsibilities During Emergency Operations</b>

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<b>by Federal Partners</b>			
29	October 2012	MCOEMHS	Reformatted and section <b>VI. Emergency Declarations, E. Federal Emergency and Major Disaster Declarations</b> to include <b>VI. Emergency Declarations, E. Federal Emergency and Major Disaster Declarations, Table 10. Types of Federal Disaster Assistance</b>
30	October 2012	MCOEMHS	Revised section <b>VI. Emergency Declarations, G. The Declaration Process</b> to include public health emergencies
31	October 2012	MCOEMHS	Revised section <b>VII. Concept of Operations, A. Introduction</b> to include language on Whole Community and ADA
32	October 2012	MCOEMHS	Revised section <b>VII. Concept of Operations, B. Delegations of Authority</b>
33	October 2012	MCOEMHS	Revised and Renamed section <b>VII. Concept of Operations, D. Emergency Support Functions (ESFs) Table 2. Montgomery County ESFs to VII. Concept of Operations, D. Emergency Support Functions (ESFs), Table 11. Montgomery County Emergency Support Functions</b>
34	October 2012	MCOEMHS	Revised section <b>VII. Concept of Operations, E. Emergency Operations Center (EOC)</b>
35	October 2012	MCOEMHS	Renumbered section <b>VII. Concept of Operations, E. Emergency Operations Center (EOC), Figure 2. Emergency Operations Center Support Group Organization Structure</b> to <b>VII. Concept of Operations, E. Emergency Operations Center (EOC), Figure 3. Emergency Operations Center Support Group Organization Structure</b>
36	October 2012	MCOEMHS	Added section <b>VII. Concept of Operations, H. Continuity of Government (COG)</b>
37	October 2012	MCOEMHS	Changed section <b>VII. Concept of Operations, H. Phases of Response Operations</b> to <b>VII Concept of Operations, I. Phases of Response Operations</b>
38	October 2012	MCOEMHS	Changed section <b>VII. Concept of Operations, I. Resource Ordering and Management</b> to <b>VII. Concept of Operations, J. Resource Ordering and Management</b>
39	October 2012	MCOEMHS	Revised section <b>VII. Concept of Operations, J. Resource Ordering and Management</b>
40	October 2012	MCOEMHS	Renumbered section <b>VII. Concept of Operations, J. Resource Ordering and Management, Figure 3. Resource Assistance Process</b> to <b>VII. Concept of Operations, J. Resource Ordering and</b>

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			<b>Management, Figure 4. Resource Assistance Process</b>
<b>41</b>	October 2012	MCOEMHS	Revised and changed section <b>VII. Concept of Operations, J. Evacuations</b> to <b>VII. Concept of Operations, K. Evacuations</b>
<b>42</b>	October 2012	MCOEMHS	Renamed and revised section <b>VII. Concept of Operations, K. Medical and Social Needs</b> to <b>VII. Concept of Operations, L. Functional and Access Needs</b>
<b>43</b>	October 2012	MCOEMHS	Changed section <b>VII. Concept of Operations, L. Transition to Recovery</b> to <b>VII. Concept of Operations, M. Transition to Recovery</b>
<b>44</b>	October 2012	MCOEMHS	Updated section <b>VIII. Acronyms</b>
<b>45</b>	October 2012	MCOEMHS	Added <b>ESF Mission</b> to ESFs 1-16
<b>46</b>	October 2012	MCOEMHS	Added <b>Roles and Responsibilities/All Agencies</b> to ESFs 1-16
<b>47</b>	October 2012	MCOEMHS	Revised <b>ESF #2 Communications, Support Agencies</b>
<b>48</b>	October 2012	MCOEMHS	Revised <b>ESF #3 Public Works and Engineering Annex, Assumptions</b>
<b>49</b>	October 2012	MCOEMHS	Revised <b>ESF #5 Emergency Management Annex, Support Agencies</b>
<b>50</b>	October 2012	MCOEMHS	Revised <b>ESF #5 Emergency Management Annex, Scope</b>
<b>51</b>	October 2012	MCOEMHS	Revised <b>ESF #5 Emergency Management Annex, Assumptions</b>
<b>52</b>	October 2012	MCOEMHS	Revised <b>ESF #5 Emergency Management Annex, References</b>
<b>53</b>	October 2012	MCOEMHS	Revised <b>ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services, Support Agencies</b>
<b>54</b>	October 2012	MCOEMHS	Revised <b>ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services, Definitions</b>
<b>55</b>	October 2012	MCOEMHS	Revised <b>ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services, Assumptions</b>
<b>56</b>	October 2012	MCOEMHS	Revised <b>ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services, Policies</b>
<b>57</b>	October 2012	MCOEMHS	Revised <b>ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services, Concept of Operations</b>
<b>58</b>	October 2012	MCOEMHS	Revised <b>ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services,</b>

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			<b>References</b>
<b>59</b>	October 2012	MCOEMHS	<b>Revised ESF #8 Public Health and Medical Services, Support Agencies and Roles and Responsibilities</b>
<b>60</b>	October 2012	MCOEMHS	<b>Revised ESF #8 Public Health and Medical Services, Assumptions</b>
<b>61</b>	October 2012	MCOEMHS	<b>Revised ESF #8 Public Health and Medical Services, Concept of Operations</b>
<b>62</b>	October 2012	MCOEMHS	<b>Revised ESF#9 Search and Rescue, Concept of Operations</b>
<b>63</b>	October 2012	MCOEMHS	<b>Revised ESF#11 Agriculture and Natural Resources, Assumptions</b>
<b>64</b>	October 2012	MCOEMHS	<b>Revised ESF#12 Energy, Cooperating Organizations</b>
<b>65</b>	October 2012	MCOEMHS	<b>Revised ESF#13 Public Safety and Security, Support Agencies</b>
<b>66</b>	October 2012	MCOEMHS	<b>Revised ESF#13 Public Safety and Security, Cooperating Agencies</b>
<b>67</b>	October 2012	MCOEMHS	<b>Revised ESF#14 Long-Term Community Recovery, Support Agencies</b>
<b>68</b>	October 2012	MCOEMHS	<b>Revised ESF#14 Long-Term Community Recovery, Assumptions</b>
<b>69</b>	October 2012	MCOEMHS	<b>Revised ESF#14 Long-Term Community Recovery, References</b>
<b>70</b>	October 2012	MCOEMHS	<b>Revised ESF#15 External Affairs, Assumptions</b>
<b>71</b>	October 2012	MCOEMHS	<b>Revised ESF#15 External Affairs, Concept of Operations</b>
<b>72</b>	October 2012	MCOEMHS	<b>Revised ESF#16 Volunteer and Donations Management, Primary Agency</b>
<b>73</b>	October 2012	MCOEMHS	<b>Revised ESF#16 Volunteer and Donations Management, Support Agencies</b>
<b>70</b>	October 2012	MCOEMHS	<b>Revised ESF#16 Volunteer and Donations Management, Policy</b>
<b>70</b>	October 2012	MCOEMHS	<b>Revised ESF#16 Volunteer and Donations Management, Concept of Operations</b>
<b>71</b>	October 2012	MCOEMHS	<b>Revised ESF#16 Volunteer and Donations Management, References</b>

## *Plan Distribution*

The Office of Emergency Management and Homeland Security (OEMHS) is responsible for the distribution of the Emergency Operations Plan (EOP) and approved notices of changes. Copies of the EOP, either hard copy or electronic, will be distributed to all

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Montgomery County departments and agencies, municipalities, the Maryland Emergency Management Agency (MEMA), and other cooperating organizations. Additional copies will be available from OEMHS if requested.

## *ESF #1 Transportation Annex*

PRIMARY AGENCY: *Department of Transportation*

Primary Agency	Department of Transportation
<b>Support Agencies</b>	Department of Environmental Protection
	Department of Finance
	Department of General Services
	Department of Liquor Control
	Office of Emergency Management and Homeland Security
	Montgomery County Police Department
<b>Cooperating Organizations</b>	Chevy Chase Village
	City of Gaithersburg
	Town of Poolesville
	City of Rockville
	City of Takoma Park
	Allegheny Power
	Baltimore Gas and Electric
	Montgomery County Public Schools
	Potomac Electric Power Company
	Washington Metropolitan Area Transit Authority

### **INTRODUCTION**

#### ***ESF Mission***

The primary, support, and cooperating agencies of Emergency Support Function (ESF) #1 Transportation manage and support transportation systems and infrastructure following a disaster. They also provide support in prevention, preparedness, response, recovery and mitigation activities related to transportation.

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### *Purpose*

The purpose of this annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations ("agencies") in transportation operations following a disaster or emergency and to provide a concept of operations for conducting transportation services and support during operations.

### *Scope*

This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of transportation services under ESF #1 Transportation. This annex supplements the County EOP.

### **ASSUMPTIONS**

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- The agencies identified in this annex, in coordination with regional partners such as Washington Metropolitan Area Transit Authority (WMATA) and the Maryland Department of Transportation (MDOT) will collect, analyze, and distribute information on the impact and status of the transportation infrastructure.
- The primary agency will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation.
- This annex encompasses the full range of transportation services that may be required to support emergency response operations; transport of critical supplies, equipment, and other resources; and evacuations including those residents with medical needs.

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- The agencies identified in this annex will provide assistance and serve as the coordination point for the restoration of the transportation infrastructure.
- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.

### ***POLICY***

The Department of Transportation (DOT), as the primary agency for ESF #1, is responsible for coordination of the overall transportation operations. DOT will collect, organize, analyze, summarize, and disseminate transportation information provided by various sources including transportation support agencies.

Upon activation of the Emergency Operations Center (EOC), operational transportation services will be coordinated by the primary agency through the Infrastructure Support Group at the EOC.

### ***CONCEPT OF OPERATIONS***

- The Office of Emergency Management and Homeland Security (OEMHS) monitors incidents and threats to the County and will notify DOT of incidents impacting or potentially impacting the transportation systems and infrastructure. DOT will contact appropriate support agencies and cooperating organizations as necessary to collect additional information.
- As an incident or threat escalates, DOT will issue notifications to support agencies and agency emergency personnel in accordance with established protocols and checklists.
- Upon activation of the EOC, DOT will provide representation to coordinate transportation requirements and issues. DOT will request representation from support agencies and cooperating organizations as needed.
- Once the EOC is activated, all requests for transportation support by other County departments and agencies will be submitted to the EOC for coordination, validation, and/or action by the agencies identified in this annex.

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- DOT will monitor the status of the County transportation systems and infrastructure in coordination with regional transportation organizations and MDOT and provide periodic updates to the EOC.
- The agencies identified in this annex will provide technical assistance to the EOC entities in determining the most viable transportation networks to, from, and within the disaster area, as well as alternate means to move people and goods within the area affected by the disaster.
- The agencies identified in this annex will provide transportation services based upon the priorities established by ESF #1 in coordination with the Disaster Manager at the EOC. This may include providing transportation to residents affected by evacuations or relocations, transportation of equipment and supplies, or transportation for emergency response personnel.
- The agencies identified in this annex will ensure all critical facilities will be accessible to the general public and those with disabilities.
- DOT will issue requests for support agencies to provide assets in order to meet operational requirements of the emergency. As necessary, private sector sources may be acquired to augment the County resources as appropriate.
- Transportation operations support will continue at the EOC until directed otherwise by the Disaster Manager.
- The ESF #1 representative at the EOC will ensure any open actions or issues are transferred to DOT for coordination and completion or resolution upon the demobilization of the EOC.
- DOT will comply with all invoicing and billing procedures and all accountability issues associated with NIMS.

**ROLES AND RESPONSIBILITIES**

*All Agencies*

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"><li>• Develop and maintain internal and external notification rosters and contact lists.</li></ul>

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Phase	Roles and Responsibilities
	<ul style="list-style-type: none"> <li>• Participate in all- hazards planning, training, and exercises.</li> <li>• Train department staff for emergency assignments.</li> <li>• Develop and maintain an agency-specific continuity of operations plan in accordance with County guidelines and standards.</li> <li>• Participate in all WebEOC activations and drills.</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Update WebEOC position log and monitor throughout the incident.</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Participate in ESF #1 after-action review.</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• As appropriate, identify opportunities to mitigate the impact of future incidents.</li> </ul>

*Primary Agency – Department of Transportation*

Phase	Roles and Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop and maintain the ESF #1 Annex to the Emergency Operations Plan.</li> <li>• Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations.</li> <li>• Coordinate resolution of ESF #1 after-action issues.</li> <li>• Provide support for evacuation planning.</li> <li>• Develop and maintain an inventory of transportation related assets.</li> <li>• Operate the Transportation Management Center.</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Maintain public transportation services.</li> <li>• Collect, analyze and distribute information on the status of the County's accessible transportation systems, resources, and infrastructure.</li> <li>• As necessary, provide for emergency repairs for County and locally-maintained roads and bridges.</li> <li>• Provide representative to the County EOC to coordinate ESF #1 activities.</li> <li>• Provide liaison with WMATA, MDOT and other regional transportation organizations as appropriate.</li> <li>• Co-manage emergency debris removal on County roads with the Department of Environmental Protection (DEP).</li> </ul>

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Phase	Roles and Responsibilities
	<ul style="list-style-type: none"> <li>• Manage transportation services to support emergency operations.</li> <li>• Provide support and technical assistance for evacuations.</li> <li>• Coordinate mutual aid requests for transportation services and resources.</li> <li>• As needed activate the Storm Operations Center.</li> <li>• Operate the Transportation Management Center.</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Maintain public transportation services.</li> <li>• Manage the repair and restoration of County and locally-maintained roads and bridges.</li> <li>• Provide transportation support for recovery operations.</li> <li>• Maintain liaison with WMATA, MDOT and other regional transportation organizations.</li> <li>• Conduct ESF #1 after-action review.</li> <li>• Co-manage debris removal on County roads with the Department of Environmental Protection.</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>

*Support Agency – Department of Environmental Protection*

Phase	Roles and Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Co-manage emergency debris removal operations on County roads.</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Co-manage debris removal on County roads.</li> <li>• Participate in ESF#1 after-action review.</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>

*Support Agency – Department of Finance*

Phase	Roles and Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide appropriate Index Codes to track ESF#1 expenses directly related to the disaster or emergency.</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Provide appropriate Index Codes to track ESF#1 expenses directly related to recovery operations.</li> <li>• Participate in ESF#1 after-action review.</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>

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*Support Agency – Department of General Services*

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>• Maintain status and availability of transportation resources.</li> <li>• Assist in the resolution of ESF#1 after-action issues.</li> </ul>
Response	<ul style="list-style-type: none"> <li>• Provide vehicles, site access, fuel and maintenance support for emergency transportation.</li> <li>• As necessary, procure and provide transportation related support and services.</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Provide vehicles, site access, fuel and maintenance support for recovery operations.</li> <li>• Participate in ESF#1 after-action review.</li> </ul>
Mitigation	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>

*Support Agency – Department of Liquor Control*

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>• Assist in resolution in ESF#1 after-action issues as appropriate.</li> </ul>
Response	<ul style="list-style-type: none"> <li>• Provide transportation resources as requested by the lead agency to support emergency operations.</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Provide transportation resources as requested to support recovery operations.</li> <li>• Participate in ESF#1 after-action review.</li> </ul>
Mitigation	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>

*Support Agency – Office of Homeland Security and Emergency Management*

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>• Coordinate planning, training, and exercises.</li> <li>• Develop and maintain the County EOP.</li> <li>• Develop and maintain EOC standard operating procedures.</li> </ul> <p>Manage the County after-action program.</p>
Response	<ul style="list-style-type: none"> <li>• Coordinate activation and operation of the EOP.</li> <li>• Coordinate requests for support through the Maryland Emergency Management Assistance Compact (MEMAC), Emergency Management Assistance Compact (EMAC), NCR, and other mutual aid agreements.</li> <li>• Coordinate requests for state resources and support</li> </ul>

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Phase	Roles and Responsibilities
	<p>through the Maryland Emergency Management Agency (MEMA).</p> <ul style="list-style-type: none"> <li>• Provide technical assistance in conducting evacuation operations.</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Serve as the County lead agency for managing recovery operations.</li> </ul>
Mitigation	<ul style="list-style-type: none"> <li>• Coordinate the development of the Montgomery County Hazard Mitigation Plan.</li> <li>• Coordinate with MEMA on implementation of the hazard mitigation grant program (in event of a federal disaster declaration).</li> </ul>

*Support Agency – Montgomery County Police Department*

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>• Assist in resolving ESF#1 after-action issues.</li> </ul>
Response	<ul style="list-style-type: none"> <li>• Provide assistance in conducting evacuations in selecting evacuation routes and implementing traffic control points.</li> <li>• Conduct evacuation operations in accordance with department evacuation procedures for incidents where the Police Department is the lead.</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Participate in ESF#1 after-action review.</li> </ul>
Mitigation	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>

*Cooperating Organization – Chevy Chase Village*

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>• Assist in resolution in ESF#1 after-action issues as appropriate.</li> </ul>
Response	<ul style="list-style-type: none"> <li>• Provide transportation, as requested, to support emergency operations.</li> <li>• As necessary, provide for emergency repairs for Village maintained roads including and traffic control systems.</li> <li>• Coordinate debris removal operations for Village roads.</li> <li>• Provide for snow and ice removal on Village roads.</li> <li>• Provide assistance as requested for debris removal operations within the County.</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Provide transportation resources as requested to support recovery operations.</li> </ul>

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Phase	Roles and Responsibilities
	<ul style="list-style-type: none"> <li>• Manage the repair and restoration of Village maintained roads and traffic control systems.</li> <li>• Provide transportation support for recovery operations.</li> <li>• Participate in ESF#1 after-action review.</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>

*Cooperating Organization– City of Gaithersburg*

Phase	Roles and Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Assist in resolution in ESF#1 after-action issues as appropriate.</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide transportation, as requested, to support emergency operations.</li> <li>• As necessary, provide for emergency repairs for City maintained roads including and traffic control systems.</li> <li>• Coordinate debris removal operations for Town roads.</li> <li>• Provide for snow and ice removal on City roads.</li> <li>• Provide assistance as requested for debris removal operations within the County.</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Provide transportation resources as requested to support recovery operations.</li> <li>• Manage the repair and restoration of City maintained roads and traffic control systems.</li> <li>• Provide transportation support for recovery operations.</li> <li>• Participate in ESF#1 after-action review.</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>

*Cooperating Organization– Town of Kensington*

Phase	Roles and Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Assist in resolution in ESF#1 after-action issues as appropriate.</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide transportation, as requested, to support emergency operations.</li> <li>• As necessary, provide for emergency repairs for Town maintained roads including and traffic control systems.</li> <li>• Coordinate debris removal operations for Town roads.</li> <li>• Provide for snow and ice removal on Town roads.</li> <li>• Provide assistance as requested for debris removal operations within the County.</li> </ul>

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Phase	Roles and Responsibilities
Recovery	<ul style="list-style-type: none"> <li>• Provide transportation resources as requested to support recovery operations.</li> <li>• Manage the repair and restoration of Town maintained roads and traffic control systems.</li> <li>• Provide transportation support for recovery operations.</li> <li>• Participate in ESF#1 after-action review.</li> </ul>
Mitigation	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>

*Cooperating Organization– Town of Poolesville*

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>• Assist in resolution in ESF#1 after-action issues as appropriate.</li> </ul>
Response	<ul style="list-style-type: none"> <li>• Provide transportation, as requested, to support emergency operations.</li> <li>• As necessary, provide for emergency repairs for Town maintained roads including and traffic control systems.</li> <li>• Coordinate debris removal operations for Town roads.</li> <li>• Provide for snow and ice removal on Town roads.</li> <li>• Provide assistance as requested for debris removal operations within the County.</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Provide transportation resources as requested to support recovery operations.</li> <li>• Manage the repair and restoration of Town maintained roads and traffic control systems.</li> <li>• Provide transportation support for recovery operations.</li> <li>• Participate in ESF#1 after-action review.</li> </ul>
Mitigation	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>

*Cooperating Organization– City of Takoma Park*

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>• Assist in resolution in ESF#1 after-action issues as appropriate.</li> </ul>
Response	<ul style="list-style-type: none"> <li>• Provide transportation, as requested, to support emergency operations.</li> <li>• As necessary, provide for emergency repairs for City maintained roads including and traffic control systems.</li> <li>• Coordinate debris removal operations for City roads.</li> <li>• Provide for snow and ice removal on City roads.</li> </ul>

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Phase	Roles and Responsibilities
	<ul style="list-style-type: none"> <li>• Provide assistance as requested for debris removal operations within the County.</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Provide transportation resources as requested to support recovery operations.</li> <li>• Manage the repair and restoration of City maintained roads and traffic control systems.</li> <li>• Provide transportation support for recovery operations.</li> <li>• Participate in ESF#1 after-action review.</li> </ul>
Mitigation	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>

*Cooperating Organization– City of Rockville*

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>• Assist in resolution in ESF#1 after-action issues as appropriate.</li> </ul>
Response	<ul style="list-style-type: none"> <li>• Provide transportation, as requested, to support emergency operations.</li> <li>• As necessary, provide for emergency repairs for City maintained roads including and traffic control systems.</li> <li>• Coordinate debris removal operations for City roads.</li> <li>• Provide assistance as requested for debris removal operations within the County.</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Provide transportation resources as requested to support recovery operations.</li> <li>• Manage the repair and restoration of City maintained roads and bridges and traffic control systems.</li> <li>• Provide for snow and ice removal on City streets.</li> <li>• Provide transportation support for recovery operations.</li> <li>• Participate in ESF#1 after-action review.</li> </ul>
Mitigation	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>

*Cooperating Organization– Allegheny Power*

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>• Assist in resolving ESF #1 after-action issues.</li> </ul>
Response	<ul style="list-style-type: none"> <li>• Provide representative to the EOC as requested</li> <li>• Provide technical assistance in mitigating electrical hazards during emergency debris removal operations.</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>
Mitigation	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>

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*Cooperating Organization– Baltimore Gas and Electric*

Phase	Roles and Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Assist in resolving ESF #1 after-action issues.</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide representative to the EOC as requested.</li> <li>• Provide technical assistance in mitigating electrical hazards during emergency debris removal operations.</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>

*Cooperating Organization– Montgomery County Public Schools*

Phase	Roles and Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Maintain inventory of transportation assets.</li> <li>• Assist in resolving ESF # after-action issues.</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide transportation assets, as requested, to support emergency operational requirements and evacuations.</li> <li>• Provide transportation for students at schools in areas to be evacuated when school is in session.</li> <li>• Provide specially equipped vehicles with lifts to transport the handicapped and elderly.</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Provide transportation assets to support recovery operations.</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>

*Cooperating Organization– Potomac Electric Power Company*

Phase	Roles and Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Assist in resolving ESF #1 after-action issues.</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide representative to the EOC as requested.</li> <li>• Provide technical assistance in mitigating electrical hazards during emergency debris removal operations.</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>

*Cooperating Organization– Washington Metropolitan Area Transit Authority*

Phase	Roles and Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Assist in resolution in ESF#1 after-action issues as appropriate.</li> </ul>

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<b>Response</b>	<ul style="list-style-type: none"><li>• Provide information to the ESF#1 lead on the status of the Metro system.</li><li>• Provide technical assistance in determining the most viable transportation networks to, from, and within the disaster area.</li><li>• Provide transportation support as needed to support evacuations.</li></ul>
<b>Recovery</b>	<ul style="list-style-type: none"><li>• See All Agencies roles and responsibilities.</li></ul>
<b>Mitigation</b>	<ul style="list-style-type: none"><li>• See All Agencies roles and responsibilities.</li></ul>

**REFERENCES**

- Montgomery County Department of Transportation Division of Transit Services Emergency Response Plan (October 2008).
- Montgomery County Debris Management Plan
- Snow Removal Reference Book
- Department of Environmental Protection Solid Waste Plan

**ACRONYMS**

ADA	Americans with Disabilities Act
DEP	Department of Environmental Protection
DOT	Department of Transportation
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
MDOT	Maryland Department of Transportation
MEMA	Maryland Emergency Management Agency
MEMAC	Maryland Emergency Management Compact
NIMS	National Incident Management System
OEMHS	Office of Emergency Management and Homeland Security
WMATA	Washington Metropolitan Area Transit Authority

## *Severe Weather Incident Annex*

PRIMARY AGENCY: *Office of Emergency Management and  
Homeland Security*

Primary Agency	Office of Emergency Management and Homeland Security
<b>Support Agencies</b>	Fire and Rescue Services
	Department of General Services
	Department of Health and Human Services
	Montgomery County Police Department
	Department of Transportation
	Community Engagement Cluster
<b>Cooperating Organizations</b>	American Red Cross
	Maryland-National Capital Parks and Planning Commission
	Montgomery County Public Schools
	Montgomery County Sherriff's Office
	Municipalities
	Utilities
	Volunteer Agencies

### **INTRODUCTION**

#### ***Purpose***

The purpose of this annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations ("agencies") in responding to severe weather incidents within the County. This annex also provides a concept of operations for conducting response and recovery operations in anticipation and in the aftermath of a severe weather incident.

### *Scope*

This annex is applicable to all agencies that have assigned roles and responsibilities in the Montgomery Emergency Operations Plan (EOP) in support of severe weather operations. This annex supplements the County EOP.

This annex is applicable to severe weather events including but not limited to winter storms, tornadoes, hurricanes, tropical storms, extreme cold and heat events, severe thunderstorms and flooding.

### *SITUATION*

- Montgomery County is susceptible to a variety of severe weather events such as hurricanes, tropical storms, tornadoes, severe thunderstorms, droughts, and winter storms.
- Severe weather may produce such events as extreme heat with high humidity, high winds, snow, and/or ice, tornadoes, flooding or a combination of these.
- A severe drought may have a significant impact on the County water supply.
- Extreme heat may cause an extensive use of air conditioning resulting in an overloaded electrical grid impacting the generating capacity of area power plants.
- Damage potential includes flooding and erosion, structural damage to residential and commercial structures, disruption of public services, power and communications as well as injuries and loss of life.

### *ASSUMPTIONS*

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.

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- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.
- The primary agency will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation.
- Montgomery County has access to meteorology and weather warning systems so that adequate severe weather warning can be provided to County residents for a majority of severe weather events.
- On occasion there may be up to several days advance warning for potentially severe weather. During this time the County may activate warning systems, mobilize resources, activate the Emergency Operations Center (EOC) and implement evacuations as needed to ensure the safety of County residents, personnel and assets.
- Advanced preparations by health care facilities, businesses and utilities are essential to maintain needed services during response and recovery operations.
- Response operations may be impeded by, but not limited to, snow or ice, debris, blocked or damaged roads and bridges, and downed trees and utility poles.
- Severe weather may cause widespread power outages and damage to water and sewer lines that may last several days.
- Severe drought may have an impact on the water supply system and severe heat may overload the electrical grid and the generating capacity of area power plants.
- Effective communications may be a major concern due to the disruption of telephone service and/or damage to the communications infrastructure.
- A significant number of casualties may occur post-incident due to fire, electrocutions, stress-related illness, and accidents due to flooding, snow, ice and/or debris.
- In extreme conditions, Montgomery County may require state and federal assistance. However, immediate assistance from the state or federal government may not be available for up to three days.

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- Montgomery County residents, businesses and industry will be expected to use their own resources and be self-sufficient during or following a severe weather event for up to three days.
- During extreme heat events, Montgomery County may open and operate cooling centers or shelters. Information will be provided on various government facilities (such as libraries and recreation centers) and other public and private locations that are air conditioned (such as movie theaters and shopping malls) that people can access if needed. Information will be provided on ways that people can cope with the extreme heat conditions.
- There may be a need to evacuate areas at risk of flooding.

### *CONCEPT OF OPERATIONS*

- Montgomery County participates in the National Weather Service (NWS) Storm Ready community preparedness program that promotes the importance of public readiness. Information is provided to the public through a variety of venues including the County website, the media, and through seminars and workshops. The Montgomery County Web site provides information on all severe weather hazards and actions residents can take to be prepared for or cope with the aftermath of severe weather events.
- The Office of Emergency Management and Homeland Security (OEMHS) will monitor weather conditions for the potential threat of severe weather. The weather is monitored through multiple weather forecasts received from the NWS's direct telephone link, National Oceanic and Atmosphere Administration (NOAA) weather radio, Live Doppler Radar and live warnings and alerts provided through the NWS satellite link through the Emergency Management Weather Information Network. Watches and warning issued by the NWS will be distributed via the Montgomery County Emergency Network (MCEN) to designated departments and agencies in accordance with established notification protocols and procedures. In addition residents and businesses that are registered in the Alert Montgomery network will also receive severe weather warnings.
- Weather related watches and warning are conveyed to the public through a variety of means including NOAA weather radio, the Alert Montgomery notification system, the Montgomery County Web site, cable, and the Emergency Alert System (EAS) and via public radio and TV.

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- The Chief Administrative Officer (CAO) or designee has final authority for granting leave for County employees or closing County facilities due to severe weather. This decision is based upon the current and predicted weather and road conditions.
- The decision to close County schools is made by the Board of Education.
- Departments and agencies with major roles and responsibilities may activate their Department Operations Centers (DOC) as needed to coordinate preparedness and response activities. Not all departments have established DOCs.
- Based upon the severity of the forecast, the EOC may be activated to provide for more robust situational monitoring and information exchange among the County departments and agencies. The EOC will also initiate preparations for response operations as appropriate. This may include staging of resources to meet anticipated requirements, evacuation of high risk areas, opening shelters for evacuated residents, and other prudent preparedness measures as dictated by the progression of the incident.
- Evacuations will be conducted in accordance with the EOP Emergency Support Function (ESF) #6 Mass Care, Emergency Assistance, Housing and Human Services.
- Depending upon the scope and magnitude of the incident, Incident/Unified Command will be established on-scene. In the event that the incident covers a large geographical area or there are multiple incidents an Area Command may be established as outlined in the base EOP.
- Post incident assessments will be conducted in accordance with the EOP, Damage Assessment Annex in order to determine the scope and magnitude of the incident and the needs of the affected population. In the event of significant wind damage due to straight line winds, tornadoes and/or hail OEMHS will ensure that the NWS is notified.
- Request for state and/or federal assistance will be processed as outlined in the base EOP.
- Recovery operations, as needed, will be conducted in accordance with the EOP and the ESF #14 Long-term Community Recovery Annex.

## **ROLES AND RESPONSIBILITIES**

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*All Agencies*

Phase	Roles and Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop and maintain internal and external notification rosters and contact lists.</li> <li>• Participate in all- hazards planning, training, and exercises.</li> <li>• Train department staff for emergency assignments.</li> <li>• Develop and maintain an agency-specific continuity of operations plan in accordance with County guidelines and standards.</li> <li>• Participate in all WebEOC trainings, drills, and exercises.</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Update WebEOC position log and monitor throughout the event.</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• See individual Departments roles and responsibilities.</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.</li> </ul>

*Primary Agency – Office of Emergency Management and Homeland Security*

Phase	Roles and Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop and maintain Severe Weather Annex to the EOP.</li> <li>• Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations.</li> <li>• Coordinate resolution of severe weather incidents after-action issues.</li> <li>• Monitor weather conditions and forecasts.</li> <li>• In coordination with the Public Information Office promote public readiness through community seminars and other appropriate venues.</li> <li>• Provide preparedness and safety information to the public via the Montgomery County website and other means.</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Continue to monitor weather conditions and provide information to County departments and agencies.</li> <li>• Conduct pre-arrival teleconference to assess possible impact and preparedness.</li> </ul>

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Phase	Roles and Responsibilities
	<ul style="list-style-type: none"> <li>• Ensure that the NWS is notified of significant damages resulting from suspected straight line winds, tornadoes and/or hail.</li> <li>• Activate and manage the EOC as appropriate.</li> <li>• Assist ESF #6 in the determination of the need to establish and open shelters.</li> <li>• In coordination with the Incident Commander(s), the Public Safety Group, and the Emergency Services Group, assist with the determination of need to conduct evacuations.</li> <li>• Serve as primary agency for ESF #16 (Volunteer and Donations Management).</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Monitor the situation and provide information to other departments and agencies.</li> <li>• Manage recovery operations in accordance with EOP, Recovery Operations Annex.</li> <li>• Conduct an after-action review.</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• Develop and maintain the Montgomery County Hazard Mitigation Plan.</li> <li>• Develop and maintain the hazard and risk analysis for Montgomery County as the baseline for developing a County mitigation strategy.</li> </ul>

*Support Agency – Fire and Rescue Services*

Phase	Roles and Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.</li> <li>• Assist in resolving severe weather incidents after-action issues.</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide support as needed in conducting evacuations.</li> <li>• Conduct rescue operations.</li> <li>• Provide preliminary damage reports.</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Provide support to recovery operations as outlined in <i>EOP, Recovery Operations Annex</i>.</li> <li>• Participate in the after-action review.</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>

*Support Agency – Department of General Services*

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Phase	Roles and Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.</li> <li>• Assist in resolving severe weather incidents after-action issues.</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• As the primary agency for ESF #12, collect information related to energy supply, infrastructure and restoration.</li> <li>• Assess damage to all County buildings, facilities, vehicles and equipment managed by the department.</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Monitor the status of energy infrastructure, distribution and service restoration.</li> <li>• Monitor status of the repair and restoration of County facilities managed by the department.</li> <li>• Support the Preliminary Damage Assessment (PDA) by providing relevant data and technical assistance.</li> <li>• Participate in an after-action review of the damage assessment process.</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>

*Support Agency – Department of Health and Human Services*

Phase	Roles and Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.</li> <li>• Assist in resolving severe weather incidents after-action issues.</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Assist with damage assessment related to health hazards that may be caused by the disruption of sanitary waste disposal.</li> <li>• Issue health advisories in coordination with the Maryland Department of Health and Mental Hygiene and the Public Information Officer.</li> <li>• Establish and operate temporary shelters as needed.</li> <li>• As required, establish and operate a Family Assistance Center.</li> <li>• Monitor food safety and general sanitation and provide active disease surveillance and “contact” investigations, if warranted, at mass care/shelter facilities.</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Provide support to recovery operations as outlined in</li> </ul>

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	<p>the EOP, Recovery Operations Annex.</p> <ul style="list-style-type: none"> <li>• Participate in the after-action review.</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>

*Support Agency –Montgomery County Police Department*

<b>Phase</b>	<b>Roles and Responsibilities</b>
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.</li> <li>• Assist in resolving severe weather incidents after-action issues.</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide support as needed in conducting evacuations.</li> <li>• Manage traffic.</li> <li>• Monitor road conditions.</li> <li>• Provide support to the Sheriff’s Office on security issues as needed for shelters and other response facilities.</li> <li>• Provide for security and access control for areas that are damaged and/or evacuated.</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Provide support to recovery operations as outlined in EOP, Recovery Operations Annex.</li> <li>• Participate in the after-action review.</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>

*Support Agency – Department of Transportation*

<b>Phase</b>	<b>Roles and Responsibilities</b>
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.</li> <li>• Assist in resolving severe weather incidents after-action issues.</li> <li>• Monitor traffic and transportation system conditions.</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• As lead agency for ESF #1, collect, analyze and distribute information on the impact and status of the County’s transportation systems, accessible transportation resources, and infrastructure.</li> <li>• Conduct operations for snow and ice removal and mitigation.</li> <li>• Provide damage assessment reports for all County-maintained bridges and roads.</li> <li>• Coordinate with the Maryland Department of</li> </ul>

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Phase	Roles and Responsibilities
	<p>Transportation and other regional transportation organizations to obtain information on travel conditions and impacts to the transportation infrastructure.</p> <ul style="list-style-type: none"> <li>• Manage transportation services to support emergency operations.</li> <li>• Provide support and technical assistance for evacuations.</li> <li>• Maintain public transportation services.</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Provide support to recovery operations as outlined in EOP, Recovery Operations Annex.</li> <li>• Participate in the after-action review.</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>

*Support Agency – Community Engagement Cluster*

Phase	Roles and Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.</li> <li>• Assist in resolving severe weather incidents after-action issues.</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Communicate volunteer needs with existing volunteer contact lists.</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Assist with donations management efforts by soliciting needs from non-profit community.</li> <li>• Coordinate with other volunteer organizations (VOADs and Volunteer Centers) in the National Capital Region to obtain additional resources when necessary.</li> <li>• As requested participate in the long-term recovery planning process.</li> <li>• Participate in the after-action review.</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>

*Cooperating Organization – American Red Cross*

Phase	Roles and Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.</li> <li>• Assist in resolving severe weather incidents after-action issues.</li> </ul>

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Phase	Roles and Responsibilities
<b>Response</b>	<ul style="list-style-type: none"> <li>• As needed, open and operate mass care shelters.</li> <li>• Provide for mass feeding operations as needed.</li> <li>• Provide for basic immediate needs of disaster victims such as food, clothing, and shelter.</li> <li>• Submit Red Cross disaster assessment results to Incident Command.</li> <li>• Assist with bulk distribution of supplies such as clean up kits.</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Participate in the after-action review.</li> <li>• Provide support to recovery operations as outlined in the EOP, Recovery Operations Annex.</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>

*Cooperating Organization – Maryland-National Capital Parks and Planning Commission*

Phase	Roles and Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.</li> <li>• Assist in resolving severe weather incidents after-action issues.</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Provide guidance to long term recovery operations to ensure compliance with appropriate land use ordinances and master plans.</li> <li>• As requested participate in the long-term recovery planning process.</li> <li>• Participate in the after-action review.</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>

*Cooperating Organization – Montgomery County Public Schools*

Phase	Roles and Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.</li> <li>• Assist in resolving severe weather incidents after-action issues.</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Determine need to close schools or modify hours (open late/dismiss early),</li> </ul>

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Phase	Roles and Responsibilities
	<ul style="list-style-type: none"> <li>As needed provide for the emergency care of students and employees during normal school hours.</li> <li>Provide facilities as needed to serve as temporary shelters.</li> <li>Assess damage to school facilities.</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>Participate in the after-action review.</li> <li>Provide support to recovery operations as outlined in the EOP, Recovery Operations Annex.</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>See All Agencies roles and responsibilities.</li> </ul>

*Cooperating Organization – Montgomery County Sherriff's Office*

Phase	Roles and Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.</li> <li>Assist in resolving severe weather incidents after-action issues.</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>As primary agency for ESF #4, #10, and #9, collect, analyze and distribute information on the impact on the Sherriff's Office.</li> <li>Provide security as needed for shelters and other response facilities.</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>Manage the repair and restoration of department facilities.</li> <li>As requested participate in the long-term recovery planning process.</li> <li>Participate in the after-action review.</li> <li>Provide support to recovery operations as outlined in the EOP, Recovery Operations Annex.</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>See All Agencies roles and responsibilities.</li> </ul>

*Cooperating Organization – Montgomery County Municipalities*

Phase	Roles and Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.</li> <li>Assist in resolving severe weather incidents after-action issues.</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>Provide available staff and resources, if required, to</li> </ul>

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Phase	Roles and Responsibilities
	support response operations.
Recovery	<ul style="list-style-type: none"> <li>• Provide guidance to long term recovery operations to ensure compliance with appropriate land use ordinances and master plans.</li> <li>• As requested participate in the long-term recovery planning process.</li> <li>• Participate in the after-action review.</li> </ul>
Mitigation	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>

*Cooperating Organization – Utilities*

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.</li> <li>• Assist in resolving severe weather incidents after-action issues.</li> </ul>
Response	<ul style="list-style-type: none"> <li>• Provide support for ESF #3 (Public Works and Engineering).</li> <li>• Provide available staff and resources, if required, to support response operations.</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Manage the restoration of services related to infrastructure.</li> <li>• As requested participate in the long-term recovery planning process.</li> <li>• Participate in the after-action review.</li> </ul>
Mitigation	<ul style="list-style-type: none"> <li>• See All Agencies roles and responsibilities.</li> </ul>

*Cooperating Organization – Volunteer Agencies*

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.</li> <li>• Assist in resolving severe weather incidents after-action issues.</li> </ul>
Response	<ul style="list-style-type: none"> <li>• Provide available staff, resources, and facilities if required, to support response operations.</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• As requested participate in the long-term recovery planning process.</li> </ul>

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Phase	Roles and Responsibilities
	<ul style="list-style-type: none"><li>• Participate in the after-action review.</li></ul>
<b>Mitigation</b>	<ul style="list-style-type: none"><li>• See All Agencies roles and responsibilities.</li></ul>

**REFERENCES**

- Maryland Emergency Operations Plan, 2007.
- Montgomery County Emergency Operations Plan.
- Mass Care and Sheltering Annex to the Montgomery County EOP.
- Public Information Annex to the Montgomery County EOP.
- Recovery Operations Annex to the Montgomery County EOP.

**ACRONYMS**

ADA	Americans with Disabilities Act
CAO	Chief Administrative Officer
DHS	Department of Homeland Security
DOC	Department Operations Center
EAS	Emergency Alert System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
OEMHS	Office of Emergency Management and Homeland Security
MCEN	Montgomery County Emergency Network
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
PDA	Preliminary Damage Assessment
VOAD	Volunteers Active in Disasters

## *Training and Exercises Annex*

PRIMARY AGENCY: *Office of Emergency Management and  
Homeland Security*

<b>Primary Agency</b>	<b>Office of Emergency Management and Homeland Security</b>
<b>Support Agencies</b>	All Emergency Operations Plan primary, support, and cooperating organizations

### **INTRODUCTION**

#### ***Purpose***

A comprehensive training and exercise program is essential for the effective implementation of the Montgomery County Emergency Operations Plan (EOP) and the successful incorporation of the National Incident Management System (NIMS) into County emergency operations. The purpose of this annex is to:

- Define the training and exercise responsibilities of the County departments and agencies within the context of the EOP.
- Establish broad training and exercise policy for the County.
- Identify mandatory and recommended training requirements for department and agency staff members with emergency management roles and responsibilities.

#### ***Scope***

This annex is applicable to all agencies that have assigned roles and responsibilities in the EOP. This annex supplements the County EOP.

## ***POLICY***

### ***General***

- The Office of Emergency Management and Homeland Security (OEMHS) is responsible for the overall coordination of emergency management training and exercises. The OEMHS Training and Exercise Program Manager (PM) manages the training and exercise program on behalf of the OEMHS Manager. The Training and Exercise PM will chair the Emergency Management Group (EMG) Training and Exercise Committee.
- Each department and agency assigned roles and responsibilities in the County Emergency Operations Plan will ensure that staff members are trained for their emergency roles and responsibilities and provided the opportunity to participate in exercises as appropriate.
- Emergency Support Function (ESF) primary agencies, in partnership with OEMHS, will develop and conduct specific training and exercises in cooperation with their designated support agencies.
- Each department and agency will maintain a roster of trained personnel with emergency operations center responsibilities.
- The OEMHS Training and Exercise PM will continuously monitor emergency management related training offered at the state, regional and federal levels and disseminate appropriate information to County departments and agencies through the EMG.
- Training courses conducted by OEMHS and primary Emergency Support Function agencies will be evaluated to identify shortcomings and future training needs.

### ***Exercise Policy***

- Exercises validate training and plans, determine strengths, areas for improvement, and identify lessons learned and corrective actions to drive subsequent planning, training, and exercise activities. Exercises will be evaluated so that shortcomings in plans, training, coordination, and operational procedures can be identified and corrected through the Montgomery County Corrective Action Program (CAP) managed by OEMHS.

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- Montgomery County will exercise portions of the EOP on a quarterly basis. This will include activation of the Emergency Operations Center.
- Primary agencies for the ESFs will develop and conduct exercises in coordination with their support agencies. OEMHS will provide technical assistance as needed through the Training and Exercise PM.
- The Montgomery County exercise program will be conducted in compliance with the Department of Homeland Security's Homeland Security Exercise and Evaluation Program (HSEEP).

## **TRAINING**

### ***Training- General***

OEMHS delivers a range of training courses to enhance emergency planning and response capabilities of County elected officials, department and agency directors, managers, and employees. In addition to these courses, OEMHS coordinates with the Maryland Emergency Management Agency (MEMA) to provide information to County departments and agencies on relevant state and federal emergency management training.

- OEMHS will provide information on available training opportunities via the agency Web page and through the EMG.
- The OEMHS Training and Exercise PM will provide technical assistance to other County departments and agencies in developing and conducting emergency management training and exercises.

### ***Required Training***

- The following courses are required for all department and agency representatives to the EOC:
  - Federal Emergency Management Agency (FEMA) Independent Study (IS)100 – Introduction to the Incident Command System;
  - FEMA Independent Study (IS) 200 – ICS for Resources and Initial Action Incidents;

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- FEMA Independent Study (IS) 700 – Introduction to the National Incident Management Systems (NIMS);
  - FEMA Independent Study (IS) 800 – Introduction to the National Response Framework (NRF);
  - Incident Command System (ICS) 300 – Intermediate ICS (classroom training);
  - Incident Command System (ICS) 400 – Advanced ICS (classroom training);
  - FEMA Independent Study IS-801 thru IS-836 dependent on ESF responsibilities (e.g., if your department is a primary or support agency to ESF#10, then you would need to complete IS-810 and IS-836);
  - WebEOC – classroom training offered through OEMHS; and
  - EOC Management and Operations Course IS-275.
- FEMA Independent Study courses can be completed online or by mail at no cost. Information is available at the FEMA Web site ([www.fema.gov](http://www.fema.gov)).
  - *WebEOC* training is offered through OEMHS at no cost to the participants.

***Recommended Training***

The chart below provides OEMHS *recommended* training for County employees from courses available through FEMA. The recommended training is for department and agency staff members with specific roles and responsibilities for emergency operations including representing the agency at the EOC within the functional areas identified. For example, the recommended training under ESF #1 Transportation would be useful to Department of Transportation staff that will be engaged in ESF #1 operations when the EOP is activated. This list does not include all the training that is available through FEMA. Please note that OEMHS will provide recommendations for this training but it is the agency manager's discretion to determine the courses necessary for individuals responsible for emergency operations.

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Recommended Training

Code:	ESF-1 Transportation	ESF-2 Communications	ESF-3 Public Works & Engineering	ESF-4 Firefighting	ESF-5 Emergency Management	ESF-6 – Mass Care, Emergency Assistance, Housing, and Human Services	ESF-7 Logistics Management and Resource	ESF-8 Public Health	ESF-9 Search and Rescue	ESF-10 Oil and Hazardous Materials	ESF-11 Agriculture/Nat Resources	ESF-12 Energy and Infrastructure	ESF-13 Public Safety and Security	ESF-14 Recovery	ESF-15 External Affairs	ESF-16 Volunteers and Donations	Damage Assessment	EOC staff
G-191 ICS/EOC Interface	R	R	R	R	R	R	R	R	R	R		R	R		R	R		R
E-202 Debris Mgt Course			R		R											R	R	
IS-230 Principles of Emergency Management				R	R				R	R			R					R
IS-235 Emergency Planning					R								R					R
IS-244 Developing and Managing Volunteers					R	R										R		
G-275 EOC Management and Operations					R													R
G-276 Resource Management					R		R											R
G-386 Mass Fatalities Incident Response						R		R	R				R					R
IS-1 Emergency Manager				R	R								R					
IS-3 Radiological Emergency Management				R				R	R	R			R					
IS-10 Animals in Disaster: Module A, "Awareness And Preparedness"					R	R							R					
IS-11 Animals in Disaster: Module B, "Community Planning"					R	R							R					

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Code:	ESF-1 Transportation	ESF-2 Communications	ESF-3 Public Works & Engineering	ESF-4 Firefighting	ESF-5 Emergency Management	ESF-6 – Mass Care, Emergency Assistance, Housing, and Human Services	ESF-7 Logistics Management and Resource	ESF-8 Public Health	ESF-9 Search and Rescue	ESF-10 Oil and Hazardous Materials	ESF-11 Agriculture/Nat Resources	ESF-12 Energy and Infrastructure	ESF-13 Public Safety and Security	ESF-14 Recovery	ESF-15 External Affairs	ESF-16 Volunteers and Donations	Damage Assessment	EOC staff
G-197 Emergency Planning and Special Needs Populations				R	R	R		R										
E-210 Recovery from Disaster: The Local Government Role					R									R				
IS-271 Anticipating Hazardous Weather and Community Risk			R	R	R								R					
IS-272 Warning Coordination		R		R	R								R		R			R
IS-275 The EOC Role in Community Preparedness, Response and Recovery	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
IS-288 The Role of Voluntary Agencies in Emergency Management					R	R										R		
G-290 Public Information Officers (Basic)															R			
IS-292 Disaster Basics	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
B-301 Radiological Emergency Response Operations				R	R			R					R					
IS-346 An Orientation to Hazardous Materials For Medical Personnel								R										
G-358 Evacuation and Re-entry Planning				R	R	R							R					
G-408 Homeland Security Planning for Local				R	R								R					

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Code:	ESF-1 Transportation	ESF-2 Communications	ESF-3 Public Works & Engineering	ESF-4 Firefighting	ESF-5 Emergency Management	ESF-6 - Mass Care, Emergency Assistance, Housing, and Human Services	ESF-7 Logistics Management and Resource	ESF-8 Public Health	ESF-9 Search and Rescue	ESF-10 Oil and Hazardous Materials	ESF-11 Agriculture/Nat Resources	ESF-12 Energy and Infrastructure	ESF-13 Public Safety and Security	ESF-14 Recovery	ESF-15 External Affairs	ESF-16 Volunteers and Donations	Damage Assessment	EOC staff
Governments																		
IS-7A A Citizen's Guide to Disaster Assistance					R	R								R				
IS-393 Introduction to Mitigation			R		R									R				
IS-600 Special Consideration for FEMA Public Assistance Projects			R		R									R				
IS-630 Introduction to the Public Assistance Process			R		R									R				
IS-801 Emergency Support Functions (ESF) #1 - Transportation	R																	
IS-802 Emergency Support Function (ESF) #2 - Communications		R																
IS-803 Emergency Support Function (ESF) #3 Public Works and Engineering			R															
IS-804 Emergency Support Function (ESF) #4 Firefighting				R														
IS-805 Emergency Support Function (ESF) #5 Emergency Management					R													
IS-807 Emergency Support Function (ESF) #7 Logistics							R											

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Code: E – FEMA Resident Course G – FEMA Course offered at the State or local level IS – FEMA Independent Study  R – Recommended Training Course	ESF-1 Transportation	ESF -2 Communications	ESF -3 Public Works & Engineering	ESF -4 Firefighting	ESF-5 Emergency Management	ESF-6 – Mass Care, Emergency Assistance, Housing, and Human Services	ESF-7 Logistics Management and Resource	ESF-8 Public Health	ESF-9 Search and Rescue	ESF-10 Oil and Hazardous Materials	ESF-11 Agriculture/Nat Resources	ESF-12 Energy and Infrastructure	ESF -13 Public Safety and Security	ESF-14 Recovery	ESF -15 External Affairs	ESF-16 Volunteers and Donations	Damage Assessment	EOC staff
Management																		
IS-808 Emergency Support Function (ESF) #8 Public Health and Medical Services							R											
IS-809 Emergency Support Function (ESF) #9 Search and Rescue								R										
IS-810 Emergency Support Function (ESF) #10 Oil and Hazardous Materials Response									R									
IS-811 Emergency Support Function (ESF) #11 Agriculture and Natural Resources										R								
IS-812 Emergency Support Function (ESF) #12 Emergency											R							
IS-813 Emergency Support Function (ESF) #13 Public Safety and Security												R						
IS-814 Emergency Support Function (ESF) #14 Long-term Community Recovery													R					
IS-821 Critical Infrastructure and Key Resources											R							
IS-836 Nuclear/Radiological Annex				R	R			R					R					

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## *Other Emergency Management Training*

- MEMA offers a series of courses that may be conducted at the local level. MEMA training is coordinated by the OEMHS Training and Exercise PM.
- FEMA offers a wide variety of emergency management training both through independent study and resident courses at the Emergency Management Institute (EMI). There is no tuition cost associated with FEMA on-campus or off-site courses. All instruction, course materials, and housing are provided at no cost. All participants are responsible for the cost of cafeteria meals provided and for personal, incidental expenses. Information and course descriptions are available through the FEMA website.
- Additional professional and volunteer training opportunities are available through the American Red [www.redcrossnca.org](http://www.redcrossnca.org).
- Other training opportunities are provided by:
  - The International Association of Emergency Managers (IAEM) which sponsors meetings, continuing education, and a professional certification program called Certified Emergency Manager (CEM) for practicing emergency managers and planners.
  - The National Association of Environmental Professionals offers a Certified Environmental Professional Program (CEP).
  - Accredited colleges and universities offer emergency management certificate, undergraduate and graduate degree programs.

Additional emergency management related training will be developed by OEMHS in coordination with other County departments and agencies to address training shortfalls identified through exercises or after-action reviews of emergency operations.

## ***EXERCISES***

- HSEEP is a capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning. The intent of

HSEEP is to provide common exercise policy and program guidance capable of constituting a national standard for all exercises.

- The Montgomery County Comprehensive Exercise Program will incorporate, as appropriate, the following types of exercises prescribed in the HSEEP:
  - **Orientation Seminar:** A low stress, informal discussion in a group setting with or without simulation. An orientation seminar is used to provide information and introduce people to policies, plans, and procedures.
  - **Workshop:** A workshop is similar to a seminar but is used to build a specific product such as a draft plan, policy, or operational procedure.
  - **Drill:** A coordinated, supervised exercise used to test a single specific operation or function (e.g. notification procedures). A drill may include the deployment of personnel and equipment.
  - **Tabletop Exercise:** A facilitated group analysis of an emergency scenario in an informal stress-free environment. A tabletop exercise is designed to examine operational plans, identify potential problems, and provide for in-depth problem solving.
  - **Game:** A game is a simulation of operations that often involves two or more teams in a competitive environment, using rules, data, and procedure designed to depict an actual or assumed real life situation.
  - **Functional Exercise:** A fully simulated interactive exercise that tests the capability of an organization to respond to an event. A functional exercise may take place in the Emergency Operations Center (EOC) or other locations and focuses on the coordination of multiple emergency support functions and organizations. A functional exercise strives for realism, but does not include the deployment of equipment and personnel.
  - **Full Scale Exercise:** A simulated emergency event that is as close to reality as possible. A full scale exercise involves all emergency response functions and requires the full deployment of personnel and equipment.
  
- Multi-Year Training and Exercise Plan

- OEMHS will conduct a Training and Exercise Plan Workshop annually to develop or update the Multi-year Montgomery County Training and Exercise Plan.
- The Training and Exercise Plan will include training and exercise priorities, the target capabilities that the County will train and exercise, and a multi-year training and exercise schedule.
- The multi-year training and exercise schedule will include the major training activities that will occur prior to an exercise so that the exercise will serve as a validation of the training. The schedule will also include the exercises the County will participate in.

## **ROLES AND RESPONSIBILITIES**

### *Primary Agency – Office of Emergency Management and Homeland Security*

Phase	Roles and Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop and maintain the Training and Exercise Annex to the EOP.</li> <li>• Chair the EMG Training and Exercise Committee.</li> <li>• Prepare, maintain, and distribute the Multi-Year.</li> <li>• Conduct Training and Exercise Planning Workshops and prepare, maintain and distribute the Multi-Year Training and Exercise Plan.</li> <li>• Develop and conduct exercises including quarterly EOP exercises.</li> <li>• Provide technical assistance to ESF primary agencies in developing and conducting training and exercises.</li> <li>• Coordinate County participation in regional, state, and federal exercises.</li> <li>• Manage and coordinate the Montgomery County CAP.</li> <li>• Prepare and distribute exercise after-action reports and identify issues to be addressed through the CAP.</li> <li>• Monitor Montgomery County compliance with National Incident Management System training requirements.</li> <li>• Schedule NIMS required training (ICS 300 and ICS 400).</li> <li>• Schedule and conduct <i>WebEOC</i> and other EOC related training.</li> <li>• Ensure representation from the disability community on exercise planning.</li> </ul>

<b>Response</b>	• N/A
<b>Recovery</b>	• N/A
<b>Mitigation</b>	• N/A

*Support Agencies*

Phase	Roles and Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop and conduct training and exercises in partnership with OEMHS.</li> <li>• Provide representatives as requested to the EMG Training and Exercises Committee.</li> <li>• Provide assistance to OEMHS in designing major exercises.</li> <li>• Participate in approved multi-agency exercises.</li> <li>• Ensure that agency personnel with identified emergency management responsibilities receive required training per each individual's training needs.</li> <li>• Participate in the exercise evaluation and after-action process.</li> <li>• Evaluate incident or ESF specific training and exercises and identify issues that need to be addressed through the CAP.</li> <li>• Maintain training records for agency staff members with emergency management assignments.</li> <li>• All agencies will seek appropriate guidance to ensure training and exercises address disability specific objectives.</li> </ul>
<b>Response</b>	• N/A
<b>Recovery</b>	• N/A
<b>Mitigation</b>	• N/A

*Other Agencies*

Phase	Roles and Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Ensure that agency personnel with identified emergency management responsibilities receive required training.</li> <li>• Maintain training records for agency staff members.</li> <li>• As appropriate participate in incident or ESF specific training and exercises.</li> <li>• As requested by OEMHS provide technical assistance in designing major exercises.</li> <li>• Participate in approved multi-agency exercises.</li> <li>• Participate in exercise after-action process.</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

**REFERENCES**

- Montgomery County Training and Exercise Plan

**ACRONYMS**

CAP	Corrective Action Program
CEM	Certified Emergency Manager
CEP	Certified Environmental Professional
EMG	Emergency Management Group
EMI	Emergency Management Institute
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
HSEEP	Homeland Security Exercise Evaluation Program
IAEM	International Association of Emergency Managers
ICS	Incident Command System
IS	Independent Study
MEMA	Maryland Emergency Management Agency
NIMS	National Incident Management System
OEMHS	Office of Emergency Management and Homeland Security
PM	Program Manager

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**A. County Executive**

- Serves as or appoints a chief and principle spokesperson for the county during emergency events.
- Issues Declaration of Public Emergency and related orders as required.
- As necessary, directs activation of the County Continuity of Operations (COOP) Plan in order to ensure continuity of operations of the county government.
- Notifies the Council President, or the President's designee, each time the Emergency Operations Center (EOC) is activated.
- Exercises emergency powers as defined in section 2-17 of the County Code to include ordering of curfews, public quarantines, rationing, public distribution of food supplies or water, closing of highways, closing of liquor stores, and evacuations to ensure public health or safety.
- Requests emergency sessions of the County Council if required.
- Confers with the Chief Administrative Officer (CAO) and other agency heads as appropriate on policy issues related to the response and recovery operations.
- Serves as liaison and coordinates with other elected officials at the regional and state level including the Congressional Delegation.
- Informs the Council within 30 days after the end of a state of emergency or any other incident that required activation of the EOC of the facts of the event; any casualties, damages, or costs; and long-term implications of the event. Within 60 days, provides the Council an update of the initial briefing and lessons learned.

**B. Montgomery County Council**

- Collectively the County Council may establish broad policy for the County Executive and senior staff but defers to the County Executive the implementation, operation and administration of such policies during an emergency.
- As necessary, approve the extension of a state of emergency beyond the originally declared three-day period.
- Consider and appropriate, either in the annual budget appropriation or by interim resolution, such sums as they may declare to be necessary or expedient for public defense in time of actual or impending war, insurrection, riot or other emergencies such as floods,

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fires, disasters or epidemics of disease, and for the defense of the county or the safeguarding of its people or property.

- In cooperation with the Council Administrator, maintains notification plans and COOP Plan for their Council Office.

### **C. Chief Administrative Officer**

- Serves as the Emergency Management Director for Montgomery County and performs the functions identified in Chapter 2 of the County Code. Serves also as the Emergency Management Group (EMG) Chair.
- Orders activation of the EMG and notifies the County Executive of such actions.
- Appoints a Disaster Manager and delegates certain CAO powers as the Governor's appointed Emergency Management Director, to the Disaster Manager.
- Authorizes emergency procurement and delegates contracting authority as appropriate to the Infrastructure Group Leader in the EOC to facilitate all necessary procurements essential to the emergency. Advises the County Executive throughout the disaster or emergency.
- Determines the boundaries of the disaster (limited, county-wide).
- Recommends Declaration of Public Emergency to the County Executive.
- Serves as liaison with the County Council and notifies Council of EOC activations.
- Authorizes issuance of public warnings over the Emergency Alert System, cable television, or other media networks.
- Ensures coordination with other jurisdictions and all municipalities located within Montgomery County.
- Develops long-range response and recovery strategies in coordination with the Operations Support Group Leader in the EOC.
- Proposes emergency legislation, if needed.
- Organizes and directs the EMG through regularly constituted government using equipment, supplies, and facilities of existing departments, offices, and agencies to the maximum extent practical.
- Develops or causes the development of mutual aid or reciprocal assistance agreements with other public and private agencies within the state or other states or localities within other states.