Montgomery County
Emergency Operations Plan

June 2009

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Montgomery County Emergency Operations Plan

Foreword

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 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.

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

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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 is hereby promulgated.

Approved:

Isiah Leggett
County Executive
Montgomery County, Maryland

Concur:

Timothy L. Firestine
Chief Administrative Officer
Montgomery County, Maryland

Phil Andrews
County Council President
Montgomery County, Maryland

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Letter of Agreement

The Montgomery County Emergency Operations Plan (EOP or the 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. The plan is implemented when it becomes necessary to mobilize the resources of county departments and agencies to save lives, and protect property and infrastructure. The plan assigns major roles and responsibilities to departments and agencies. Agreement to this plan represents a major commitment by 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 agency is identified as a primary agency to include support agency coordination in planning, training, exercising, and responding to emergencies.
2. Perform assigned 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 agency staff to accomplish assigned emergency response responsibilities.
6. Develop and maintain supporting plans, operational procedures, functional annexes (lead agencies), and checklists to accomplish assigned responsibilities.
7. Maintain financial records related to emergency operations in accordance with standard operating policies and procedures and in accordance with guidance from the Finance Department, OEMHS and other applicable county procedures.
8. Establish, maintain, and exercise emergency notification procedures.
9. Develop and maintain an inventory of agency/department resources applicable to accomplishing assigned emergency functions.
10. Provide qualified representatives to Emergency Operations Center (EOC), command post, or other identified emergency locations when activated and requested.
11. Participate in approved drills, tests, and exercises.
12. Maintain an agency-specific Continuity of Operations (COOP) Plan.
13. Maintain a three-tier (or greater) line of succession for the agency/department's senior position with authority to make decisions for committing organizational resources.
14. Safeguard vital records including computer digital data at all times.

15. Where appropriate, establish stand-by contracts for services, equipment, and other resources with private industry.
16. In cooperation with OEMHS, establish mutual aid agreements to maintain liaison with surrounding municipal, county, and military counterparts as appropriate.
17. Periodically review all emergency plans, policies, and procedures.
18. Familiarize and train all personnel with their emergency responsibilities and procedures on a regular basis.
19. Coordinate resolution of after-action issues assigned through the county Corrective Action Program (CAP) and as a result of internal agency reviews.

Signatories

Arthur Holmes
Director
Department of Transportation

E. Steven Emanuel
Chief Information Officer
Department of Technology Services

Bob Hoyt
Director
Department of Environmental Protection

Richard R. Bowers, Jr.
Chief
Fire and Rescue Services

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Department of Health and Human Services

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Director
Department of General Services

J. Thomas Manger
Chief
Department of Police

Patrick Lacefield
Director
Public Information Office

Reed Dewey
Director
Volunteer Center

Leon Rodriguez
Director
County Attorney's Office

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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 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 NIMS and the Emergency Management Accreditation Program (EMAP) standards.

The plan assigns roles and responsibilities to county departments and agencies for use in responding 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 support to 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, 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 respond to and recover from a major incident. The Chief Administrative Officer, as the duly appointed Emergency Management Director has overall responsibility for response and recovery operations. Within the EOP

delegations of authority to on-scene commanders, the coordinator 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 EOC will coordinate all requests for resources from outside the county that are not covered by existing automatic mutual aid/mutual assistance agreements. The EOC will also serve as the coordination point with MEMA in order to access state and federal assistance.

Section Two includes the emergency support function annexes that will address common emergency support function processes such as damage assessment, mass care and sheltering (ESF #6), training and exercises, 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 function. 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.

Montgomery County EOP Annexes

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

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

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 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, approval, and distribution.

Primary 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 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. Prior to submitting proposals to OEMHS, the proposing agency will obtain the written approval from the appropriate 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 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 EOP.

Upon publication, the change will be considered as part of the EOP.

Plan Distribution

OEMHS is responsible for the distribution of the EOP and approved notices of changes. Copies of the EOP, either hard copy or electronic, will be distributed to all County departments and agencies, the Maryland Emergency Management Agency (MEMA), and other cooperating organizations. Additional copies will be available from OEMHS if requested.

Section 1 – Basic Plan

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I. Introduction

A. Purpose

The purpose of the EOP is to define the actions to be taken by the Montgomery County government agencies and municipalities in coordination with state and federal agencies, and other non-government organizations in the event of a significant disaster or emergency.

B. Scope and Applicability

The plan:

1. Provides concept of operations and organizational roles and responsibilities for incidents within the county resulting in a local emergency.
2. Applies to Montgomery County departments and agencies and cooperating organizations and agencies that have identified roles and responsibilities within the plan.
3. Applies to all the risks identified in the Montgomery County Hazard Identification and Risk Assessment.
4. Establishes authority for direction and control of emergency operations.
5. Is countywide in scope and includes coordination and support to the incorporated villages, towns, and cities within Montgomery County.
6. Is supplemented by function-specific operational plans and procedures.
7. Provides a brief description of Montgomery County including the geography, demographics, and infrastructure.
8. Defines and assigns emergency roles and responsibilities to organizations and key positions for conducting emergency operations in the county.

C. Authorities

1. Federal:
    a. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended. The Act is codified at 42 U.S.C. 5121, et. seq.
    b. The Disaster Mitigation Act of 2000, Public Law 106-390.
    c. The Intelligence Reform and Terrorism Protection Act of 2004, Public Law 108-458, Section 7302.

d. "Emergency Management and Assistance, "Code of Federal Regulations, Title 44.
e. Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003.
    1) National Response Framework (NRF), January 2008.
    2) National Incident Management System (NIMS), March 2004.
f. Homeland Security Presidential Directive 8, National Preparedness, December 17, 2003.

2. State of Maryland:
    a. Annotated Code of Maryland, Public Safety Article, § 14-101, et. seq.
    b. Executive Order 01.012005.09, The State of Maryland Adoption of the National Incident Management System.
3. Local:
    a. Chapter 2 of the Montgomery County Code, 1994, as amended.

D. County Planning Vision, Goals, and Objectives

1. The county strives to have a comprehensive emergency management program incorporating prevention, preparedness, response, recovery, and mitigation that is essential for the county to achieve its emergency management vision.
2. The goal for Montgomery County is to develop and implement a program that meets or exceeds all standards and target capabilities established by the National Preparedness Goal and the National Capital Region (NCR) Strategic Plan.
3. The goal for Montgomery County is to have an Emergency Operations Plan that is in full compliance with all federal and state guidelines and standards so that Montgomery County operations are conducted within the national response system envisioned by the National Response Framework.

E. References

1. Metropolitan Washington Council of Governments Regional Emergency Coordination Plan (RECP), September 11, 2002.
2. Unified Regional Snow Emergency Plan for the Metropolitan Washington Area, 2006.
3. The State of Maryland Emergency Operations Plan, 2007.
4. The State of Maryland Snow Emergency Plan.
5. Emergency Management Accreditation Program (EMAP) Standard, April 2006.

6. National Response Framework, January 2008.

II. *Situation and Risk Assessment*

- Montgomery County is the most densely populated county in Maryland with a population of 962,000 as of July 2007.

- Montgomery County is located just outside of Washington, D.C., and is one of 19 jurisdictions referred to as the National Capital Region (NCR) as defined by the Metropolitan Washington Council of Governments (MWCOG). The NCR is not an operational entity but provides a regional basis for collaboration, coordination, training, and exercises among the independent jurisdictions. Figure 1 depicts the jurisdictions that make up the NCR.

Montgomery County
City of Gaithersburg
City of Rockville
City of Takoma Park
Prince Georges County
City of Bowie
City of College Park
City of Greenbelt
District of Columbia
Arlington County
City of Falls Church
City of Alexandria
Fairfax County
City of Fairfax
Loudoun County
Prince William County
City of Manassas
City of Manassas Park

Figure 1 – The National Capital Region (NCR)
As defined by the Metropolitan Washington Council of Governments

- The county is divided into five council districts. The county council includes 5 members elected from the districts and four members elected at-large.

- Montgomery County is an important business and research center. Along with the rest of the state of Maryland, Montgomery County is the epicenter for biotechnology in the Mid-Atlantic region. The county is the third largest biotechnology cluster in the nation, holding the principal cluster and companies of large corporate size in the state. Much research is done in the county through institutions like Johns Hopkins University's Montgomery County Campus (JHU MCC), Howard Hughes Medical Institute, the National Institutes of Health and the University of Maryland.

- Many large firms are based in the county. Discovery Communications, Lockheed Martin, Marriott International, Host Marriott, Robert Louis Johnson Companies (RLJ Cos), Choice Hotels, MedImmune, Chevy Chase Bank, TV One, BAE Systems Inc, Hughes Network Systems, and GEICO are just a few of the large and popular firms headquartered in Montgomery County.

- There are also several federal government agencies that are based in Montgomery County including, Department of Energy, National Institutes of Health (NIH), Food and Drug Administration (FDA), National Oceanic and Atmospheric Administration (NOAA), Nuclear Regulatory Commission (NRC), the Consumer Product Safety Commission, the National Imagery and Mapping Agency (NIMA) and the National Institute of Standards and Technology (NIST).

- Montgomery County is home to several military installations including Adelphi Laboratory Center, Naval Surface Warfare Center, David Taylor Model Basin, National Naval Medical Center, and Walter Reed Army Medical Center.

- There are nineteen incorporated villages, towns and cities within Montgomery County: Barnesville, Brookeville, The Town of Chevy Chase, Chevy Chase View, Chevy Chase Village, North Chevy Chase, Village of Chevy Chase Section 3, Village of Chevy Chase Section 5, Gaithersburg, Garrett Park, Glen Echo, Kensington, Laytonsville, Martin's Addition, Poolesville, Rockville, Somerset, Takoma Park, and Washington Grove. The cities of Gaithersburg, Rockville, Takoma Park, and Chevy Chase Village maintain their own municipal police departments.

- Montgomery County is vulnerable to various natural and technological hazards as detailed in the Montgomery County Hazard Mitigation Plan. The

scope and magnitude of these emergencies may vary from minor impact requiring a minimum response to major impact requiring a significant response from a multitude of county departments and agencies.

III. *Planning Assumptions*

- In the event of a significant disaster or emergency, the immediate response priority will be saving lives and protecting property and critical infrastructure.

- Periodically, disasters and emergencies will occur within the county requiring mobilization and reallocation of county resources.

- The occurrence of one or more of the hazards outlined in the Hazard Identification and Risk Assessment could result in a catastrophic situation that could overwhelm local and state resources and disrupt government functions.

- Montgomery County has the primary responsibility for emergency operations within its borders and will commit all available resources to save lives and minimize property damage.

- The county will be prepared to carry out emergency response and short–term recovery operations utilizing local resources.

- Some emergencies or disasters will occur with enough warning that appropriate emergency notification will be achieved to ensure some level of preparedness. Other situations will occur with little or no advance warning.

- Assistance to the county can be requested from state, federal, non-government agencies and other jurisdictions through the Office of Emergency Management and Homeland Security. Outside assistance may be available through mutual aid agreements with nearby jurisdictions, the Metropolitan Washington Council of Government Mutual Aid Agreement, the Maryland Emergency Operations Center, the Maryland Emergency Management Agency Compact (MEMAC) the Emergency Management Assistance Compact (EMAC), the National Disaster Medical System (NDMS), and the Federal Emergency Management Agency (FEMA). However it is likely that outside assistance will be available only after 72 hours of the onset of the

disaster. However; there are multiple federal and military local assets that may be deployed well within 12 hours.

- Montgomery County residents and businesses are expected to use their own resources and be self-sufficient following a significant disaster event for up to three days.

- The effects of a disaster or emergency may extend beyond county boundaries and many other areas of the State may experience casualties, property loss, and disruption of normal life support systems.

- County emergency response personnel and other county employees may become casualties and/or experience damage to their homes and property.

- There may be competition among residents and communities for scarce resources.

- Widespread power and communications outages may require use of alternate methods of providing public information and delivering essential services. Communications may be problematic due to demands exceeding capacities.

- Upon request, the state and/or federal government will provide outside assistance if local capabilities are overwhelmed or local resources are exhausted. Mutual aid agreements may also be activated.

- Emergency operations will be managed in accordance with the National Incident Management System.

- Depending upon the scope and magnitude of the incident, concurrent implementation of the County Continuity of Operations and Emergency Operations plans may be necessary.

IV. *Emergency Operations Plan Implementation, Emergency Operations Center Activation, and Emergency Notifications*

A. Implementation of the EOP and Activation of the EOC

- The implementation of the EOP and activation of the EOC will occur simultaneously. The level of EOC activation and EOP implementation will be based upon the severity and scope of the incident.

- The county EOC will serve as the multi-agency support and coordination facility for county officials during major emergencies.

- The Chief Administrative Officer (CAO) or his designee has the authority to order a full activation of the EOC for a declared State of Public Emergency, or whenever the CAO deems appropriate.

- The county EOC can be partially activated by the CAO, Assistant CAOs, any director, or agency head, or by staff of the Office of Emergency Management in the Montgomery County Office of Emergency Management and Homeland Security (OEMHS), to provide inter-agency coordination in response to a major emergency or significant event. Staffing for a partial activation will be identified based on the needs of the incident.

- Any agency head or cooperating organization leadership may request through the Office of Emergency Management and Homeland Security Manager that the EOC be activated to support emergencies being managed by their agency or organization. This may include monitoring activations to support non-emergency or special events.

- Any town manager or municipal police chief may request EOC activation through the OEMHS Manager.

- The EOC will be staffed by qualified department, agency, and organization representatives, as defined by local, state, and federal guidelines and Montgomery County departmental, agency, and municipality standard operating guidelines (SOGs).

- All department and agency points-of-contact will be notified of the EOC activation through the Office of Emergency Management and Homeland Security. All activation announcements will be released through the Montgomery County Emergency Network (MCEN). The primary list of representatives is maintained and updated in that notification system. In turn, agency EOC representatives will be notified through the agency's internal notification process.

- Upon notification, internal department/agency policies and procedures will be implemented as necessary and the appropriate agency EOC representative(s) shall report to the EOC at the appointed time and be prepared to carry out their agency roles and responsibilities. Departments and agencies will provide appropriate representation to the EOC based upon the level of activation. Agency representatives shall be prepared to staff the EOC until they are relieved by other agency personnel or the EOC is demobilized.

- The EOC may be activated at one of three levels depending upon the nature and scope of the incident or potential incident. The EOC may also be activated for a significant planned event in order to monitor events and provide for an effective response if necessary. The OEMHS Manager will designate the level of activation and will ensure appropriate notifications are completed.

    - **Monitoring:** Provides for increased monitoring capability and typically involves OEMHS staff and representatives from key public safety agencies. Activities will focus on collecting, analyzing, and disseminating information and conducting appropriate contingency planning. At the discretion of the Emergency Management Director (CAO) or the OEMHS manager, Monitoring activities may be conducted virtually via teleconference, email, etc.

    - **Partial Activation:** Provides for select activation of ESF primary agencies and key support agencies that may be or will be engaged in the emergency situation.

    - **Full Activation:** Includes all primary and support agencies identified within the EOP. Full EOC Activation may operate 24 hours a day.

- Depending on the situation, other organization or agency personnel with responsibilities under the EOP will either be directed to report to the EOC, be alerted and placed on a stand-by status, or directed to perform their required responsibilities from their home, office, or alternate locations.

- If a further expansion of the EOC staff is required by a re-evaluation or a change in the extent of a specific emergency or disaster, appropriate stand-by personnel will be notified and directed to report to the EOC to assist in either the emergency response or recovery phases.

- County departments and agencies providing staff to the EOC will have the capability to maintain 24 hours per day/7 days a week (24/7) operations for the duration of the emergency. Each department, agency, and organization in the EOC is expected to have at least three qualified personnel identified to staff their EOC position. It is the responsibility of each department, agency, and organization to ensure the position is staffed as required for the duration of the emergency.

- Organization and agency representatives must have the authority to make decisions, coordinate resources, provide information, and advise the County Executive, their respective department heads, and EOC management and support staff.

- Montgomery County maintains an Alternate EOC (AEOC) site in the event the EOC is inaccessible or otherwise not operational.

B. Internal Emergency Notifications to County Agencies, Emergency Responders, and Cooperating Organizations

- Whenever an alert or notification is made of an emergency or disaster deemed to be of major or expanding proportions, with possible catastrophic consequences, where serious injury, loss of life or significant property damage is anticipated, all county departments and agencies are expected to be prepared.

- The Emergency Communications Center (ECC) serves as the county 24 hour warning point and will provide initial notifications to county officials in

accordance with established protocols and procedures and as directed by the CAO and OEMHS.

- OEMHS monitors incidents and potential incidents and directs additional notifications to departments and agencies using the MCEN and other communications capabilities as applicable.

- Each department and agency will designate three (3) points-of-contact (POC) for the purpose of emergency notification to OEMHS. The POCs will ensure that the information in the MCEN for their agency staff is current.

- The Public Information Office (PIO) will provide assistance to all departments and agencies in communicating with their employees during an emergency situation using all appropriate communication tools to ensure that information is conveyed to employees.

- All departments and agencies will develop, test, and maintain internal notification procedures and contact rosters as part of their Continuity of Operations Plan.

C. External Notifications and Warnings

- Montgomery County maintains the capability to provide warnings and emergency information to the public through multiple communication modes. When an event is imminent or anticipated within 72 hours, the county will make every attempt to notify county residents and visitors of the nature of the emergency and what procedures or actions should be taken prior to and just after the event.

- Widespread power and communications outages may require use of alternate methods of providing public information and delivering essential services. Communications may be problematic due to demands exceeding capabilities.

- When a major emergency occurs, the county will make every effort to notify the general public of the type of emergency or disaster that has developed and what actions are being taken to protect life and property. This information will include closed roads or transportation facilities, mass care, sheltering, actions being taken to mitigate the hazard, and whatever other

emergency information is deemed essential for the protection of life and property.

- The ECC operates the county dispatch facility for police, fire, and emergency medical services. The ECC uses a state-of-the-art, computer-aided dispatch system to rapidly respond to callers for police, fire, and emergency medical services.

- The "Alert Montgomery" text alerting system provides the capability to distribute notifications and emergency alerts to residents via electronic mail, cellular phone, or pager using a text messaging system. This is a voluntary system and residents may be charged for text cell phone alerts by their service carrier. "Alert Montgomery" has the capability of broadcasting information to satellite XM and would be relayed onto XM radio channel 142 for subscribers to hear and translated into text for some XM radio receivers.

- The Montgomery County Reverse 9-1-1 system provides the capability to rapidly send recorded telephone messages to phone numbers within a specified geographic area. This system includes TTY capability for providing information to residents with hearing disabilities. The Reverse 9-1-1 system is operated by the Montgomery County Police Department (MCPD). Department directors and the Disaster Manager may direct the use of reverse 9-1-1 to provide emergency information to residents.

- The Montgomery County Web site and emergency information page provide vital information to residents – particularly on preparing for disasters and emergencies.

- Montgomery County has access to the Regional Incident Communication and Coordination System (RICCS) managed by the Metropolitan Washington Council of Governments (MWCOG) as a means of receiving and distributing information to government officials about incidents with regional implications for the NCR.

- Montgomery County may coordinate the use of variable message signs along major roadways with the Maryland Department of Transportation as another method for providing information and warnings to the public.

- Montgomery County also has the capability to provide emergency messages through the National Oceanic and Atmospheric Administration (NOAA) all-hazards radios. The National Oceanic and Atmospheric Administration has the primary responsibility of issuing watches and warnings nationally and should be considered the "official" information on which to warn the public.

- The Office of Public Information is the lead agency for providing approved Public Service Announcements (PSAs) or press releases to county residents once the CAO or designated county official has directed notification to the public. Depending upon the nature and scope of the incident other county departments and agencies will support the PIO in developing the PSAs.

- Table 1 provides a summary of the warning systems that are used within the county.

Table 1 - Summary of Montgomery County Warning Systems

Warning System	Area of Coverage	Approving Authority	Release/Action Office
Emergency Alert System (EAS)	Countywide Metro Area News Media	o County Executive o CAO o Manager, OEMHS	o OEMHS
News Media	Metro Area	o County Executive o CAO o MCPD Chief o FRS Chief o Director, Department of Health and Human Services o Manager, OEMHS	o Office of Public Information
Cable TV Channel 6 Emergency Message System	County Cable Providers	o County Executive o CAO o MCPD Chief o FRS Chief o Director, PIO o Manager, OEMHS o Director of DHHS	o PIO o OEMHS
Alert Montgomery	Countywide Registered subscribers ONLY	o County Executive o CAO o MCPD Chief o FRS Chief o Director, PIO o Manager, OEMHS	o OEMHS

Reverse 9-1-1	Countywide or specific geographic areas can be targeted	o County Executive o CAO o Department Directors	o MCPD o ECC o Manager, OEMHS
Regional Incident Communication and Coordination System (RICCS)	National Capital Region Internal Communi-cations system	o County Executive o CAO o MCPD Chief o FRS Chief o Director, PIO o Manager, OEMHS	o Director, PIO o Manager, OEMHS
Sirius/XM Satellite Radio	Regional, Metro, Countywide	o County Executive o CAO o MCPD Chief o FRS Chief o Director, PIO o Manager, OEMHS	o PIO o OEMHS
NOAA Weather Radios		o County Executive o CAO	o National Weather Service o MEMA o PIO
Variable Message Signs	County	o County Executive o Deputy County Executive o MCPD Chief o FRS Chief o Director, PIO o Manager, OEMHS	o State Highway Administration o DOT
Washington Area Warning Alert System (WAWAS)	National Capital Region	o MCPD Chief o FRS Chief o Manager, OEMHS	o MCPD Chief o FRS Chief o Manager, OEMHS
National Warning Alert System (NAWAS)	Maryland	o MCPD Chief o FRS Chief o Manager, OEMHS	o MCPD Chief o FRS Chief o Manager, OEMHS
County Website	County	o County Executive o Deputy County Executive o MCPD Chief o FRS Chief o Manager, OEMHS o Director, PIO	o Director, PIO
Loudspeakers	Local Neighbor-hoods	o Incident Commander	o Public Safety Personnel
Door-to-Door	Individuals	o Incident Commander	o Public Safety Personnel
Telephone	Individuals	o Incident Commander	o Public Safety Personnel

V. *Emergency Roles and Coordination Responsibilities*

In the event of a significant emergency event, Montgomery County government will continue to function and provide emergency and essential services. Emergency operations will mirror day-to-day government operations to the extent possible. A Continuity of Government (COG) Plan is in place to establish procedures for continuity of government operations.

A. County Executive

- Serves as, or appoints a, chief spokesperson for the county during emergency events.
- Authorizes issuance of Declaration of Public Emergency and related orders as required.
- As necessary, directs activation of the County Continuity of Operations 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 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 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 state of emergency or any other incident that required activation of the Emergency Operations Center 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 policy and provide guidance to the County Executive and senior staff.
- Approve and authorize the selection of the applicant's agent, as described under federal law, in accordance with the Stafford Act, as amended.

- Appropriate either in the annual budget appropriation or by interim resolution, such sum as they may by resolution declare to be necessary or expedient for public defense in time of actual or impending war, insurrection, riot or other emergencies such as floods, fires, disasters or epidemics of disease, and for the defense of the county or the safeguarding of its people or property.
- Individually, communicates with the public and provides guidance on responding to an emergency or disaster in coordination with the Office of Public Information.
- Individually, hosts community meetings to ensure needs are being addressed, and to provide information to residents.
- Individually, serves as an advocate for constituent recovery efforts.
- Individually, maintains notification plans and Continuity of Operations Plan (COOP) for their respective office and staff.

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.
- Orders activation of the Emergency Operations Center and notifies the County Executive of such actions.
- Appoints a Disaster Manager and delegates the powers of the office of the CAO, 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).
- Notifies the County Executive on the need for a Declaration of Public Emergency.
- Serves as liaison with the County Council.
- Authorizes issuance of public warnings over the Emergency Alerting System (EAS), 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 emergency operations through the 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.
- Authorizes requests for resources from other jurisdictions and implements mutual aid agreements where appropriate.
- Directs and reallocates county assets and resources during an emergency.
- As the Emergency Management Director (CAO), may assume command of an incident or appoint incident commanders to carry out his/her directives.
- Declares an end to the public emergency and advises the County Council of the restoration of services and resumption of routine activities, and what areas will require long-term recovery support and mitigation activities.

D. Assistant Chief Administrative Officer

- Provides oversight to County emergency management and homeland security programs.
- Assigned to the Emergency Operations Center (EOC) during an emergency to provide oversight and management on behalf of the CAO.
- Performs the roles and responsibilities of the CAO in his/her absence or as directed by the CAO.

E. Manager, Office of Emergency Management and Homeland Security

- Serves as the Disaster Manager, as appointed by the CAO, until relieved or until such time that another department is designated the lead because circumstances warrant.
- Develops emergency management plans for immediate use of all facilities, equipment, staff, and other resources of the county for the purpose of minimizing or preventing damage to persons and property and for restoring to usefulness government services and public utilities necessary for public health, safety, and welfare.
- Manages the EOC.
- Provides liaison with state and federal authorities and other political subdivisions as necessary to ensure effective disaster preparedness and response capabilities.
- Ensures the EOC and OEMHS maintained alert systems are in a constant state of readiness.

- Opens the EOC during the emergency depending on the need as decided by the CAO, the Disaster Manager, or designee.
- Maintains contact and coordinates with the utilities, municipalities, FEMA, MEMA, and the Council of Governments (COG) on behalf of the Disaster Manager.
- Coordinates requests for State and Federal assistance through the Maryland Emergency Management Agency via the Maryland Emergency Management Assistance Compact (MEMAC) or the national Emergency Management Assistance Compact (EMAC).
- Coordinates and reviews the collection of data on damages reported by county agencies, cities, municipalities, and other supporting agencies, and, when requested by the Maryland Emergency Management Agency, prepares all required applications for disaster assistance.
- Provides to MEMA periodic situation reports and a preliminary summary report of major damage, as soon as possible following the disaster. Supplementary reports may be submitted as data is compiled during the recovery phase.
- Coordinates with the Office of Management and Budget and the Department of Finance for the assignment of accounts to collect costs, and for any disbursement of financial assistance awarded under a disaster declaration.
- Coordinates damage assessments with state and local offices.
- Provides training on the County's Incident Command System in accordance with NIMS requirements.
- Maintains a facility listing of medical and research facilities, industrial users, nuclear power plants, Department of Defense installations, which store and use radioactive materials, including the types of radioactive material they use, store, or transport.
- Maintains a database that provides information relative to a radiological hazards base map that shows the locations where radioactive materials are used, locations for radiological monitoring equipment, and shelters.
- Maintains a database, in coordination with the Local Emergency Planning Committee (LEPC) that provides information relative to Hazardous Materials that reside and/or travel through the county.

F. County Departments and Agencies

County department directors have responsibility to manage their departments and agencies on a day-to-day basis in accordance with the authority granted to them by the County Council, County Executive, or by law. In the event of a

significant emergency, they will be expected, to the extent possible, to carry out their day-to-day assigned duties as well as those outlined in the EOP.

The general emergency preparedness responsibilities of all County government organizations and non-government organizations are outlined in the letter of agreement to this plan. The following is a list of overall duties and assigned responsibilities for emergency operations in Montgomery County that may vary depending on type and scope of incident. Details on ESF/Incident specific roles and responsibilities can be found within the annexes to this plan.

- **Community Use of Public Facilities**
  - Serve as a support agency for ESF #6 (Mass Care, Emergency Assistance, Housing and Human Services), ESF #14 (Long-term Recovery) and ESF 16 (Volunteer and Donations Management).
  - Provide available staff, resources, and facilities to support emergency operations.

- **County Attorney's Office**
  - Serve as a support agency for ESF #3 (Public Works and Engineering), ESF #5 Emergency Management, ESF #8 (Health, Medical Health and Medical), ESF #10 Oil and Hazardous Materials Response, ESF #13, (Public Safety and Security), and ESF #14 (Long-term Recovery), ESF #15 External Affairs), Biological Incidents, Nuclear/Radiological Incidents, and Mass Fatality Incidents.
  - Advise county officials concerning legal responsibilities, powers, and liabilities regarding emergency operations and post-disaster and recovery assistance and prepare official documentation such as emergency ordinances, waiver requests, and reimbursement packages.

- **Department of Corrections and Rehabilitation Services**
  - Serve as a support agency for ESF# 7 (Logistics Management and Resource Support), ESF #13 (Public Safety and Security), ESF #14 (Long-term Recovery) and ESF #16 (Volunteer and Donations Management).
  - Coordinate emergency operations within the Montgomery County Correctional Facility and/or Montgomery County Detention Center.
  - Provide support to emergency operations through the provision of food preparation, laundry service, and community services volunteers.

- **Department of Economic Development**
  - Serve as a support agency for ESF #7 (Logistics Management and Resource Support), ESF #11 (Agriculture and Natural Resources) and ESF #14 Long-term Recovery.
  - Provide available staff, resources, and facilities to support emergency operations
  - Provide through the Agricultural Services Division, disaster funds for commercial farmers, if those funds are available from FEMA.

- **Department of Environmental Protection**
  - Serve as primary agency for ESF #3 (Public Works and Engineering) and as a support agency for ESF #1 (Transportation), ESF #10 (Oil and Hazardous Materials Response) and ESF #14 (Long-term Recovery) and Damage Assessment, Dam Failures, Nuclear/Radiological Incidents, and Terrorism Incidents.
  - Provide hazardous materials technical advice and assistance to the Fire and Rescue Services (FRS) and provide support to hazardous material response by providing limited detection, monitoring, and sampling and analysis operations in accordance with DEP Response Procedures for Hazardous Materials Spills.
  - Manage hazardous material incident clean-up operations including coordinating the county's efforts in decontaminating public and private properties and the environment.
  - Survey the damage to public water systems, waste disposal systems, dams, and while coordinating with the Department of Permitting Services, survey the damage to other public facilities that are government owned or operated.

- **Department of Finance**
  - Serve as a support agency for ESF #1 (Transportation), ESF #5 (Emergency Management), ESF# 7 (Logistics Management and Resource Support) and ESF #14 (Long-term Recovery).
  - Provide assistance and/or financial advice to Montgomery County departments and agencies for the tracking of expenses directly related to the disaster and provide guidance in the preparation and review of federal reimbursement forms, financial reports, and applications.

- **Fire and Rescue Services**
  - Serve as the primary agency for ESF #4 (Firefighting), ESF #9 (Urban Search and Rescue), ESF #10 (Oil and Hazardous Materials Response) and Nuclear/Radiological Incidents and serve as a support agency for ESF #2 (Communications), ESF #6 (Mass Care, Emergency Assistance, Housing and Human Services, Emergency Assistance, Housing and Human Services), ESF# 8 (Public Health and Medical) ESF #14 (Long-term Recovery), ESF #15 (External Affairs) and serve as a support agency in the following incident specific annexes: Damage Assessment, Training and Exercises, Biological Incidents, Dam Failure Incidents, Mass Fatality Incidents, Severe Weather Incidents, and Terrorist Incidents.
  - Develop and maintain resources for emergency response to all situations including but not limited to: hazardous material, water rescue, structural/trench collapse, confined space, rope rescue, and support for campaign incidents.

- **Department of General Services**
  - Serve as the primary agency for ESF #7 (Logistics Management and Resource Support) and ESF #12 (Energy). Serve as a support agency for ESF # 1 (Transportation), ESF #2 (Communications), ESF #3 (Public Works and Engineering), ESF #6 (Mass Care, Emergency Assistance, Housing and Human Services) ESF #10 (Oil and Hazardous Materials Response), ESF #14 (Long-term Recovery), and serve as a support agency in the following incident specific annexes: Damage Assessment, Animal Protection, Dam Failure, Mass Fatality, Severe Weather.
  - Acquire, store, and distribute resources in support of response and recovery operations.
  - Collect, analyze, and provide information on the status of energy resources and related infrastructure within the county including fuel and electrical supply and distribution.

- **Department of Health and Human Services**
  - Serve as the primary agency for ESF #6 (Mass Care, Emergency Assistance, Housing and Human Services), ESF #8 (Health and Medical) and ESF #11 (Agriculture and Natural Resources) and serve as a support agency for ESF #14 (Long-term Recovery), ESF #15 (External Affairs) ESF #16 (Volunteer and Donations Management) and Damage Assessment,

Animal Protection, Nuclear/Radiological Incidents, Mass Fatality Incidents, Severe Weather Incidents, and Terrorist Incidents.
  - Provide human services such as temporary housing and mental health assistance to assist individuals and families impacted by disasters.
  - Provide coordination with the state on public health services of epidemiology, infection control, and mass dispensing of drugs and vaccinations specific to an outbreak or attack.

- **Department of Housing and Community Affairs**
  - Serve as a support agency for ESF 14 Mass Care, Emergency Assistance, Housing, and Human Services(Long-term Recovery).
  - Provide information on housing resources for use as emergency and/or long-term temporary housing.
  - Provide temporary housing for displaced public housing and rental program residents.

- **Department of Housing Opportunities Commission**
  - Serve as a support agency for ESF #14 (Long-term Recovery)
  - Provide available staff, resources, and facilities to support emergency operations.

- **Intergovernmental Relations**
  - Serve as a support agency for ESF #14 (Long-term Recovery).
  - Provide available staff, resources, and facilities to support emergency operations and manage recovery operations.

- **Department of Liquor Control**
  - Serve as a support agency for ESF #1 (Transportation), ESF #7 (Logistics Management and Resource Support) ESF #8 (Public Health and Medical), ESF #11 (Agriculture and Natural Resources) and ESF #16 (Volunteer and Donations Management).
  - In coordination with the Department of Health and Human Services (DHHS) develop plans for and execute the distribution of emergency food, water and other supplies within Montgomery County.
  - As required, identify and manage warehouse buildings, appropriate sites for food and water storage areas, and reception areas.

- **Management and Budget Office**
  - Serve as a support agency for ESF #5 (Emergency Management) and ESF #14 (Long-term Recovery).
  - Provide available staff, resources, and facilities to support emergency operations.
  - Coordinate with county departments and agencies for tracking costs associated with emergency operations and assist in the preparation of emergency appropriations requests when determined necessary and appropriate by the CAO to recover the cost of emergency expenditures.

- **Office of Consumer Protection**
  - Serve as a support agency for ESF #11 (Agriculture and Natural Resources) and ESF #14 (Long-term Recovery).
  - Provide consumer affairs services during response and recovery operations.

- **Office of Emergency Management and Homeland Security**
  - Serves as the primary agency for ESF #5 (Emergency Management) and serve as a support agency for ESF #1 (Transportation), ESF #2 (Communications), ESF #3 (Public Works and Engineering), ESF #4 (Firefighting), ESF #6 (Mass Care, Emergency Assistance, Housing and Human Services), ESF #7 (Logistics Management and Resource Support), ESF #8 (Public Health and, Medical), ESF #9 (Search and Rescue), ESF #10 (Oil and Hazardous Materials Response), ESF #11 (Agriculture and Natural Resources), ESF #12 (Energy), ESF #13 (Public Safety and Security), ESF #14 (Long-term Recovery), ESF #15 (External Affairs) and ESF #16 (Volunteer and Donations Management) as well as support agency for the following incident specific annexes: Damage Assessment, Animal Protection, Training and Exercises, Biological Incident, Dam Failure Incident, Nuclear/Radiological Incident, Mass Fatality Incident, Severe Weather Incident and Terrorist Incidents.
  - Maintain and update the Montgomery County Master Resource Directory.
  - Establish and maintain the county's Corrective Action Program (CAP) and coordinate an after-action assessment of disaster/emergency incidents to determine what actions can be taken to mitigate future disaster effects. Maintain a database to identify "lessons learned" and "corrective actions" by agency.
  - Assist agencies by providing supplemental emergency training, simulations, and exercises necessary to prepare first responders, county

agencies, and cooperating organizations and agencies to perform identified roles and responsibilities.
  - Coordinate emergency management mutual aid agreements dealing with adjacent jurisdictions and non-government organizations, such as the American Red Cross of the National Capital Area.

- **Office of Human Resources**
  - Identify and track Montgomery County employees who may be available to augment staffing in the EOC, shelters, alternate work sites, and other locations.
  - Identify and track Montgomery County employees who may be available to support response or recovery activities.
  - Provide guidance on personnel related issues.

- **Department of Permitting Services**
  - Serve as the primary agency for Damage Assessment and serve as a support agency for ESF #3 (Public Works and Engineering), ESF #5 (Emergency Management) and ESF #14 Long-term Recovery.
  - Provide available staff, resources, and facilities to support emergency operations.
  - Coordinate damage assessment operations and inspections in support of emergency operations.

- **Montgomery County Police Department**
  - Serve as the co-primary agency for ESF #9 (Search and Rescue) and ESF #15 (External Affairs) as the primary agency for ESF #13 (Public Safety and Security) and Animal Protection, Mass Fatality Incidents, Terrorist Incidents. Serve as a support agency for ESF #1 (Transportation), ESF #2 (Communications), ESF #4 (Firefighting), ESF #6 (Mass Care, Emergency Assistance, Housing and Human Services), ESF #7 (Logistics Management and Resource Support), ESF #8 (Public Health and Medical), ESF #10 Oil and Hazardous Materials Response, ESF #11 (Agriculture and Natural Resources), and ESF #14 (Long-term Recovery) and serve as a support agency for the following incident specific annexes: Damage Assessment, Training and Exercises, Biological Incidents, Dam Failure Incidents, Nuclear/Radiological Incidents, and Severe Weather Incidents.
  - Provide law enforcement services such as traffic management, crowd control, evacuation coordination, investigations, site security, and scene management.

- **Public Information Office**
  - Serve as primary agency for ESF #15 (External Affairs) and serve as a support agency for ESF #1 (Transportation), ESF #10 (Oil and Hazardous Materials Response), and the following incident specific annexes: Dam Failure, Nuclear/Radiological Incidents, Mass Fatality Incidents, and Terrorist Incidents.
  - Serve as the "single voice" of county government for the coordinated release of information to County employees, the public and the media during emergencies.

- **Public Libraries Department**
  - Serve as a support agency for ESF #16 (Volunteer and Donations Management).
  - Provide facility space to assist the Volunteer Center in the execution of the volunteer and donations management operations.
  - Provide assistance to the Public Information officer in publicizing activities concerning emergency food and water supplies, food benefits, distribution points, procedures, and other available public assistance.

- **Recreation Department**
  - Serve as a support agency for ESF #6 (Mass Care, Emergency Assistance, Housing and Human Services), ESF #8 (Public health and Medical), ESF #16 (Volunteer and Donations Management) and Damage Assessment.
  - Provide professional staff to organize and supervise recreational activities in shelters.
  - Provide community recreation and senior centers for shelters as needed.

- **Regional Services Centers**
  - Serve as support agency for ESF #6 (Mass Care, Emergency Assistance, Housing and Human Services), ESF #8 (Public Health and Medical) ESF #14 (Long-term Recovery) and ESF #16 (Volunteer and Donations Management).
  - Make the Regional Service Center available if requested as an emergency shelter if there is adequate space; otherwise, the Director of the RSC will provide an area in the RSC for a holding area until a shelter can be opened.

- Provide support to the Donations Management Coordinator (DMC) in the management of volunteers and distribution of donated goods and services.

- **Department of Technology Services**
  - Serve as the primary agency for ESF #2 (Communications) and serve as a support agency for ESF #5 (Emergency Management) and ESF #14 (Long-term Recovery) and Damage Assessment.
  - Provide available staff, resources, and facilities to support emergency operations.
  - Assess county communication sites and facilities following an incident and report disruptions to the EOC.
  - Provide technical assistance to the EOC to activate and maintain communications and information systems to support emergency operations.
  - Provide maintenance and repair of communications equipment and restoration of essential county communications facilities.
  - Provide support during emergency operations in distributing communications equipment.
  - Provide liaison to telecommunications service providers to determine status of services and to provide support as appropriate for repair and restoration.

- **Department of Transportation**
  - Serve as the primary agency for ESF #1 (Transportation) and serve as a support agency for ESF #2 (Communications), ESF #3 (Public Works and Engineering), ESF #6 (Mass Care, Emergency Assistance, Housing and Human Services), ESF #7 (Logistics Management and Resource Support), ESF #8 (Public Health and Medical), ESF #9 (Urban Search and Rescue), ESF #10 (Oil and Hazardous Materials Response), ESF #13 Public Safety and Security), ESF #14 (Long-term Recovery), ESF #15 (External Affairs) and serve as a support agency in the following incident specific annexes: Damage Assessment, Animal Protection, Training and Exercises, Biological Incident, dam Failure Incident, Nuclear/Radiological Incident, Mass Fatality Incident, Severe Weather Incident, and Terrorist Incident.
  - Collect, analyze, and distribute information on the status of the county's transportation infrastructure and monitor the status of infrastructure repair and restoration.

  - Support evacuations by providing assistance in traffic control and providing barricades, signs, and other devices to assist in establishing a secure perimeter and managing vehicular and pedestrian traffic.
  - Provide liaison with the Maryland Department of Transportation (VDOT), Washington Metropolitan Area Transit Authority (WMATA), and Metropolitan Washington Airports Authority (MWAA) and other regional transportation organizations.

- **Volunteer Center**
  - Serve as the primary agency for ESF #16 (Volunteer and Donations Management) and serve as a support agency for ESF #6 (Mass Care, Emergency Assistance, Housing and Human Services), ESF #8 (Public Health and Medical), ESF #15 (External Affairs) and serve as a support agency for Damage Assessment, Dam Failure, and Severe Weather Incidents.
  - Coordinate and activate affiliated volunteer groups managed by the Volunteer Center.
  - Establish and manage a physical or web-based/virtual Volunteer Mobilization Center to manage spontaneous volunteers and send them to areas of need as directed by the Emergency Manager.
  - Coordinate with non-profit organizations, businesses, Regional Services Centers, state and federal agencies to implement the donations management system.
  - Coordinate with other volunteer organizations (VOADs and Volunteer Centers) in the National Capital Region to obtain additional resources when necessary.

- **Zoning and Administrative Hearing**
  - Serve as a support agency for Damage Assessment.
  - Provide support to damage assessment operations.

G. Cooperating Organizations

- **The Village Manager, Chevy Chase Village**
  - Provide available staff, resources, and facilities to support emergency operations.
  - Coordinate damage assessment operations with DPS, or the Planning Group if the EOC is activated.

- Provide damage assessment reports to DPS, or the Planning Group if the EOC is activated, as requested.
- Coordinate debris removal and disposal operations within Chevy Chase Village.
- Maintain law and order and provide for the security of critical facilities and resources within Chevy Chase Village.
- Order and conduct evacuations as necessary and provide for access control to evacuated areas.
- Provide for traffic and crowd control.
- Appoint a disaster assistance representative to coordinate locally sponsored disaster victim assistance activities within Chevy Chase Village.
- Provide a list of buses, emergency response vehicles, other apparatus, and equipment available to assist in logistical operations during mass care and feeding in an emergency or disaster within the county.
- Make available equipment, facilities, vehicles, and available personnel for mass care, feeding, and logistical support during an emergency.

- **The City Manager, City of Gaithersburg**
  - Provide available staff, resources, and facilities to support emergency operations.
  - Coordinate damage assessment operations with DPS, or the Planning Group if the EOC is activated.
  - Provide damage assessment reports to DPS, or the Planning Group if the EOC is activated, as requested.
  - Coordinate debris removal and disposal operations within the City of Gaithersburg.
  - Maintain law and order and provide for the security of critical facilities and resources within City of Gaithersburg.
  - Order and conduct evacuations as necessary and provide for access control to evacuated areas.
  - Provide for traffic and crowd control.
  - Appoint a disaster assistance representative to coordinate locally sponsored disaster victim assistance activities within the City of Gaithersburg.
  - Provide a list of buses, emergency response vehicles, other apparatus, and equipment available to assist in logistical operations during mass care and feeding in an emergency or disaster within the county.

- Make available equipment, facilities, vehicles, and available personnel for mass care, feeding, and logistical support during an emergency.

- **The City Manager, Poolesville**
  - Provide available staff, resources, and facilities to support emergency operations.
  - Coordinate its damage assessment operations with DPS, or the Planning Group if the EOC is activated.
  - Provide damage assessment for water supplies at the Poolesville Water Treatment Plant used for drinking, sanitation, and recreational purposes.
  - Provide damage assessment for Town of Poolesville water distribution systems and related facilities.
  - Coordinate debris removal and disposal operations.
  - Appoint a disaster assistance representative to coordinate locally sponsored disaster victim assistance activities within the City of Poolesville.
  - Provide a list of buses, emergency response vehicles, other apparatus, and equipment available to assist in logistical operations during mass care and feeding in an emergency or disaster within the county.
  - Make available equipment, facilities, vehicles, and available personnel for mass care, feeding, and logistical support during an emergency.

- **The City Manager, City of Rockville**
  - Provide available staff, resources, and facilities to support emergency operations.
  - Coordinate damage assessment operations with DPS, or the Planning Group if the EOC is activated.
  - Provide damage assessment reports to DPS, or the Planning Group if the EOC is activated, as requested.
  - Provide damage assessment for water supplies at the Rockville Water Treatment Plant used for drinking, sanitation, and recreational purposes.
  - Provide damage assessment for City of Rockville water distribution systems and related facilities.
  - Coordinate debris removal and disposal operations within the City of Rockville.
  - Maintain law and order and provide for the security of critical facilities and resources within City of Rockville.
  - Order and conduct evacuations as necessary and provide for access control to evacuated areas.

- Provide for traffic and crowd control.
- Appoint a disaster assistance representative to coordinate locally sponsored disaster victim assistance activities within the City of Rockville.
- Provide a list of buses, emergency response vehicles, other apparatus, and equipment available to assist in logistical operations during mass care and feeding in an emergency or disaster within the county.
- Make available equipment, facilities, vehicles, and available personnel for mass care, feeding, and logistical support during an emergency.

- **The City Manager, City of Takoma Park**
  - Provide available staff, resources, and facilities to support emergency operations.
  - Coordinate damage assessment operations with DPS, or the Planning Group if the EOC is activated.
  - Provide damage assessment reports to DPS, or the Planning Group if the EOC is activated, as requested.
  - Coordinate debris removal and disposal operations within the City of Takoma Park.
  - Maintain law and order and provide for the security of critical facilities and resources within City of Takoma Park.
  - Order and conduct evacuations as necessary and provide for access control to evacuated areas.
  - Provide for traffic and crowd control.
  - Appoint a disaster assistance representative to coordinate locally sponsored disaster victim assistance activities within the City of Takoma Park.
  - Provide a list of buses, emergency response vehicles, other apparatus, and equipment available to assist in logistical operations during mass care and feeding in an emergency or disaster within the county.
  - Make available equipment, facilities, vehicles, and available personnel for mass care, feeding, and logistical support during an emergency.

- **Allegheny Power**
  - Serve as a cooperating organization for ESF #1 (Transportation) and ESF #12 (Energy).
  - Provide information to the EOC on the status of electrical power service and facilities via the Internet.
  - Restore electrical service with consideration given to county priorities.

- **American Red Cross of the National Capital Area**
  - Serve as a cooperating organization for ESF #6 (Mass Care, Emergency Assistance, Housing and Human Services), ESF #8 (Public Health and Medical), and ESF #16 (Volunteer and Donations Management) and serve as a cooperating organization in support of Training and Exercises, Biological Incidents, Dam Failure Incidents, Mass Fatality Incidents, Severe Weather Incidents, and Terrorist Incidents.
  - Participate in the decision process for opening shelters and open, staff, and operate shelters and mass care facilities in cooperation with DHHS, OEMHS, Department of Recreation, MCPS, and other county agencies as appropriate.
  - Provide for basic immediate needs of disaster victims (e.g., food, clothing, and shelter).
  - Coordinates with volunteer relief organization to ensure effective service delivery.

- **Baltimore Gas and Electric (BG&E)**
  - Serve as a cooperating organization for ESF #1 (Transportation) and ESF #12 (Energy).
  - Provide information to the EOC on the status of electrical power service and facilities via the Internet.
  - Coordinate with the EOC to respond to life-threatening conditions or to the loss of electricity to critical public safety facilities.

- **Constellation Energy Services**
  - Serve as a cooperating organization for ESF #12 (Energy).
  - Provide information to the EOC on the status of electrical power service and facilities.
  - Restore electrical service with consideration given to county priorities.

- **Civil Air Patrol**
  - Provide air support resources to support response and recovery operations.
  - Assist in conducting aerial damage assessments.

- **DC Water and Sewer Authority (DC WASA)**
  - Serve as a cooperating organization for ESF #3 (Public Works and Engineering) and serve as a cooperating organization in support of Damage Assessment.

- Ensure continuous wastewater collection services.
- Emergency mitigation and damage assessment on the wastewater collection infrastructure.

- **Potomac Electric Power Company (PEPCO)**
  - Serve as a cooperating organization for ESF #12 (Energy).
  - Provide information to the EOC on the status of the electric system and facilities during a major event.
  - Restore and operate the electrical system with consideration given to county priorities.

- **Maryland-National Capital Park and Planning Commission**
  - Serve as a support agency to ESF #3 (Public Works and Engineering), ESF #13 (Public Safety and Security) and serve as a support agency for the following incident specific annexes: Damage Assessment and Severe Weather Incidents.
  - Provide public works services as requested in support of emergency operations.
  - Provide available staff, resources, and facilities to support emergency operations.

- **Montgomery College**
  - Serve as a support agency for ESF #6 (Mass Care, Emergency Assistance, Housing and Human Services), ESF #8 (Public Health and Medical) ESF #16 (Volunteer and Donations Management) and serve as a cooperating organization in support of Damage Assessment and Severe Weather Incidents.
  - Provide available facilities for medical dispensing sites or town hall meetings following disasters.
  - Assist with damage assessment by providing damage assessment reports for the College.

- **Montgomery County Auxiliary Communications Service (MCACS)**
  This includes:
    - Radio Amateur Civil Emergency Services (RACES);
    - Amateur Radio Emergency Service (ARES);
    - Radio Emergency Associated Communications Team (REACT); and
    - Other affiliated volunteer communications organizations.
    - Serve as a cooperating organization for ESF #2 (Communications).

- Provide supplementary communications and dispatch radio operators to the EOC as well as to sites locations and agencies, as requested.
- Provide supplementary or back-up communications as directed by the county to cooperating organizations such as the American Red Cross and to other county and non-county agencies, as requested.
- Provide flood watch reports for lowland flooding and for bridge/road closings/conditions, field reports about weather, flooding, damage, road, or bridge closings, and other situations.
- Assist with Rapid Assessment (RA) or "windshield surveys" as described in the Damage Assessment Annex.

- **Montgomery County Public Schools (MCPS)**
  - Serve as a support agency for ESF #1 (Transportation), ESF #6 (Mass Care, Emergency Assistance, Housing and Human Services), ESF #7 (Logistics Management and Resource Support), and ESF #8 (Public Health and Medical) and serve as a support agency in Damage Assessment and Animal Protection.
  - Provide available facilities to support emergency operations for the reception and care of displaced persons, for medical dispensing sites, and for town hall meetings following disasters.
  - Designate pre-selected High Schools for use as a shelter[s] in an emergency.
  - Develop emergency feeding programs utilizing cafeteria and food service personnel to support shelter operations, if needed.
  - Provide for the emergency care of students and employees during normal school hours.

- **Montgomery County Sheriff's Office**
  - Serve as a support agency for ESF #6 (Mass Care, Emergency Assistance, Housing and Human Services), ESF# 8 (Public Health and Medical), and ESF #13 (Public Safety and Security), and ESF #14 (Long-term Recovery) and serve as a support agency to the following incident specific annexes: Biological Incident, Dam Failure, Mass Fatality Incident, Severe Weather Incident, Terrorist Incidents and Training and Exercises.
  - Provide available staff, resources, and facilities to support emergency operations.
  - Provide security for all emergency shelters established by the county in coordination with the ARC or DHHS.

- As requested, provide uniformed personnel, vehicles, and K-9 assistance to the Montgomery County Police Department.

- **Washington Suburban Sanitary Commission**
  - Serve as a cooperating organization for ESF #3 (Public Works and Engineering) and serve as a cooperating organization in support of Damage Assessment and Dam Failure Incidents.
  - Conduct damage assessments of water supply, distribution and control facilities, sanitary sewer systems, and related facilities and provide assessment information to the Department of Permitting Services.
  - Ensure the continued supply of potable water and provide for emergency water supply and assist with distribution.

- **Washington Metropolitan Area Transit Authority (WMATA)**
  - Serve as a cooperating organization for ESF #1 (Transportation).
  - Provide technical assistance to the EOC in determining the most viable transportation networks to, from, and within the disaster area.
  - Provide information on the operating status of the metro rail and bus systems.
  - Provide transportation support as needed for evacuations.

- **Washington Metropolitan Area Transit Police**
  - Serve as a cooperating organization for ESF #13 (Public Safety and Security).
  - Coordinate law enforcement and security issues with the Montgomery County Police and other law enforcement authorities.

- **Washington Gas**
  - Serve as a support agency to ESF #12 (Energy).
  - Provide information to the EOC on the status of the gas supply system and facilities.
  - Restore and operate the supply system with consideration given to county priorities.

H. State of Maryland

- **Maryland Emergency Management Agency**
  - Lead agency for carrying out the duties in the Maryland Emergency Operations Plan.

- Provide state liaison to the EOC.
- Coordinate requests for federal disaster declarations including preliminary damage assessments, recovery, and mitigation program management and disaster closeouts.
- Coordinate requests for state resources and assistance.
- Manage the public assistance, individual assistance, and hazard mitigation programs when authorized by a federal disaster declaration.
- Provide state assistance as necessary to augment county response, resources, and operational functions.

- **Maryland State Highway Administration**
  - Provide liaison to the EOC as requested.
  - Assess damages and repair/restore the State highway infrastructure.
  - Emergency debris removal for State roads and highways.
  - Provide traffic management and control.
  - Provide status reports on road conditions and clearance activities.

- **Maryland State Police**
  - Provide liaison to the EOC as requested.
  - Provide emergency police services and support the county in accordance with the Maryland State Police Manual of Policies, Regulations and Procedures and existing mutual aid agreements.

- **Maryland Department of Agriculture**
  - Provide support to the EOC as requested.
  - Technical assistance and support for animal or plant disease incidents.
  - Assist in food safety and security.

- **Maryland National Guard**
  - Provide logistical support as requested.
  - Provide transportation support as requested.
  - Assist in security operations.
  - Assist with traffic management and control.
  - Provide hazardous material detection and identification.
  - Support local law enforcement activities, as requested.
  - Provide additional communication equipment, as requested.
  - Provide medical assistance, as requested

- **Maryland Department of Health and Mental Hygiene**
  - Conducts and coordinates statewide disease control activities.
  - Operates the state public health laboratory.
  - Manages the Office of the Chief Medical Examiner (OCME).
  - Lead agency for SNS planning and operations.
  - Plans and conducts statewide public health exercises.
  - The Secretary of Health can receive emergency powers during public health emergencies.

- **Maryland Institute for Emergency Medical Services Systems (MIEMSS)**
  - Oversee and unify every aspect of emergency services including firefighters, dispatchers, medics, the state-run medical evacuation (medevac) helicopter program, and the state's nine trauma centers.
  - Dispatch state medevac.
  - Lead coordinating agency for the National Disaster Medical System (NDMS).
  - Coordinate state emergency medical services (EMS) transportation.
  - Provide incident guidance messages to all hospitals in the state.

- **Maryland Office of the Chief Medical Examiner**
  - Investigate the death of human beings as casualties associated with an emergency as authorized under Title 5 of the Health - General Article of the Annotated Code of Maryland, under the direction of the State Office of the Chief Medical Examiner.
  - Provide forensic investigators, pathologists, dentists, and x-ray technicians for purposes of identification of decedents.
  - Establish and manage, as needed, a temporary morgue and mortuary affairs collection points.
  - Assume jurisdiction over human fatalities after coordinating with law enforcement and other authorities such as the Federal Bureau of Investigation or the National Transportation Safety Board.

- **Other State Departments and Agencies**
  - During an incident other state departments and agencies may play primary, coordinating, or support roles based upon the assigned Emergency Support Functions, authorities, resources, and the specific nature of the incident.

I. Regional

- **Metropolitan Washington Council of Governments**
  - The Metropolitan Washington Council of Governments (MWCOG) is a not-for-profit organization representing local governments in the District of Columbia, Suburban Maryland, and Northern Virginia. The MWCOG members are the elected officials from 19 local governments in the NCR plus area delegation members from the Maryland and Virginia legislatures, the United States Senate, and the United States House of Representatives.
    - The NCR is not an operational entity. However, the MWCOG champions emergency planning, training, and exercises among the NCR jurisdictions.
  - The COG includes a Public Safety and Policy Committee and National Capital Region Emergency Preparedness Council (NCREPC).
  - The NCREPC is an advisory body and reports to the MWCOG Board of Directors.
  - The NCREPC oversees and implements the Regional Emergency Coordination Plan (RECP) and coordinates the activities of the various Regional Emergency Support Function working groups. Montgomery County is actively engaged in these activities.
  - The RECP was created in September 2002 to address regional coordination and collaboration during incidents or potential incidents with regional impacts or implications.
    Various county departments and agencies are assigned responsibilities within the RECP primarily to provide information to the lead RESF in the event the RECP is activated.

J. Federal

- **Department of Homeland Security (DHS)**
  The Homeland Security Act of 2002 established the Department of Homeland Security (DHS) to prevent terrorist attacks within the United States; reduce the vulnerability of the United States to terrorism, natural disaster, and other emergencies; and minimize the damage and assist in the recovery from terrorist attacks, natural disasters, and other emergencies. The act also designates DHS as "a focal point regarding natural and manmade crises and emergency planning." DHS is responsible for the National Operations Center network that includes the Homeland Security Operations Center, or HSOC,

and the overall national response to any event designated an "Incident of National Significance."

- **Federal Emergency Management Agency (FEMA)**
  The Federal Emergency Management Agency, a component of DHS, is the primary federal agency for emergency preparedness, response, and recovery. FEMA is delegated responsibility for managing the DHS emergency response and recovery programs. The Office of Grants and Training provides a broad array of assistance to state, local, and tribal jurisdictions through funding, coordinated training, exercises, equipment acquisition, and technical assistance. FEMA is organized into 10 regions. Maryland is included in FEMA Region 3, with offices located in Philadelphia, Pennsylvania. The Maryland Emergency Management Agency serves as the point-of-contact with FEMA.

- **Office of National Capital Region Coordination**
  The Office of National Capital Region Coordination was established by the Homeland Security Act of 2002 as a component of the Department of Homeland Security. The mission of this office is to oversee and coordinate federal programs for and relationships with state, local, and regional authorities in the National Capital Region.

- **The Federal Bureau of Investigation (FBI)**
  On behalf of the Attorney General, the FBI, in cooperation with other federal departments and agencies, coordinates the other members of the law enforcement community to detect, prevent, preempt, and disrupt terrorist attacks against the United States. This includes actions to prevent, preempt, and disrupt specific terrorist threats or actual incidents based upon specific intelligence or law enforcement information. The FBI will coordinate the response to weapons of mass destruction incidents.

- **Department of Defense (DoD)**
  The Department of Defense has significant resources that may be available to support a federal response to an Incident of National Significance. The Military District of Washington (MDW), headquartered at Fort McNair, Virginia, is responsible for conducting security and disaster relief operations in the National Capital Region. The commander of the MDW also serves as the Commander of the Joint Forces Headquarters-National Capital Region (JFHQ-NCR). The JFHQ-NCR is responsible for protecting the District of Columbia and neighboring counties and cities of Virginia and Maryland,

including Montgomery County. During incidents of national significance, the JFHQ-NCR transitions to Joint Task Force National Capital Region (JTF-NCR) to coordinate appropriate levels of military support when authorized by proper authorities or as immediately required to save lives, prevent human suffering, or mitigate great property damage.

- **National Oceanic and Atmospheric Administration (NOAA) National Weather Service (NWS)**
  The National Weather Service provides weather, hydrologic and climate forecasts and warnings for the United States, its territories and adjacent waters and ocean areas. This is accomplished through a collection of national and regional centers and more than 122 local weather forecast offices. The NWS issues a comprehensive package of forecast products to support a variety of users, including the general public. The NWS operates the National Oceanic and Atmospheric Administration (NOAA) Weather Radio All-Hazards that transmits weather warnings and forecasts 24 hours a day across most of the United States. This system is also used to broadcast civil and natural emergency information in addition to that relating to weather.

- **Other Federal Departments and Agencies**
  During an incident of national significance as defined in the National Response Framework, other federal departments and agencies may play primary, coordinating, or support roles based upon the assigned Emergency Support Functions, authorities, resources, and the specific nature of the incident.

VI. Emergency Declarations

A. Non-Declared Disasters

The Emergency Management Director (the Chief Administrative Officer), or designee, may direct county departments and agencies to respond to emergencies or disasters as outlined in this plan without a formal declaration of an emergency when the expectation is that local resources will be used and that no reimbursement of costs will be requested. The Emergency Management Director, or designee, may re-direct and deploy county resources and assets as necessary to prepare for, adequately respond to, and quickly recover from an emergency incident.

For significant events in Montgomery County or a neighboring jurisdiction, the EOC may be activated to monitor the situation, to coordinate activities among the departments and agencies, and to ensure that the county is positioned to rapidly respond in the event of an incident.

B. General Emergencies

There are three levels of emergency declarations that may apply to a disaster or emergency within Montgomery County depending upon the scope and magnitude of the event – local, state, and federal.

1. **Local Declaration**: A local emergency declaration activates the Emergency Operations Plan and provides for the expeditious mobilization of county resources in responding to a major incident.

2. **State Declaration**: A declaration of an emergency by the Governor of Maryland that includes Montgomery County provides the county access to the resources and assistance of the departments and agencies of the State, including the National Guard, in the event local resources are insufficient to meet the needs.

3. **Federal Declaration**: The Governor of Maryland may request a federal emergency or major disaster declaration. In the event that Montgomery County is declared a federal disaster area, the resources of federal departments and agencies are available to provide resources and assistance to augment those of the county and the state.

C. Local Emergency Declaration

- Section 2-17 of the County Code prescribes the authorities pertaining to the declaration of local emergencies. The County Executive may declare a local emergency.

- Public Emergencies, which include disasters, are those situations which require "extraordinary measures to be taken to protect the public health, safety, and welfare".

- A local emergency is declared when, in the judgment of the County Executive, the threat or actual occurrence of an emergency or disaster is of sufficient severity and magnitude to warrant a coordinated response by the

various county departments, agencies, and voluntary organizations.

- Upon the declaration of a local emergency the County Executive acquires emergency powers that include ordering of curfews, public quarantines, rationing, public distribution of food and water supplies, closing of highways and ordering evacuations to ensure public health and safety. The declaration of a local emergency activates the EOP and applicable provisions of the plan.

- OEMHS will notify county departments , offices, municipalities, and cooperating organizations of emergency declarations and terminations.

- A local emergency declaration and any order issued under it, takes effect immediately. The County Executive or designee will promptly issue a news release or other announcement, and publicize any actions taken by all means reasonably available under the circumstances. To the extent permitted by the circumstances the County Executive or designee will notify and consult with the Council President or the President's designee before announcing a local emergency declaration to the news media and public.

- A state of Public Emergency expires after 3 days unless during that period the County Council approves its continuation. If the Council is not able to meet during the 3-day period, the Council President or the President's designee may extend the state of emergency until the Council can meet.

- Within 30 days after the end of any state of emergency or any other incident that required the activation of the Emergency Operations Center the Executive or the Executive's designee must inform the Council of the facts of the event; any casualties, damages, or costs; and long-term implications of the event. Within 60 days, the Executive or the Executive's designee must give the Council an update of the initial briefing and a list of lessons learned.

D. State Emergency Declaration

- The Maryland Emergency Management Act, found in the Annotated Code of Maryland, Public Safety Article, § 14-101, et. seq., prescribes the authority and implications of a declaration of a state of emergency by the Governor.

- The Governor may declare a state of emergency to exist whenever The Governor finds an emergency has developed or is impending due to any

cause. The state of emergency is declared by executive order or proclamation.

- The Governor's declaration of a state of emergency provides for the expeditious provision of assistance to local jurisdictions included in the declaration, including use of the Maryland National Guard.

E. Federal Emergency and Major Disaster Declarations

- Under the provisions of the Robert T. Stafford Act, the Governor may request the President to declare a major disaster or emergency declaration for incidents that are (or threaten to be) beyond the scope of the state and local jurisdictions to effectively respond.

- A Presidential Major Disaster Declaration puts into motion long-term federal recovery programs, some of which are matched by state programs, and designed to help disaster victims, businesses, and public entities.

- An Emergency Declaration is more limited in scope and without the long-term federal recovery programs of a Major Disaster Declaration. Generally, federal assistance and funding are provided to meet a specific emergency need or to help prevent a major disaster from occurring.

- The major disaster or emergency declaration designates the political subdivisions within the state (normally counties and independent cities) that are eligible for assistance. There are three major categories of disaster aid available under a Major Disaster Declaration:

    1. **Individual Assistance:** Aid to individuals and households.
        - **Disaster Housing** provides up to 18 months temporary housing assistance for displaced persons whose residences were heavily damaged or destroyed. Funding also can be provided for housing repairs and replacement.

        - **Disaster Grants** may be available to help meet other serious disaster related needs and necessary expenses not covered by insurance and other aid programs. These may include replacement of personal property, transportation, medical, dental, and funeral expenses.

- **Low-Interest Disaster Loans** may be available after a disaster for homeowners and renters from the U.S. Small Business Administration (SBA) to cover uninsured property losses. Loans may be for repair or replacement of homes, automobiles, clothing, or other damaged personal property. Loans are also available to businesses for property loss and economic injury.

- **Other Disaster Aid Programs** include crisis counseling, disaster-related unemployment assistance, legal aid and assistance with income tax, Social Security, and Veteran's benefits. Other state or local help may also be available.

2. **Public Assistance**: Aid to state or local governments to pay part of the costs of rebuilding a community's damaged infrastructure. Public Assistance may include debris removal, emergency protective measures and public services, repair of damaged public property, loans needed by communities for essential government functions, and grants for repair of damaged public and private nonprofit schools and educational facilities.

3. **Hazard Mitigation:** Funding for measures designed to reduce future losses to public and private property.

F. Other Declarations

Several federal agencies have independent authorities to declare disasters or emergencies. These authorities may be exercised concurrently or become part of a major disaster or emergency declared under the Robert T. Stafford Act. These other authorities include:

- The administrator of the U.S. Small Business Administration may make a disaster declaration based upon physical damage to buildings, machinery, equipment, homes, and other property as well as economic injury.

- The Secretary of Health and Human Services may declare, after consultation with public health officials, a public health emergency in the event of a significant outbreak of infectious diseases or bioterrorist attack.

- The U. S. Army Corps of Engineers may issue a disaster declaration in

response to flooding or coastal storms.

- The Secretary of Agriculture may declare a disaster in certain situations in which a County sustains a production loss of 30 percent or greater in a single major enterprise.

- The Secretary of Commerce may make a declaration of a commercial fisheries failure or fishery resources disaster.

- A federal On-Scene-Coordinator (OSC) designated by the Environmental Protection Agency, U.S. States Coast Guard, or the Department of Energy, under the National Contingency Plan, has the authority to direct response efforts at the scene of a discharge of oil, hazardous substance, pollutants, or contaminants, depending upon the location, area of responsibility agreements, and source of the release.

G. The Declaration Process

- A local emergency may be declared by the County Executive.

- The local emergency declaration may be based upon reports of an actual event or on the forecast or prediction of emergency conditions. The Montgomery County Office of Emergency Management and Homeland Security is responsible for monitoring incidents and events through the ECC and other information sources and providing information and support to the County Executive in the process of declaring a local emergency.

- Whenever a local emergency has been declared, the Emergency Management Director will immediately notify the Maryland Emergency Management Agency.

- A local emergency must be declared and local resources fully committed before state and federal assistance is requested.

- Within a maximum of 24 hours of an emergency or disaster event, OEMHS will submit a local situation report to the state EOC. For a significant incident, the situation report will be followed by an official damage assessment as soon as specific damage information is available. Based upon the request of the Emergency Management Director or other information available, the

Governor may declare a state of emergency.

- As noted above, the Governor's declaration of a state of emergency provides for expedited assistance from the state departments and agencies and the National Guard.

- Once a determination is made by MEMA that the event is, or may be, beyond the capabilities of the county and state, the Governor may request assistance from the Federal Emergency Management Agency (FEMA) to conduct a more thorough joint federal/state Preliminary Damage Assessment (PDA).

- A PDA is an on-site survey of the affected area(s) by federal and state officials to determine the scope and magnitude of damages caused by the event. Generally, a PDA is conducted prior to an official request by the Governor for a declaration of an emergency or major disaster by the President. The OEMHS will provide assistance in facilitating the PDA process within the County.

- Depending upon the extent and scope of damages provided in the initial reports, PDA groups may be organized to assess damage to private property (Individual Assistance) and/or public property (Public Assistance).

- For events of unusual severity and magnitude, state and federal officials may delay the PDA pending more immediate needs assessment activities.

- The PDA process verifies the general magnitude of damage and whether federal assistance will be requested.

- Based upon the results of the PDA and consultations with FEMA, MEMA will prepare for the Governor's signature an official request for an emergency or major disaster declaration. Upon receipt of an approved Presidential Emergency or Major Disaster Declaration, all departments and agencies with roles and responsibilities under this plan will be notified by OEMHS.

- The Presidential Declaration will stipulate the types of federal assistance authorized for the county.

VII. Concept of Operations

A. Introduction

This section outlines Montgomery County's concept of operations for responding to emergencies and disasters. It provides background information on the National Incident Management System, 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 will be conducted under the EOP.

Montgomery County has the responsibility to respond to protect lives and property and to assist in recovering from the emergency. The county will be prepared to supplement its emergency resources with those provided by private organizations and organized volunteer efforts. If the capabilities within the county are exceeded or if it is anticipated that capabilities within the county will be exceeded, the county will request assistance from other jurisdictions.

Montgomery County has adopted the federally- mandated National Incident Management System (NIMS) as the county standard for incident management. NIMS incorporates the Incident Command System (ICS) as the national standard for incident management. The EOP has incorporated these concepts with the base plan and annexes as appropriate.

B. Delegations of Authority

The following delegations of authority establish the basis for conducting emergency operations within Montgomery County.

Authority of County Executive (Chapter 2 of the Montgomery County Code, 1994 as amended)

- The County Executive is authorized to declare a local state of emergency responsible for organizing emergency management and directing emergency operations through the regularly constituted government structure, and using equipment, supplies, and facilities of existing departments, offices, and agencies of the county to the maximum extent practical.

- The county executive is hereby authorized and empowered to use or to direct the use of any and all facilities, equipment, buildings and land belonging to

the county, including trucks, school buses, motors, tools, buildings and any other equipment and property of the county for such purposes and in such manner that shall be necessary for the welfare and benefit of the citizens of the county for the duration of the war or other public emergency and thereafter and also, subject to any contractual obligations to the contrary, to direct any employees hired by the county in connection with the operation and maintenance of facilities, equipment, school buses and trucks to perform such duties, as will, in the discretion of the county executive aid the war effort and any other emergency use to promote the general welfare and benefit of the county; and the county executive may prescribe a pecuniary charge against any person, using such equipment, facilities, buildings and land provided by the county executive in the exercise of authority and power, and in the exercise of this power and authority the county executive is further authorized to purchase and hire additional equipment to carry out the purposes of this section and to establish parking lots. The jurisdiction or regulatory power of the public service commission shall not extend to the special transportation facilities, activities and services furnished in the exercise of authority and power by the county executive and the county executive is hereby further authorized and empowered to pay for the services, facilities, and the purchase and hire of additional equipment from any fund that may be available or that may be made available or levied for. (Mont. Co. Code 1965, § 2-18; 1943, ch. 188; 1970 L.M.C., ch. 9, § 1.)

Authority of the Chief Administrative Officer as the Emergency Management Director

- The County Executive delegates to the Chief Administrative Officer (CAO) responsibility for the management and operation of county government, and as such the CAO is empowered to employ the considerable resources of the government in order to mitigate the results of an emergency.

- The CAO, as the Governor's duly appointed Emergency Management Director, 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.

Authority of On-Scene Incident Commanders

- The Emergency Management Director delegates authority to the Fire &

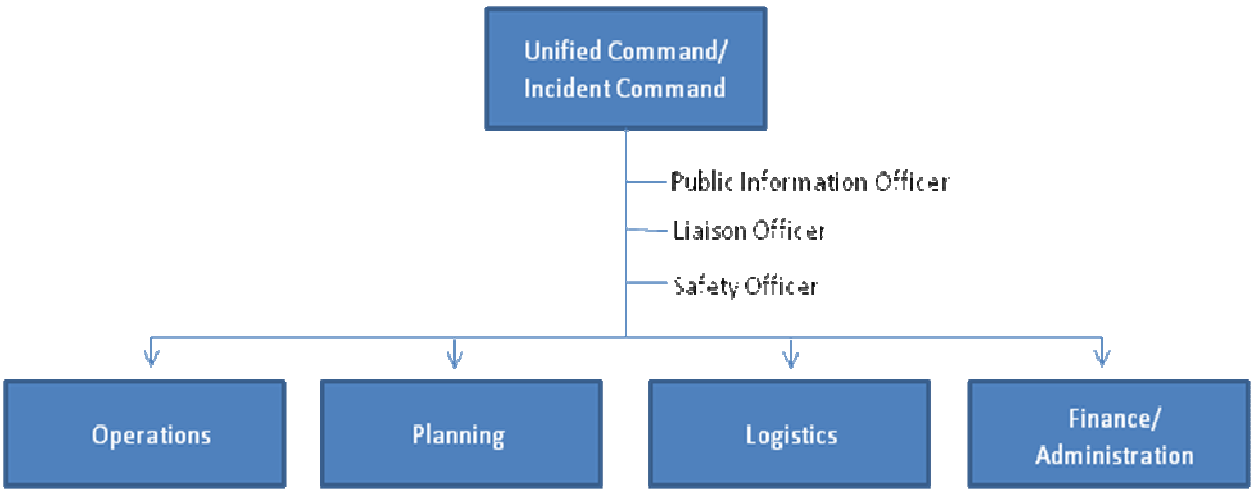
Rescue Chief, Police Chief, Director of the Department of Health and Human Services, and the Director of the Department of Environmental Protection to appoint on-scene incident commanders and establish standard operating procedures to guide management of emergency operations. Upon arrival at an emergency, the senior fire, police, health, or public works official on scene will establish "incident command" and designate a command post location in order to manage the emergency. Incidents that begin as a single agency response may evolve into an operation requiring a multi-agency response to meet actual or expected needs.

Authority of County Agency Directors

- The County Executive delegates authority to each county department and agency director to carry out his/her assigned duties and responsibilities. In the absence of the Director, an acting director will be appointed to carry out his/her assigned duties and responsibilities. Each agency will have a Continuity of Operations Plan (COOP) that identifies lines of authority and succession within the respective agency.

C. Overview of Emergency Operations

Montgomery County initial response activities are primarily performed at the field level. Emphasis is placed on minimizing the effects of the emergency or disaster. Field responders use the Incident Command System to organize response to the emergency or disaster, incorporating the functions, principles, and components of ICS (e.g. unified command, action planning, span of control, and hierarchy of command). The incident command organizational structure develops in a top-down, modular fashion that is based upon the size and complexity of the incident. As needed, separate functional elements can be established, each of which can be further sub-divided, if needed. Responsibility for the establishment and expansion of the ICS organization ultimately rests with the Incident Commander (IC) who bases the organization on the requirements of the situation. As incident complexity increases, the organization expands from top down as functional responsibilities are delegated. The chart below depicts the standard ICS organization.



Once an emergency or disaster has occurred or is imminent the responding department or agency will establish on-scene incident command. This includes designating an Incident Commander and establishing an Incident Command Post (ICP). Depending upon the scope and magnitude of the event the ICP may be a designated emergency vehicle or may evolve into a more formal facility. The ICP may evolve over the course of the incident as dictated by the situation. The IC is responsible for managing all on-scene tactical operations. Within Montgomery County the following are identified as the primary agencies for specific incidents and will assume the Incident Command position.

The IC is the individual responsible for all incident activities including the development of incident objectives, approving on-scene strategies and tactics, and the ordering and release of on-scene resources. The IC is delegated overall authority and responsibility for conducting incident operations.

For example, in the event of a tornado touch down within the county that causes localized damage, DFRS will respond and establish on-scene command. The IC may request assistance from other departments such as the MCPD for traffic control and security through the department's chain-of-command. Initial response activities include:

- Making all necessary notifications.
- Disseminating warnings, emergency public information, and instructions to the affected population.
- Conducting evacuations and/or rescue operations.

- Caring for displaced persons and treating the injured.
- Conducting initial damage assessments and surveys.
- Assessing need for mutual aid assistance.
- Restricting movement of traffic/people and unnecessary access to affected areas.
- As necessary, establishing a Unified Command (UC).
- Developing and implementing Incident Action Plans.

The IC, as necessary, may request additional resources through established mutual aid agreements with neighboring jurisdictions. For incidents when there is more than one agency with incident jurisdiction or when the incident crosses political jurisdictions a UC will be established. Agencies work together through the designated members of the UC to establish common objectives and strategies under a single Incident Action Plan (IAP). An example may be a major transportation accident that involves the release or potential release of hazardous materials. In this case, a UC between the Police Department and Fire and Rescue Services may be established.

When a single incident covers a large geographical area or there are multiple incidents, multiple local ICS organizations may be required. For example, a tornado may touchdown in several areas of the county creating separate areas of damage. When multiple organizations are operational, it may be necessary to establish an Area Command (AC) organization.

An AC is an organization established to oversee the management of multiple incidents that are being handled by an ICS organization or to oversee the management of large or multiple incidents. AC has the responsibility to set overall strategy and priority, allocate critical resources according to the priorities, ensure that all incidents are properly managed and established objectives are achieved. The decision to establish an AC will be made by the chief of the department responsible for incident command.

D. Emergency Support Functions (ESFs)

Montgomery County organizes the various departments, agencies, and cooperating organizations into 16 ESFs to facilitate planning and coordination prior to an incident and to achieve an effective emergency response and recovery.

Each ESF has an assigned primary agency and designated support agencies and cooperating organizations. The primary agencies are designated because they either have statutory responsibility or the prerequisite expertise and resources due to their programmatic or regulatory responsibilities. The 16 ESFs and the primary agencies are shown in Table 2.

Table 2 – Montgomery County ESFs

ESF #	Title	Primary Agency
1	Transportation	Department of Transportation
2	Communications	Technology Services
3	Public Works and Engineering	Department of Environmental Protection
4	Firefighting	Fire and Rescue Services
5	Emergency Management	Office of Emergency Management and Homeland Security
6	Mass Care, Emergency Assistance, Housing and Human Services	Department of Health and Human Services
7	Logistics Management and Resource Support	Department of General Services
8	Public Health and Medical	Department of Health and Human Services
9	Urban Search and Rescue	Fire and Rescue Services
10	Oil and Hazardous Materials Response	Fire and Rescue Services
11	Agriculture and Natural Resources	Department of Health and Human Services
12	Energy	Department of General Services
13	Public Safety and Security	Montgomery County Police Department
14	Long-Term Community Recovery	Office of Emergency Management and Homeland Security
15	External Affairs	Public Information Office
16	Volunteer and Donations Management	Volunteer Center

The primary agency is responsible for all pre-incident planning and coordination to facilitate the preparedness of all ESF support agencies and cooperating organizations to provide resources and perform assigned operational roles.

The primary agency is responsible for developing and maintaining the annex to the EOP as well as supporting operating procedures. The annex will be developed in accordance with OEMHS guidelines.

More detailed information on each of the ESFs is provided in the corresponding emergency support function annex (see Section 2 of this plan).

Information on primary and support agency and cooperating organization responsibility for specific incidents is provided in the incident specific annexes (see Section 3 of this plan).

Additional information on primary and support agency and cooperating organization responsibilities for functional annexes can be found in Section 4 of this plan.

ESFs will be activated as needed to support actual or anticipated requirements and will provide representatives to the EOC upon activation.

E. Emergency Operations Center (EOC)

Any emergency situation requiring more than routine coordination and assistance, and generally involving multiple jurisdictions, such as moderate flooding in multiple locations may result in the activation of the EOC. The CAO or his designee has the authority to order a full activation of the EOC for a declared State of Emergency, or whenever the CAO deems appropriate.

Many of the departments represented at the EOC will have a mechanism for coordinating the department response, such as a department operations center (DOC) off-site that is the command point for conducting the department's emergency operations. In these circumstances, the individual at the EOC serves as a liaison to the DOC. As missions and tasks are assigned by the EOC, they are conveyed to the DOC for implementation. DOCs will coordinate their activities with the EOC and will provide regular status updates on assigned missions through their department's representative.

Departments that do not have a representative at the EOC may also establish a DOC to coordinate the department's emergency operations and provide assistance as requested by the Disaster Manager. DOC functions include managing department resources, managing administrative functions relevant to the incident, coordinating exchange of equipment, enhancing department continuity of operations, and conducting expedient training.

If a further expansion of the EOC staff is required due to evolving operations appropriate personnel will be notified and directed to report to the EOC. Department/organization representatives must have the authority to make decisions, coordinate resources, provide information, and advise the EOC Executive Group.

The EOC serves as a multi-agency support and coordination facility with jurisdictional responsibility for Montgomery County and, as appropriate, its incorporated cities, towns, and villages. The EOC coordinates requests for outside resources from neighboring jurisdictions, the state and if necessary the federal government. When the EOC is activated, communication and coordination will be established between the IC(s) and the EOC. IC(s) will request resources and other support as required through the EOC unless there is an AC established. When an AC is in place, ICs will request support through that organization. The AC will coordinate as needed with the EOC to fulfill field requests.

The EOC will establish operational periods as a basis for the incident action planning process at the EOC. Typically, the operational periods are 0700 to 1900 and 1900 to 0700 during 24-hour operations. The planning process is designed around identifying expected accomplishments over the next operational period. An EOC Action Plan (EAP) will be produced for each operational period to communicate overall EOC objectives.

The major functions of the EOC are as follows:

- Provide support to the on-scene IC(s) in such areas as communications, alert and warning, transportation, protective actions, and identifying additional resources.
- Provide overall coordination of emergency operations throughout the county.
- Provide coordination and liaison with local, state, and federal government agencies as well as with private sector resources.
- Provide management of mutual aid resources and coordinate requests for resources from the state, the National Capital Region jurisdictions, and the federal government as necessary to support emergency operations.
- Establish prioritization of resources for emergency response operations.
- Collect, evaluate and disseminate damage assessment and other emergency related information.

- Coordinate the development and dissemination of emergency information to the residents of the county.

The organization structure is depicted in Figure 2.

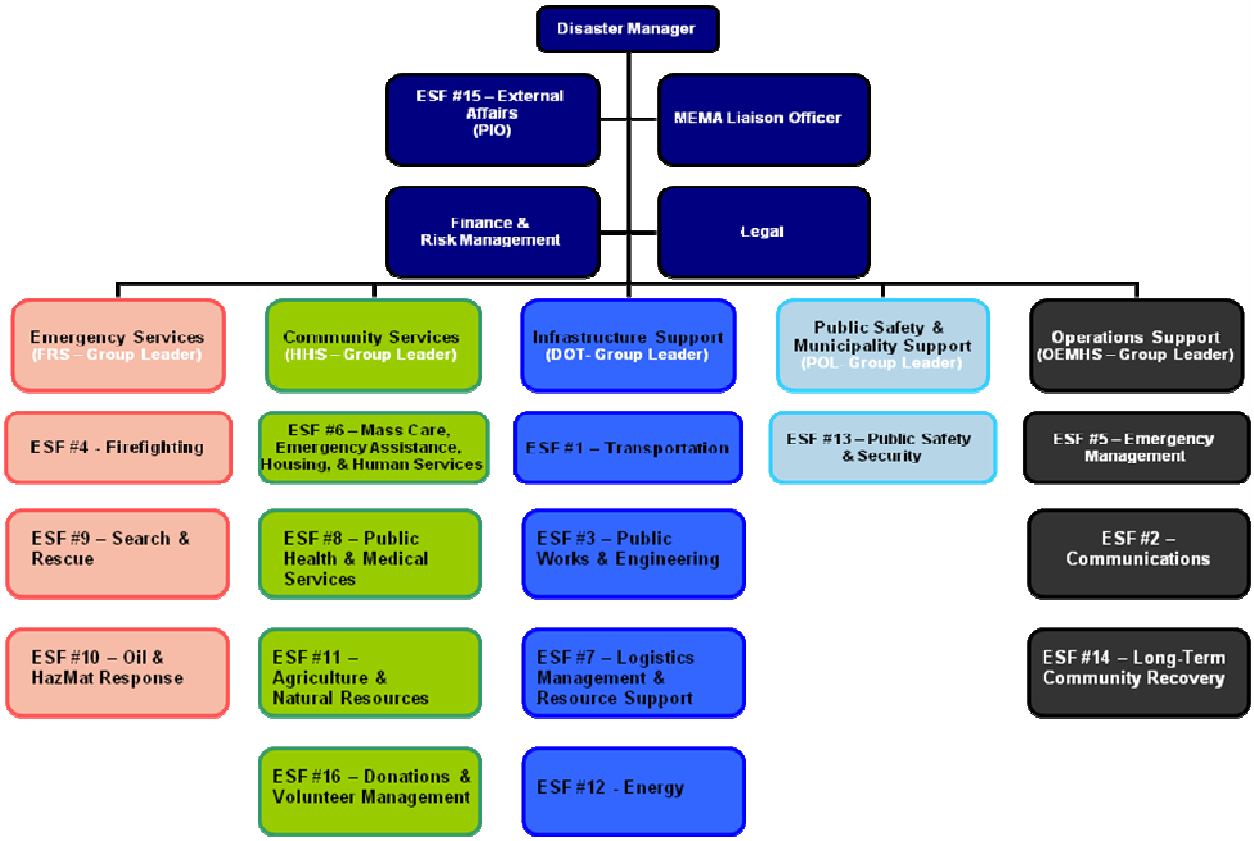


Figure 2 – Emergency Operations Center Support Group Organization Structure

Operations within the EOC will be organized and conducted with established operational procedures, checklists, and job aids.

In the event that county capabilities are exceeded, the County Executive as the senior elected official may request assistance from the State as outlined in the Maryland Emergency Operations Plan. Requests for State assistance will be coordinated by OEMHS through the State Emergency Operations Center (SEOC). The SEOC will serve as the State command center for coordinating State emergency response operations. Generally coordination between the county and the State will be through the Disaster Manager to the SEOC.

Depending upon the scope and magnitude of the incident the Governor will request federal assistance if necessary through the Federal Emergency Management Agency (FEMA).

During a disaster the Disaster Manager is responsible for developing and implementing strategic decisions. The Disaster Manager, assisted by members of the **Homeland Security Directorate** (HSD), the CAO, the County Executive and the Public Information Officer and other department directors as appropriate will:

- Establish and promulgate emergency policy decisions.
- Provide strategic direction and priorities for field operations.
- Provide direction to agencies performing emergency activities.
- Authorize issuance of public evacuation recommendations.
- Resolve resource and policy issues.

The Montgomery County Homeland Security Directorate (HSD) consists of six (6) members and its primary purpose is to ensure County Planning Preparedness programs are well coordinated. The members of the HSD are:

1. The Manager of the Montgomery County Office of Emergency Management and Homeland Security;
2. The Chief of Police for Montgomery County;
3. The Fire Chief of Montgomery County;
4. The Public Health Officer of Montgomery County;
5. The Chief Information Officer of Montgomery County; and
6. The Director of the Montgomery County Department of Transportation.

The goals of the HSD are:

1. Develop and oversee a coordinated Homeland Security and Emergency Management Strategic Plan for Montgomery County that includes a prioritized list of projects to be considered for new or ongoing funding.

2. Coordinate homeland security and emergency management training, exercises, plans, projects, and activities developed or carried out by Montgomery County agencies and departments.

3. Monitor the effectiveness of Montgomery County's homeland security and emergency management activities and projects, including projects funded

by grants from the National Capital Region Urban Area Security Initiative, the Maryland Emergency Management Agency, and other sources.

4. Ensure that Montgomery County agencies effectively promote a unified homeland security and emergency management agenda before the National Capital Region Urban Area Security Initiative, the Maryland Emergency Management Agency, and other state, regional, and national agencies and entities.

The **Disaster Manager** is responsible for the staffing and operations of the EOC and directs the activities of the EOC staff. The Disaster Manager ensures that policies and priorities established by the Executive Group are implemented. He/she establishes the EOC objectives based upon coordination with the IC(s) and directs, in consultation with the Executive Group, strategic and contingency planning efforts to address incident-related concerns and issues. The Disaster Manager establishes the operational periods for the EOC and approves the EOC Action Plan (EAP). The Disaster Manager is supported by a public information officer, a liaison officer, a risk management representative, and a representative from the County Attorney's Office. The Disaster Manager is appointed by the CAO.

The **EOC Emergency Services Group** provides support to field operations directed towards reducing the immediate hazard, saving lives and property, establishing situational control, and restoring normal conditions. This group also ensures that policy and resource decisions of the Executive Group related to operations are implemented. This group is comprised of the following ESFs:

- ESF #4 (Firefighting)
- ESF #9 (Urban Search and Rescue)
- ESF #10 (Oil and Hazardous Materials Response)

The **EOC Community Services Group** provides support to response operations by coordinating mass care and sheltering and public health and medical efforts. This group also coordinates the volunteer and donations management operations. This group is comprised of the following ESFs:

- ESF #6 (Mass Care, Emergency Assistance, Housing and Human Services)
- ESF #8 (Public Health and Medical)
- ESF #11 (Agriculture and Natural Resources)
- ESF #16 (Volunteer and Donations Management)

The **EOC Infrastructure Support Group** is responsible for the coordinating the status of and the provision of infrastructure services such as transportation and utilities. It is also responsible for the acquisition and movement of supplies, equipment, and personnel in support of the response operations in the field. This group also provides for the establishment of operating facilities needed to support on-going response and recovery operations. This group is comprised of the following ESFs:

- ESF #1 (Transportation)
- ESF #3 (Public Works and Engineering)
- ESF #7 (Logistics Management and Resource Support)
- ESF #12 (Energy)

The **EOC Public Safety and Municipality Support Group** is responsible for the coordination of law enforcement services and liaison with the Montgomery County municipalities. In municipalities that are affected by the incident, services provided directly by the municipality, such as public works or law enforcement is coordinated through this group with other ESFs located within other EOC groups. This group is comprised of the following ESF:

- ESF #13 (Public Safety and Security)

The **EOC Operations Support Group** collects, analyzes, displays, and disseminates information related to the incident and the status of operations. This group also collects and maintains information on the status of all resources assigned by the EOC. The group is responsible for facilitating the incident action planning process for the EOC and produces the EOC Action Plan. The group prepares situation reports, briefings, map displays, and collects and consolidates damage assessment information. This group also provides communications support to the operation and is responsible for establishing long-term recovery operations. This group is comprised of the following ESFs:

- ESF #2 (Communications)
- ESF #5 (Emergency Management)
- ESF #14 (Long-term Recovery)

F. Joint Information Systems (JIS)

The JIS refers to processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations. Effective communications with the public is critical during emergency situations. Within Montgomery County, the Joint Information Center (JIC) may be established to provide public information during emergency operations. The Public Information Office is the primary agency for establishing and staffing a JIC under the JIS as described in the ESF #15 (External Affairs) Annex.

For small-scale emergency response operations, normally involving only one agency or the Fire and Rescue Services and Montgomery County Police Department, the on-scene Incident Commander determines the need for notifications and all public information is coordinated through the lead agency's public information officer. As needed, the ICS command staff will include a Public Information Officer. Whenever Police, Fire and Rescue or other county department designates an on-scene public information officer, that individual will coordinate release of information with the Incident Commander and appropriate department directors. All released information and updates will be relayed to the Public Information Office. As an incident or threat escalates and a local emergency is declared, the Public Information Office will assume responsibility for all public information. The Public Information Office in coordination with the CAO will determine the need to activate a JIC. The JIC will operate as the coordination center for all public information activities related to the incident.

G. Continuity of Operations (COOP)

A major incident or emergency could include injury, illness, or death of key county officials, the partial or complete destruction of established facilities, and the destruction of vital public records essential to the continued operations of the government. It is essential that law and order be preserved and government services maintained.

Continuity of leadership and government services is particularly important with respect to emergency services, direction of emergency response operations, and management of recovery activities. Under the State of Maryland concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while additional resources may be provided from other local, state, or federal sources. A key aspect of this control is the continued capability to communicate official requests, situation reports, and other emergency information throughout the event.

To ensure continuity of government, the following elements are addressed in the Montgomery County COOP Plan:

- Line of succession (minimum three "deep") for essential agency positions.
- Pre-delegation (in writing) of emergency authorities to key officials.
- Provision for the safeguarding of vital records and systems.
- Protection of facilities and personnel.
- Provision for relocation to alternate operating facilities.

All Montgomery County departments and agencies are responsible for developing and maintaining an agency-specific continuity of operations plan in accordance with county guidelines and standards.

H. Phases of Response Operations

The following three phases will be used by Montgomery County in conducting response operations:

1. **Increased Readiness:** For disasters or events with an advance warning, such as a weather forecast or other warning, actions will be taken prior to the projected impact to save lives and protect property. During this phase, warning systems may be activated, resources mobilized and positioned for immediate use, the EOC activated, and evacuations implemented as appropriate.

2. **Immediate Response:** During this phase, the emphasis will be on saving lives, controlling the situation, and minimizing the effects of the disaster. Immediate response activities are accomplished within the impacted communities by county departments and agencies supported by local mutual aid and segments of the private sector. During this phase, an incident command post may be established and the EOC may be activated and emergency instructions issued to the public.

3. **Sustained Response:** As the emergency continues, assistance is provided to those affected and efforts are made to reduce secondary damage. Regional, statewide mutual aid and federal assistance may be provided. Response support facilities may be established.

I. Resource Ordering and Management

The following are sources or potential sources for resources that may be available to the county in responding to disasters and emergencies:

1. Personnel, staff, equipment, and facilities belonging to Montgomery County.
2. Resources available from neighboring jurisdictions through local mutual aid agreements.
3. Resources available from the private sector through acquisition/purchasing.
4. Resources of the State of Maryland including the National Guard.
5. Mutual aid resources from other states through the Maryland Emergency Management Assistance Compact (MEMAC) and the Emergency Management Assistance Compact (EMAC).
6. Mutual aid available through the Maryland Statewide Mutual Aid Program.
7. Mutual aid resources available through National Capital Region Mutual Aid Agreements.
8. Resources available from the federal government under the National Response Framework.

The Code of Montgomery County, Chapter 2, Administration, authorizes the County Executive, in collaboration with other public and private agencies within the State of Maryland or other states or localities within other states, to develop mutual aid or reciprocal assistance in case of disaster too great to be dealt with unassisted.

If County resources are exhausted, the Disaster Manager will submit the request to the state or request mutual aid assistance from outside jurisdictions within the state or other local jurisdictions within the NCR. Note that this provision does not apply to existing "automatic" aid/mutual aid agreements.

Montgomery County Police and Fire Rescue Services have standing inter-departmental agreements and MOUs which are practiced daily. During initial operational periods, these agreements will be utilized to the extent resources are available and will be coordinated through the respective ECCs. Beyond this, the Police and Fire Rescue Services have additional mutual aid agreements with regional and state partners which are accessible through the EOC. Non-governmental agency resources and state and federal resources are accessed through the EOC per established procedures.

All county government organization requests for outside assistance must be made through the EOC when a "Local State of Emergency" exists, so that countywide

requests can be tracked and prioritized. The Operations Support Group Leader at the EOC is responsible for tracking resource requests on behalf of the EOC.

MEMA operates a statewide mutual aid program, the Maryland Emergency Management Assistance Compact (MEMAC) as a supplement to day-to-day local mutual aid agreements. Requests for statewide mutual aid will be coordinated by the Disaster Manager.

Mutual aid assistance from other states is available through the Emergency Management Assistant Compact. A Governor's Proclamation of a State of Emergency must be in place to request Emergency Management Assistance Compact (EMAC) assistance. The Disaster Manager, supported by the Logistics and Operations Sections will process and manage requests for EMAC assistance in accordance with procedures established by MEMA.

If state resources are exhausted, MEMA will request outside assistance from the federal government provided that a federal declaration of an emergency or major disaster is in place.

Support by military units may be requested through the State Emergency Operations Center provided that a Governor's State of Emergency Declaration including Montgomery County is in place. Military forces, when made available, will support and assist local agencies, and may receive from the County Executive or his/her designated representative, mission-type requests, to include objectives, priorities, and other information necessary to accomplish missions.

Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Emergency resources may be sent from Montgomery County to assist adjoining jurisdictions. Such assistance will be in accordance with existing mutual aid agreements or, in the absence of official agreements, as directed by the County Executive or in his/her absence, the Chief Administrative Officer, when it is determined that such assistance is necessary and feasible.

Figure 3 below depicts the flow of resource requests and assistance during significant events when State and federal resources are available through the appropriate emergency and disaster declarations.

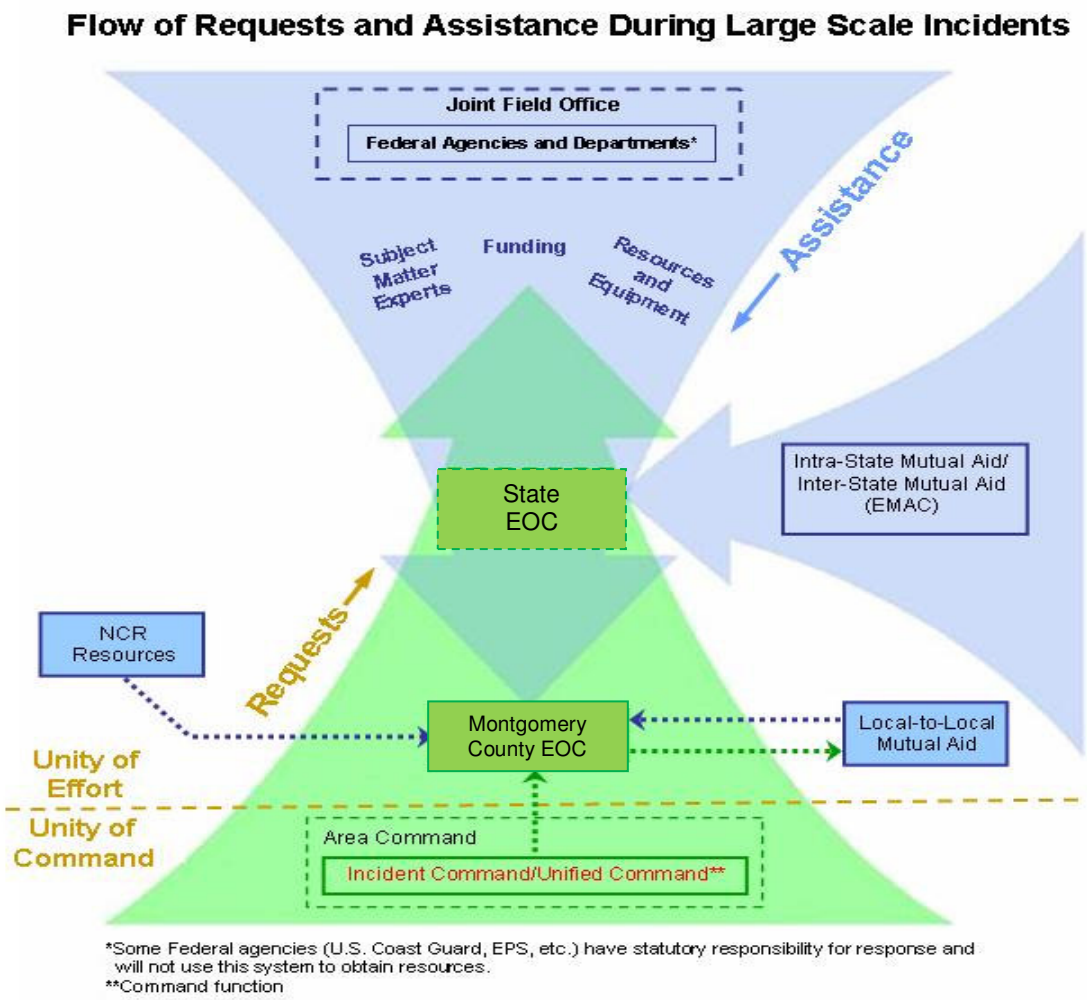


Figure 3 -Resource Assistance Process

J. Evacuations

Montgomery County is susceptible to both natural and man-made events such as floods, hurricanes, hazardous material incidents, and acts of terrorism that may necessitate an evacuation of nearby residents, businesses, and other facilities in order to save and protect lives. The County is prepared to evacuate out of the jurisdiction and to receive evacuees from other jurisdictions as necessary.

Montgomery County defines three stages for evacuations:

1. **Selected:** An evacuation event limited to a specific building or neighborhood requiring a limited number of residents being evacuated and possibly sheltered.

2. **Staged:** An evacuation event requiring multiple neighborhoods or communities being evacuated and possibly moved to various shelter sites within the county.
3. **Full-Scale:** An evacuation event requiring all persons within an entire geographical area being evacuated to multiple locations.

The Incident Commander of an emergency which necessitates shelters to be opened and/or evacuation will establish the zone around the impacted or potentially impacted area that will require evacuation in order to ensure public safety. The IC will be supported by other Departments as required to establish temporary shelters or reception centers provide for notification to the effected area, provide traffic management and control and other support as necessary.

Depending upon the scope and magnitude of the incident a Unified Command including Fire and Rescue Services and Montgomery County Police may be established to direct and control the evacuation of the area specified and to implement and coordinate notification to area residents and businesses and provide direction for the orderly evacuation of the area.

If the nature of the incident is escalating rapidly or large areas are impacted, the EOC may be activated to support the Incident Commander.

K.Medical and Social Needs

Residents or visitors who have medical or social needs may require assistance during an emergency. People with medical needs are those who have a health condition and cannot manage independently in a shelter or evacuation center and require assistance in performing activities of daily living and/or require care for the monitoring of a health condition. Physical conditions that require equipment that uses electricity may come under this definition, although the individuals may regularly perform activities of daily living without human help. People with social needs are considered to be vulnerable, at-risk, or hard to reach in the event of an emergency, and they are not medically dependent.

Each group will have unique needs during an emergency and thus require communication, registration, transportation, and sheltering strategies designed to meet their needs prior to and in the event of an emergency. Montgomery County will communicate with both populations during all phases of emergency management using an array of technologies. The county will provide transportation and sheltering when necessary during emergency situations.

Once the determination is made by the Incident Commander and/or the Health and Human Services Director to open a medical needs shelter, ESF #6 within the Community Services Group in the EOC will coordinate the shelter(s) operations in accordance with the ESF #6 Annex and other established plans and SOGs.

The Department of Health and Human Services in coordination with the American Red Cross is responsible for establishing and operating shelters for residents and visitors who have been evacuated from a high-risk area or in response to an actual emergency incident. This includes the coordination of services to address special needs and companion animal sheltering. The Department of Transportation is responsible for coordinating transportation for individuals with medical and social needs to and from shelters.

L. Transition to Recovery

As the immediate threat to life, property, and the environment subsides, the rebuilding of Montgomery County will begin through various recovery activities. Recovery activities involve the restoration of services to the public and rebuilding the affected area(s). Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat facing the operational area. Recovery operations may begin concurrently with response operations or may represent a continuation of actions initiated during the response phase.

Short-term recovery is generally any activity to return vital life-support systems and critical infrastructure to minimum operating standards. Short-term recovery operations will begin during response and will focus on rapid debris removal and cleanup, and a coordinated restoration of essential services such as electricity, water, and sanitary systems. Generally, the EOC will continue operations to manage short term recovery.

Long-term recovery (See ESF # 14) includes any activity designed to return life to normal or an improved state such as business resumption, employment, and rebuilding efforts. The goal of long-term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration, or reconstruction of public facilities, and recovery of disaster response costs.

Although there is no clear line between the response and recovery phases, the command and control, coordination, and resources to serve disaster victims transitions from immediate needs to a more deliberate process of program delivery. Recovery activities may include coordination with the state and federal government for administering state and federal assistance.

Generally, the termination of the local declaration of emergency and/or the closing of the EOC will signal the formal transition to the recovery phase. The Office of Emergency Management and Homeland Security is the lead agency for recovery and will assume incident command upon the approval of the Emergency Management Director.

The formal transition from response to recovery and the transfer of incident command to OEMHS will be announced to all departments and agencies using existing notification protocols and procedures.

VIII. Acronyms

AEOC	Alternate Emergency Operations Center
ARES	Amateur Radio Emergency Service
BG&E	Baltimore Gas and Electric
CAO	Chief Administrative Officer
CAP	Corrective Action Program
CERT	Community Emergency Response Team
CISM	Critical Incident Stress Management
COOP	Continuity of Operations Plan
DEP	Department of Environmental Protection
DHHS	Department of Health and Human Services
DHS	Department of Homeland Security
DOC	Department Operation Centers
DoD	Department of Defense
DPS	Department of Public Safety
EAS	Emergency Alert System
ECC	Emergency Communications Center
EMAC	Emergency Management Assistance Compact
EMAP	Emergency Management Accreditation Program

EMG	Emergency Management Group
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FRS	Fire and Rescue Services
GIS	Geographic Information Systems
HIRA	Hazard Identification and Risk Analysis
HSD	Homeland Security Directorate
IAP	Incident Action Plan
IC	Incident Command
ICP	Incident Command Post
ICS	Incident Command System
JFO	Joint Field Office
JFHQ-NCR	Joint Forces Headquarters-National Capital Region
JIC	Joint Information Center
JIS	Joint Information Systems
LEPC	Local Emergency Planning Committee
LOA	Letter of Agreement
MACC	Multi-agency Coordination Center
MCACS	Montgomery County Auxiliary Communications Service
MCCF	Montgomery County Correctional Facility
MCEN	Montgomery County Emergency Network
MCPD	Montgomery County Police Department
MCPS	Montgomery County Public Schools
MDW	Military District of Washington
Medevac	Medical Evacuation
MEMAC	Maryland Emergency Management Assistance Compact
MIEMSS	Maryland Institute for Emergency Medical Services Systems
MOU	Memorandum of Understanding

MSP	Maryland State Police
MWCOG	Metropolitan Washington Council of Governments
NAWAS	National Warning Alert System
NCR	National Capital Region
NCREPC	National Capital Region Emergency Preparedness Council
NDMS	National Disaster Medical System
NIMA	National Imagery and Mapping Agency
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NWS	National Weather Service
OCME	Office of the Chief Medical Examiner
OEMHS	Office of Emergency Management and Homeland Security
PDA	Preliminary Damage Assessment
PEPCO	Potomac Electric Power Company
PIO	Public Information Officer
POC	Point of Contact
PSA	Public Service Announcements
RACES	Radio Amateur Civil Emergency Service
REACT	Radio Emergency Associated Communications Teams
RECP	Regional Emergency Coordination Plan
RESF	Regional Emergency Support Function
RICCS	Regional Incident Communication and Coordination System
RSC	Regional Services Center
SAR	Search and Rescue
SEOC	State Emergency Operations Center
SOG	Standard Operating Guidelines
VOAD	Voluntary Organizations Active in Disaster
WAWAS	Washington Area Warning Alert System
WMATA	Washington Metropolitan Area Transit Authority

WSSC	Washington Suburban Sanitary Commission

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Section 2 – Emergency Support Function Annexes

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ESF #1 Transportation Annex

PRIMARY AGENCY: ***Department of Transportation***

Primary Agency	Department of Transportation
Support Agencies	Department of Environmental Protection
	Department of Finance
	Department of General Services
	Department of Liquor Control
	Office of Homeland Security and Emergency Management
	Montgomery County Police Department
Cooperating Organizations	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

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 EOP in support of transportation services under Emergency Support Function (ESF) #1 Transportation. This annex supplements the county Emergency Operations Plan (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).
- 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 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.
- 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.

- DOT will monitor the status of the county transportation systems and infrastructure in coordination with regional transportation organizations and Maryland Department of Transportation (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.

- 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

Primary Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	Develop and maintain the ESF #1 Annex to the Emergency Operations Plan. Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. Develop and maintain internal and external notification rosters and contact lists. Participate in all- hazards planning, training, and exercises. Train department staff for emergency assignments. Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. Coordinate resolution of ESF#1 after-action issues. Provide support for evacuation planning. Develop and maintain an inventory of transportation related assets. Operate the Transportation Management Center.
Response	Maintain public transportation services. Collect, analyze and distribute information on the status of the County's transportation infrastructure. As necessary, provide for emergency repairs for County and locally maintained roads and bridges. Provide representative to the County EOC to coordinate ESF #1 activities. Provide liaison with WMATA, MDOT and other regional transportation organizations as appropriate. Co-manage emergency debris removal on County roads with the Department of Environmental Protection. Manage transportation services to support emergency operations. Provide support and technical assistance for evacuations. Coordinate mutual aid requests for transportation services and resources. As needed activate the Storm Operations Center. Operate the Transportation Management Center.

Recovery	Maintain public transportation services. Manage the repair and restoration of County and locally maintained roads and bridges. Provide transportation support for recovery operations. Maintain liaison with WMATA, MDOT and other regional transportation organizations. Conduct ESF #1 after-action review. Co-manage debris removal on County roads with the Department of Environmental Protection.
Mitigation	As appropriate, identify opportunities to mitigate the impact of future incidents**.**

Support Agency – Department of Environmental Protection

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures. Develop and maintain internal and external notification rosters and checklists. Participate in all- hazards planning, training, and exercises. Train department staff for emergency assignments.
Response	Co-manage emergency debris removal operations on County roads.
Recovery	Co-manage debris removal on County roads. Participate in ESF#1 after-action review.
Mitigation	As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Finance

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures. Develop and maintain internal and external notification rosters and checklists. Participate in all- hazards planning, training, and exercises. Train department staff for emergency assignments.
Response	Provide appropriate Index Codes to track ESF#1 expenses directly related to the disaster or emergency.
Recovery	Provide appropriate Index Codes to track ESF#1 expenses directly related to recovery operations. Participate in ESF#1 after-action review.
Mitigation	As appropriate, identify opportunities to mitigate the impact of

	future incidents.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures. Develop and maintain internal and external notification rosters and checklists. Participate in all- hazards planning, training, and exercises. Train department staff for emergency assignments. Maintain status and availability of transportation resources. Develop internal supporting plans and procedures. Assist in the resolution of ESF#1 after-action issues.
Response	Provide vehicles, site access, fuel and maintenance support for emergency transportation. As necessary, procure and provide transportation related support and services.
Recovery	Provide vehicles, site access, fuel and maintenance support for recovery operations. Participate in ESF#1 after-action review.
Mitigation	As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Liquor Control

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures. Develop and maintain internal and external notification rosters and checklists. Participate in all- hazards planning, training, and exercises. Assist in resolution in ESF#1 after-action issues as appropriate. Train department staff for emergency assignments.
Response	Provide transportation resources as requested by the lead agency to support emergency operations.
Recovery	Provide transportation resources as requested to support recovery operations. Participate in ESF#1 after-action review.
Mitigation	As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Office of Homeland Security and Emergency Management

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures. Develop and maintain internal and external notification rosters and checklists. Coordinate planning, training and exercises. Train department staff for emergency assignments. Develop and maintain the County Emergency Operations Plan. Develop and maintain Emergency Operations Center standard operating procedures. Manage the County after-action program.
Response	Coordinate activation and operation of the EOP. Coordinate requests for support through the Maryland Emergency Management Assistance Compact (MEMAC), Emergency Management Assistance Compact (EMAC), NCR, and other mutual aid agreements. Coordinate requests for state resources and support through the Maryland Emergency Management Agency. Provide technical assistance in conducting evacuation operations.
Recovery	Serve as the County lead agency for managing recovery operations.
Mitigation	Coordinate the development of the Montgomery Count Hazard Mitigation Plan. Coordinate with MEMA on implementation of the hazard mitigation grant program (in event of a federal disaster declaration).

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures. Develop and maintain internal and external notification rosters and checklists. Participate in all- hazards planning, training, and exercises. Train staff for emergency assignments. Assist in resolving ESF#1 after-action issues.
Response	Provide assistance in conducting evacuations in selecting evacuation routes and implementing traffic control points. Conduct evacuation operations in accordance with department evacuation procedures for incidents where the Police

	Department is the lead.
Recovery	Participate in ESF#1 after-action review.
Mitigation	As appropriate, identify opportunities to mitigate the impact of future incidents

Cooperating Organization–Chevy Chase Village

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures. Develop and maintain internal and external notification rosters and checklists. Participate in all- hazards planning, training, and exercises. Assist in resolution in ESF#1 after-action issues as appropriate.
Response	Provide transportation to support emergency operations. As necessary, provide for emergency repairs for Village maintained roads including and traffic control systems. Coordinate debris removal operations for Village roads. Provide for snow and ice removal on Village roads. Provide assistance as requested for debris removal operations within the County.
Recovery	Provide transportation resources as requested to support recovery operations. Manage the repair and restoration of Village maintained roads and traffic control systems. Provide transportation support for recovery operations. Participate in ESF#1 after-action review.
Mitigation	As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization– City of Gaithersburg

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures. Develop and maintain internal and external notification rosters and checklists. Participate in all- hazards planning, training, and exercises. Assist in resolution in ESF#1 after-action issues as appropriate.
Response	Provide transportation to support emergency operations. As necessary, provide for emergency repairs for City maintained roads including and traffic control systems. Coordinate debris removal operations for Town roads.

	Provide for snow and ice removal on City roads. Provide assistance as requested for debris removal operations within the County.
Recovery	Provide transportation resources as requested to support recovery operations. Manage the repair and restoration of City maintained roads and traffic control systems. Provide transportation support for recovery operations. Participate in ESF#1 after-action review.
Mitigation	As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization– Town of Kensington

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures. Develop and maintain internal and external notification rosters and checklists. Participate in all- hazards planning, training, and exercises. Assist in resolution in ESF#1 after-action issues as appropriate.
Response	Provide transportation to support emergency operations. As necessary, provide for emergency repairs for Town maintained roads including and traffic control systems. Coordinate debris removal operations for Town roads. Provide for snow and ice removal on Town roads. Provide assistance as requested for debris removal operations within the County.
Recovery	Provide transportation resources as requested to support recovery operations. Manage the repair and restoration of Town maintained roads and traffic control systems. Provide transportation support for recovery operations. Participate in ESF#1 after-action review.
Mitigation	As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization– Town of Poolesville

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures. Develop and maintain internal and external notification rosters

	and checklists. Participate in all- hazards planning, training, and exercises. Assist in resolution in ESF#1 after-action issues as appropriate.
Response	Provide transportation to support emergency operations. As necessary, provide for emergency repairs for Town maintained roads including and traffic control systems. Coordinate debris removal operations for Town roads. Provide for snow and ice removal on Town roads. Provide assistance as requested for debris removal operations within the County.
Recovery	Provide transportation resources as requested to support recovery operations. Manage the repair and restoration of Town maintained roads and traffic control systems. Provide transportation support for recovery operations. Participate in ESF#1 after-action review.
Mitigation	As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization– City of Takoma Park

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures. Develop and maintain internal and external notification rosters and checklists. Participate in all- hazards planning, training, and exercises. Assist in resolution in ESF#1 after-action issues as appropriate.
Response	Provide transportation to support emergency operations. As necessary, provide for emergency repairs for City maintained roads including and traffic control systems. Coordinate debris removal operations for City roads. Provide for snow and ice removal on City roads. Provide assistance as requested for debris removal operations within the County.
Recovery	Provide transportation resources as requested to support recovery operations. Manage the repair and restoration of City maintained roads and traffic control systems. Provide transportation support for recovery operations. Participate in ESF#1 after-action review.
Mitigation	As appropriate, identify opportunities to mitigate the impact of

	future incidents.

Cooperating Organization– City of Rockville

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures. Develop and maintain internal and external notification rosters and checklists. Participate in all- hazards planning, training, and exercises. Assist in resolution in ESF#1 after-action issues as appropriate.
Response	Provide transportation to support emergency operations. As necessary, provide for emergency repairs for City maintained roads including and traffic control systems. Coordinate debris removal operations for City roads. Provide assistance as requested for debris removal operations within the County.
Recovery	Provide transportation resources as requested to support recovery operations. Manage the repair and restoration of City maintained roads and bridges and traffic control systems. Provide for snow and ice removal on City streets. Provide transportation support for recovery operations. Participate in ESF#1 after-action review.
Mitigation	As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization– Allegheny Power

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures. Develop and maintain internal and external notification rosters and checklists. Participate in all- hazards planning, training, and exercises. Assist in resolving ESF #1 after-action issues.
Response	Provide representative to the EOC as requested Provide technical assistance in mitigating electrical hazards during emergency debris removal operations.
Recovery	Participate in ESF#1 after-action review.
Mitigation	As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization– Baltimore Gas and Electric

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures. Develop and maintain internal and external notification rosters and checklists. Participate in all- hazards planning, training, and exercises. Assist in resolving ESF #1 after-action issues.
Response	Provide representative to the EOC as requested. Provide technical assistance in mitigating electrical hazards during emergency debris removal operations.
Recovery	Participate in ESF#1 after-action review.
Mitigation	As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization– Montgomery County Public Schools

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures. Develop and maintain internal and external notification rosters and checklists. Participate in all- hazards planning, training, and exercises. Maintain inventory of transportation assets. Train staff for emergency assignments. Assist in resolving ESF#1 after-action issues. Develop supporting plans and procedures.
Response	Provide transportation assets to support emergency operational requirements and evacuations. Provide transportation for students at schools in areas to be evacuated when school is in session. Provide specially equipped vehicles with lifts to transport the handicapped and elderly.
Recovery	Provide transportation assets to support recovery operations. Participate in ESF#1 after-action review.
Mitigation	As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization– Potomac Electric Power Company

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures. Develop and maintain internal and external notification rosters

	and checklists. Participate in all- hazards planning, training, and exercises. Assist in resolving ESF #1 after-action issues.
Response	Provide representative to the EOC as requested. Provide technical assistance in mitigating electrical hazards during emergency debris removal operations.
Recovery	Participate in ESF#1 after-action review.
Mitigation	As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization– Washington Metropolitan Area Transit Authority

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures. Develop and maintain internal and external notification rosters and checklists. Participate in all- hazards planning, training, and exercises. Assist in resolution in ESF#1 after-action issues as appropriate.
Response	Provide information to the ESF#1 lead on the status of the Metro system. Provide technical assistance in determining the most viable transportation networks to, from, and within the disaster area. Provide transportation support as needed to support evacuations.
Recovery	Participate in ESF#1 after-action review.
Mitigation	As appropriate, identify opportunities to mitigate the impact of future incidents.

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

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
MCPD	Montgomery County Police Department
MDOT	Maryland Department of Transportation
MEMA	Maryland Emergency Management Agency
NIMS	National Incident Management System
OEMHS	Office of Emergency Management and Homeland Security
PIO	Public Information Office
WMATA	Washington Metropolitan Area Transit Authority

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ESF #2 Communications Annex

PRIMARY AGENCY: ***Department of Technology Services***

Primary Agency	Department of Technology Services
Support Agencies	Fire and Rescue Services
	Department of General Services
	Office of Emergency Management and Homeland Security
	Montgomery County Police Department
	Department of Transportation
Cooperating Organizations	Montgomery County Auxiliary Communications Service: Amateur Radio Emergency Service; Radio Amateur Civil Emergency Service; Radio Emergency Associated Communications Team; and other affiliated voluntary communications organizations

INTRODUCTION

Purpose

The purpose of this annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations ("agencies") providing communications support during emergency response and recovery operations.

Scope

This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of communications services under ESF #2. This annex supplements the county EOP.

Emergency Support Function (ESF) #2 encompasses the full range of communications and information system services that may be required to support emergency response and recovery operations, and provide timely information to the public.

ESF#2 provides communications support for the county organizations, municipalities, and cooperating organizations which use the Public Safety Radio System, Public Service Radio System, county data network and internet access, 9-1-1 Telecommunications System, telephones, pagers, mobile telephones and associated devices.

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 Systems (NIMS).

- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.

- The primary agency will actively engage the support agencies and cooperating organizations in planning, training, and exercises to ensure an effective operation upon activation.

- Communications systems are vulnerable and may be damaged or destroyed during and/or following a significant emergency or disaster. In addition, emergency situations may exceed the capacity of standing systems, and/or require the establishment of communications paths between entities and locations that don't normally need to communicate. Prudent planning can prepare the County to respond effectively to the extraordinary communications needs of emergencies and disasters.

- As county resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.

- The use of privately owned facilities on a volunteered, leased, or commandeered basis will be considered when seeking means of auxiliary communications, sources of equipment and supplies, or repairs.

- There will be 24-hour support for the installation, repair, maintenance, and spare parts inventory for all essential two-way radio communications systems.

- ESF #2 operations under this annex will conform to Federal Communications Commission (FCC) regulations.

- Fire and Rescue Services (FRS) may request the use of the NCR radio cache.

CONCEPT OF OPERATIONS

- Upon activation of the EOC, Department of Technology Services (DTS) will provide representation to the EOC to serve as the ESF #2 lead to coordinate requirements for communications capabilities and to address communications issues. ESF #2 reports to the Operations Support Group leader at the Emergency Operations Center (EOC).

- ESF #2 will support the EOC as required to activate and maintain communications capability for emergency management operations.

- The Infrastructure Support Group in the EOC will identify a point of contact to check status of data lines, cellular phone lines, and telephone lines following an emergency.

- ESF #2 will collect, analyze, and distribute information on the impact and status of the telecommunications infrastructure (voice and data). ESF #2 will maintain coordination with service providers in order to obtain information on the status of communication services.

- Requests for communications support from on-scene incident commanders and/or other ESF representatives submitted to the EOC will be assigned to ESF #2 through the Operations Support Group leader. This request may come from FRS point of contact. ESF #2 will manage all assigned requests for communications support and coordinate directly with the requester as necessary.

- Emergency Communication Center (ECC) and EOC communication coordination will be maintained throughout the disaster.

- The Office of Emergency Management and Homeland Security (OEMHS) may activate the Montgomery County Auxiliary Communications Service (MCACS), which includes the Amateur Radio Emergency Service (ARES), Radio Amateur Civil

Emergency Service (RACES), Radio Emergency Associated Communications Team (REACT), and other affiliated voluntary communications organizations.

- The Department of Technology Services (DTS) will task support agencies as needed to provide communication resources in order to meet operational requirements. If necessary, private sector sources will be acquired to augment the county resources. ESF #2 will advise the Operations Support Group leader of shortfalls that may require state or federal assistance or to obtain guidance in prioritizing requests. OEMHS will provide technical assistance in identifying resources that may be available through mutual aid agreements such as the Maryland Emergency Management Assistance Compact (MEMAC), Emergency Management Assistance Compact (EMAC) and the National Capital Region Mutual Aid Agreement.

- Requests for state or federal assistance will be coordinated by the Disaster Manager to the State Emergency Operations Center (SEOC) in response to needs identified by the Operations Support Group leader. Once it is determined that the state will be providing assistance, ESF #2 will coordinate directly with the state ESF #2 counterparts in fulfilling the requests.

- In the event of a federal emergency or disaster declaration, communication resources and assistance may be available from federal sources. The Disaster Manager will initiate requests for federal assistance through the SEOC. Once it is determined that the federal government is providing the support county ESF #2 representative will coordinate directly with the designated federal point-of-contact to fulfill the county's requests and to address any issues.

- DTS will ensure that all ESF #2 related costs and expenditures are documented in accordance with guidance provided through ESF #5 and internal county policies and procedures.

- ESF #2 operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

- The ESF #2 representative at the EOC will ensure any open actions or issues are transferred to DTS for completion or resolution upon the de-activation of the EOC.

- DTS will facilitate an after-action review of ESF #2 operations within 30 days of the deactivation of the EOC.

ROLES AND RESPONSIBILITIES

Primary Agency – Department of Technology Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain the ESF #2 Annex to the Emergency Operations Plan. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Coordinate resolution of ESF #2 after-action issues • Develop and maintain inventory of resources. • Develop and maintain a list of county communication channel resources and agency assignments. • Coordinate resolution of ESF #2 after-action issues • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards.
Response	• Provide technical assistance in data retrieval and restoration. • Assess county communication sites and facilities. • Provide liaison to telecommunications service providers to determine status of services and to provide support as appropriate for repair and restoration. • Provide communication services for emergency response operations. • Provide for the restoration and temporary repair of critical county facilities and systems. • Provide technical assistance to the EOC. • Maintain critical services and systems. • Allocate emergency portable communications equipment. • Coordinate mutual aid requests for communications

	resources.
Recovery	• Provide for the restoration and repair of critical county facilities and systems. • Provide communication services for recovery operations. • Conduct ESF #2 after-action review.
Mitigation	• As appropriate identify opportunities to mitigate the impact of future incidents.

Support Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#2 after-action issues. • Develop and maintain inventory of department communications resources. • Maintain the NCR radio cache for Maryland.
Response	• Provide communications resources as requested by the primary agency. • Provide NCR radio cache when requested. • Allocate emergency portable communications equipment.
Recovery	• Provide communications resources as requested by DTS. • Participate in ESF #2 after-action review.
Mitigation	• As appropriate identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#2 after-action issues.
Response	• Provide vehicles, site access, fuel and maintenance support for emergency transportation. • As necessary, procure and provide transportation related support and services.
Recovery	• Provide vehicles, site access, fuel and maintenance support for recovery operations. • Participate in ESF#2 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#2 after-action issues. • Administer the Montgomery County Auxiliary Communications Service (MCACS).

Response	• Activate and manage the EOC. • Activate the MCACS. • Provide assistance in identifying resources available through regional, state and federal sources.
Recovery	• Participate in ESF #2 after-action review.
Mitigation	• As appropriate identify opportunities to mitigate the impact of future incidents.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#2 after-action issues. • Develop and maintain inventory of department communications resources.
Response	• Provide communications resources as requested by the primary agency. • Coordinate mutual aid requests for communications resources.
Recovery	• Provide communications resources as requested by DTS. • Participate in ESF #2 after-action review.
Mitigation	• As appropriate identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.

	• Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#2 after-action issues. • Develop and maintain inventory of department communications resources.
Response	• Provide available communications resources as requested by DTS.
Recovery	• Provide available communications resources as requested by DTS. • Participate in ESF #2 after-action review.
Mitigation	• As appropriate identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – Montgomery County Auxiliary Communications Service (ARES, RACES, REACT, other voluntary communications organizations)

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#2 after-action issues. • Develop and maintain inventory of communications resources.
Response	• Provide communications resources as requested by the primary agency.
Recovery	• Provide communications resources as requested by DTS.

	• Participate in ESF #2 after-action review.
Mitigation	• As appropriate identify opportunities to mitigate the impact of future incidents.

REFERENCES

- Maryland Emergency Operations Plan (2007)
- Montgomery County Emergency Operations Plan.

ACRONYMS

ARES	Amateur Radio Emergency Service
DOT	Department of Transportation
DTS	Department of Technology Services
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FCC	Federal Communications Commission
MEMAC	Maryland Emergency Management Assistance Compact
MCACS	Montgomery County Auxiliary Communications Service
MCPD	Montgomery County Police Department
NIMS	National Incident Management System
OEMHS	Office of Emergency Management and Homeland Security
RACES	Radio Amateur Civil Emergency Service
REACT	Radio Emergency Associated Communications Team
SEOC	State Emergency Operations Center

ESF #3 Public Works and Engineering Annex

PRIMARY AGENCY: *Department of Environmental Protection*

Primary Agency	Department of Environmental Protection
Support Agencies	County Attorney's Office
	Department of General Services
	Office of Emergency Management and Homeland Security
	Department of Permitting Services
	Department of Transportation
Cooperating Organizations	Chevy Chase Village
	City of Gaithersburg
	Town of Poolesville
	City of Rockville
	City of Takoma Park
	District of Columbia Water and Sewer Authority
	Maryland-National Capital Park Planning Commission
	Washington Suburban Sanitary Commission

INTRODUCTION

Purpose

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

Additionally, the purpose of this annex is also to provide debris clearance and removal support.

Scope

This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of communications services under ESF #2. This annex supplements the county EOP.

ESF #3 will collect, analyze, and distribute information on the impact and status of critical infrastructure and systems including solid waste, water treatment and distribution, wastewater collection, sewage treatment, and other vital facilities to the county.

ESF #3 will support the damage assessment process by assessing damage to storm-water, wastewater, and sanitary and solid waste systems and facilities.

The DEP, as the primary agency will actively engage the ESF #3 support agencies in planning, training, and exercises to ensure an effective operation upon activation.

Municipalities within the county are responsible for their own public works infrastructure as appropriate. Each municipality with water, wastewater, storm-water, solid waste systems will provide for the operation and repair of those systems.

ESF #3 encompasses the full range of public works and engineering services that may be required to support emergency response operations and provide critical services to residents impacted by the incident.

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).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.

- 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.

- The loss of one or more utilities may occur during severe storms, extreme heat or cold, floods, landslides, earthquakes, hazardous materials incidents, vehicle or construction accidents, computer malfunctions, utility equipment failures, capacity shortages, fuel supply shortages, strikes, civil disorder, or terrorism.

- The loss of any one of the utilities could endanger the safety and health of the citizens of Montgomery County, disrupt businesses, and interfere with the county's ability to provide needed services during the emergency.

- The rapid restoration of utilities is essential to the health and welfare of the county's citizens, and in preserving its economic base.

- Debris management entails: collection, processing, recycling and disposal of debris from public rights-of-way and public property; ensuring adequate vehicle and pedestrian movement; minimizing health risks associated with debris that might result from natural or technological events; and, managing disposal operations of debris in the most efficient, effective, and permissible manner.

- Debris management will include: conducting debris assessments; clearing debris from public rights-of-way and public property; implementing mutual aid agreements; establishment, maintenance, and clean-up of temporary processing storage sites; coordinating contractors, segregating debris; demolishing condemned public property; and disseminating information to the public.

- The extent of damage and the estimated volume of the debris will determine the strategy developed by the debris management team.

- Private property owners are expected to rely on insurance coverage, contractors, and other means, at their own expense, to remove and dispose of debris located on their property, unless it intrudes into public rights-of-way.

- Montgomery County Public Schools (MCPS) and separately incorporated municipalities are responsible for their own debris removal and disposal operations.

Assistance may be requested understanding mutual aid agreements, if applicable, when local resources have been exhausted.

- Following emergencies resulting in significant debris it is possible that existing disposal sites may not have sufficient capacity to accommodate the debris.

CONCEPT OF OPERATIONS

- In conjunction with information received from the EOC, DEP maintains situational awareness on the county facilities and critical infrastructure.

- As an incident or threat escalates, DEP, as the primary agency, will issue notifications to support agencies and DEP emergency personnel in accordance with established protocols and checklists.

- Upon activation of the EOC, DEP will provide representation to coordinate requirements and issues assigned to ESF #3. All requests for debris removal will be submitted to the EOC for coordination, validation, and/or action by ESF #3.

- Damage to water treatment and supply, storm-water and sewer utility facilities will be assessed by those respective agencies, and assessment information submitted to ESF #5. DEP will provide support for this function if required. Municipalities with water, wastewater, storm-water, solid waste systems assess their individual systems and services.

- ESF #3 will provide information on the status of water, sewage, and solid waste systems and infrastructure to ESF #5 on a daily basis during an activation of the EOC until such time that services are restored.
- The Director of the DEP will designate a Debris Manager who will be responsible for deploying all county and contracted debris removal resources in coordination with the county Department of Transportation (DOT), the Maryland Department of Transportation (MDOT) and public utilities efforts in order to maximize debris removal.

- Operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

- DEP will ensure that all ESF #3 related costs and expenditures are documented in accordance with guidance provided by the OEMHS and internal county policies and procedures.

- The ESF #3 representative at the EOC will ensure any open actions or issues are transferred to DEP for coordination and completion or resolution upon the de-activation of the EOC.

- DEP will conduct an after-action review of ESF #3 operations within 30 days of the closure of the EOC. Issues identified will be assigned to the appropriate ESF #3 agency for action or submitted to OEMHS for resolution through the county's Corrective Action Program (CAP).

ROLES AND RESPONSIBILITIES

Primary Agency – Department of Environmental Protection

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain the ESF #3 Annex to the Emergency Operations Plan. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Coordinate resolution of ESF#3 after-action issues. • Develop and maintain inventory of DEP assets. • Develop and maintain Montgomery County Debris Management Plan.
Response	• Implement debris removal plan and coordinate debris removal operations. • Coordinate with designated utility providers, local jurisdictions, and contractor services to facilitate continuous wastewater service and refuse collection. • Coordinate damage assessment and mitigation on county maintained drainage and impoundment systems. • Monitor county-owned dams during storm events. • Assist DPS in structural inspections/evaluations of privately-owned residential and commercial buildings and structures. • Coordinate mutual aid requests for engineering and construction resources.
Recovery	• Implement (or continue) debris management plan and coordinate debris removal operations. • Provide substantial damage assessment, reports, and certifications as required and in accordance with FEMA protocols.

	• Conduct an ESF #3 after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents. • Make recommendations for mitigating codes or ordinances where applicable.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#3 after-action issues. • Develop and maintain internal operational procedures and checklists for conducting public works and engineering functions. • Develop and maintain inventory of assets.
Response	• Assess damage to county buildings and facilities managed by the department. • As the lead agency for ESF #12, collect information related to energy supply, infrastructure and restoration and share with ESF #3.
Recovery	• Monitor status of the repair and restoration of county facilities managed by the department. • Participate in the ESF #3 after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – County Attorney's Office

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.

	• Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#3 after-action issues.
Response	• Prepare waivers and legal clearances for debris removal. • Review contracts and agreements.
Recovery	• Prepare waivers and legal clearances for debris removal. • Review contracts and agreements. • Participate in the ESF #3 after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#3 after-action issues.
Response	• Conduct rapid assessments for incidents when DOT is the lead agency. • Collect, analyze and distribute information on the impact and status of the county's transportation systems and infrastructure and share with ESF #3. • Co-manage emergency debris removal on county roads with DEP. • Coordinate and fill requests for available equipment, trucks, and operators.

Recovery	• Monitor and provide information on the status and restoration of the transportation infrastructure. • Co-manage debris removal on county roads with DEP. • Participate in the ESF #3 after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#3 after-action issues.
Response	• Provide assistance to the DEP in collecting, analyzing, and distributing information related to water, wastewater, storm-water and solid waste services and infrastructure. • As needed, request support from MEMA for ESF 3 operations. • Manage the EOC.
Recovery	• Provide administrative support as necessary to the DEP. • Participate in the ESF #3 after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Permitting Services

Phase	Roles and Responsibilities
Preparedness	• Participate in planning, training and exercises related to ESF #3. • Develop and maintain internal notification rosters and procedures. • Assist with the resolution of ESF #3 after-action issues.

Response	• Provide technical engineering assistance as requested by DEP for response operations. • Ensure that well and septic systems are functioning properly and up to code.
Recovery	• Provide technical engineering assistance as requested by DEP for recovery operations. • Participate in ESF #3 after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – Washington Suburban Sanitary Commission

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#3 after-action issues. • Maintain up-to-date maps of water and sewer lines and related infrastructure. • Assist with resolution of ESF #3 after-action issues.
Response	• Provide representation to the EOC when requested. • Conduct damage assessments of water supply, distribution and control facilities, sanitary sewer systems and related facilities. • Develop a protocol to ensure continuous power supply to pump stations. • Maintain security of the water distribution system. • Adjust system operations to minimize damage in the area of impact. • Monitor status of WSSC facilities and operations.
Recovery	• Provide information on emergency contracts for infrastructure repair. • Repair and restoration of water supply and distribution

	services and infrastructure. • Repair and restoration of wastewater collection services and infrastructure. • Participate in ESF #3 after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – DC Water and Sewer Authority

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#3 after-action issues.
Response	• Provide representation to the EOC when requested. • Monitor status of DCWASA facilities and operations. • Provide damage assessment and status of wastewater collections services. • Emergency mitigation and repairs for wastewater collection services and infrastructure.
Recovery	• Repair and restoration of wastewater collection services and infrastructure. • Participate in ESF #3 after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – City of Gaithersburg

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists.

	• Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#3 after-action issues.
Response	• Provide representative to the EOC. • Conduct damage assessments of City infrastructure. • Provide for emergency repairs of City infrastructure. • Coordinate emergency debris removal operations within the city. • Coordinate with WSSC for emergency repairs for water supply, distribution, and control facilities. • Coordinate requests for outside public works support through ESF #3 at the EOC. • Provide public works assistance as requested by the primary agency.
Recovery	• Manage the repair and restoration of city water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. • Manage debris removal operations within the city. • Provide public works assistance as requested by the primary agency. • Participate in ESF #3 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – City of Takoma Park

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines

	and standards. • Assist in resolving ESF#3 after-action issues.
Response	• Provide representative to the EOC. • Conduct damage assessments of city water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. • Provide for emergency repairs for city water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. • Coordinate emergency debris removal operations within the city. • Coordinate requests for outside public works support through ESF #3 at the EOC. • Provide public works assistance as requested by the primary agency.
Recovery	• Manage the repair and restoration of city water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. • Manage debris removal operations within the city. • Provide public works assistance as requested by the primary agency. • Participate in ESF#3 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – City of Rockville

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#3 after-action issues.
Response	• Provide representative to the EOC.

	• Conduct damage assessments of city water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. • Provide for emergency repairs for city water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. • Coordinate emergency debris removal operations within the city. • Coordinate requests for outside public works support through ESF #3 at the EOC. • Provide public works assistance as requested by the primary agency.
Recovery	• Manage the repair and restoration of city water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. • Manage debris removal operations within the city. • Provide public works assistance as requested by the primary agency. • Participate in ESF #3 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – Town of Poolesville

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#3 after-action issues.
Response	• Provide a representative to the EOC when requested. • Conduct damage assessments of town water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure.

	• Provide for emergency repairs for town water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. • Coordinate emergency debris removal operations within the town. • Coordinate requests for outside public works support through ESF #3 at the EOC. • Provide public works assistance as requested by the primary agency.
Recovery	• Manage the repair and restoration of town water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. • Manage debris removal operations within the town. • Provide public works assistance as requested by the primary agency. • Participate in ESF#3 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – Chevy Chase Village

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#3 after-action issues.
Response	• Provide representative to the EOC. • Conduct damage assessments of Village infrastructure. • Provide for emergency repairs for Village infrastructure. • Coordinate emergency debris removal operations within the village. • Coordinate requests for outside public works support

	through ESF #3 at the EOC. • Provide public works assistance as requested by the primary agency.
Recovery	• Manage the repair and restoration of Village Manage debris removal operations within the village. • Provide public works assistance as requested by the primary agency. • Participate in ESF #3 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – Maryland-National Capital Parks and Planning Commission

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#3 after-action issues. • Develop and maintain internal operational procedures and checklists for conducting public works and engineering functions.
Response	• Provide public works assistance as requested by the primary agency.
Recovery	• Provide public works assistance as requested by the primary agency. • Participate in ESF#3 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

REFERENCES

- Montgomery County Debris Management Plan (rev. 2008), annex Y1
- Debris Management Services Contracts: #85090000259-AC, Phillips and Jordan, Inc.; #8509000259-BC, DRC Emergency Services, LLC; #8509000259-CC, Omni Pinnacle LLC
- WSSC's Emergency Response Plan for Sanitary Sewer Overflows, June 16, 2006.
- WSSC's Best Management Practices Plan for Potable Water Discharges, September 1998.

ACRONYMS

DCWASA	District of Columbia Water and Sewer Authority
DEP	Department of Environmental Protection
DGS	Department of General Services
DOT	Department of Transportation
DPS	Department of Permitting Services
EOC	Emergency Operations Center
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GIS	Geographic Information Systems
MCPS	Montgomery County Public Schools
MNCPPC	Maryland National Capital Parks and Planning Commission
MEMA	Maryland Emergency Management Agency
NIMS	National Incident Management System
OEMHS	Office of Emergency Management and Homeland Security
PDA	Preliminary Damage Assessment
WSSC	Washington Suburban Sanitary Commission

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ESF #4 Firefighting Annex

PRIMARY AGENCY: ***Fire and Rescue Services***

Primary Agency	Fire and Rescue Services
Support Agencies	Department of General Services
	Office of Emergency Management and Homeland Security
	Montgomery County Police Department

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 firefighting operations following a disaster or emergency and to provide a concept of operations for conducting firefighting operations and support during a disaster.

Scope

- This annex is applicable to all agencies that have assigned roles and responsibilities in the EOP in support of firefighting operations within Emergency Support Function (ESF)#4 in the EOP. This annex supplements the Montgomery County EOP.

- ESF #4 addresses firefighting activities for fires occurring separately or coincidentally with a significant natural disaster or technological emergency or disaster.

- ESF #4 encompasses the coordination of Fire and Rescue Services resources during disasters and other large-scale emergencies.

- ESF #4 includes supporting the establishment of staging areas and other logistical support bases that may be needed to support operations.

- The primary and support agencies will develop internal operational plans and procedures necessary to accomplish their ESF #4 roles and responsibilities.

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).

- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.

- The primary agency will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation.

- The agencies identified in this annex will provide assistance and serve as the coordination point for the restoration of the transportation infrastructure.

- Whenever practical, resources available from county or other governmental or quasi-governmental resources will be used before supplies or services are obtained from private contractors.

- Existing county fire, rescue and emergency medical services personnel and equipment are sufficient to handle most local emergency situations. As county resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources. When additional support is required, assistance will be obtained through existing mutual aid agreements and, if necessary, through various state or federal agencies or through outside mutual aid available through the Maryland Emergency Management Assistance Compact (MEMAC) and Emergency Management Assistance Compact (EMAC). ESF #4 will coordinate incoming mutual aid resources in support of fire suppression and rescue operations.

- Additional resources may take considerable time (72 hours or more) to deploy.

- Significant disasters or emergencies may occur within the county that will require a coordinated multi-departmental response to suppress fires that are a

result of the incident. Some firefighting resources may become scarce or damaged.

- Water systems may be inoperable or significantly damaged by a disaster or emergency and may challenge conventional firefighting techniques.

- The extent of damage to the transportation infrastructure after a disaster may influence the firefighting strategy as well as the ability of wheeled-vehicle firefighting apparatus to gain access to an active fire site.

- ESF #4 will maintain an inventory of essential material resources and a list of potential suppliers in order to more expeditiously obtain resources during a major disaster or emergency.

- ESF #4 will establish a unified command structure in order to coordinate the activities of all support agencies.

CONCEPT OF OPERATIONS

- ESF #4 operates under the Emergency Services Group at the EOC.

- As the primary agency, FRS will monitor incidents on a continuous basis and routinely respond to incidents and emergencies. Most incidents will be managed by the on-scene incident commander (IC).

- Upon activation of the Emergency Operations Center (EOC), FRS will provide representation to address strategic level firefighting and fire suppression requirements and issues.

- At the EOC, ESF #4 will evaluate and analyze information regarding fire service requests. ESF #4 will develop and update assessments of the fire service status in the impact area(s) and undertake contingency planning as appropriate to meet anticipated demands and needs. ESF #4 will coordinate with other county ESFs to obtain resources and to facilitate an effective emergency response.

- FRS will task support agencies as needed to provide assets in order to meet operational requirements. If necessary, private sector sources will be acquired to augment the county resources. ESF #5 Emergency Management within the Operations Support Team will provide technical assistance in identifying resources available through mutual aid agreements such as EMAC.

- Through the execution of existing memoranda of understanding and mutual aid agreements, the fire, rescue, and hazardous materials resources of federal agencies located within the county may be utilized.

- Requests for state or federal assistance will be coordinated by the Disaster Manager to the State Emergency Operations Center (SEOC) in response to needs identified through the Emergency Services Team leader at the EOC. Once it is determined that the state will be providing assistance, ESF #4 will coordinate directly as needed with the state ESF #4 counterpart in fulfilling the requests.

- In the event of a federal emergency or disaster declaration that includes Montgomery County, critical resources and other support may be available from federal sources. The Disaster Manager will initiate requests for federal assistance through the SEOC. Once it is determined that the federal government is providing resources the ESF #4 representative will coordinate directly with the designated federal point-of-contact to fulfill the county's requests and to address any issues as to delivery timelines and locations.

- FRS public information officer (PIO) will coordinate with the Montgomery County PIO through ESF #15 External Affairs to ensure accurate, consistent, and timely information is provided to the media and the public when necessary.

- FRS will ensure that all ESF #4 related costs and expenditures are documented in accordance with guidance provided by the OEMHS and internal county policies and procedures.

- ESF #4 operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

- The ESF #4 representative at the EOC will ensure any open actions or issues are transferred to FRS for coordination and completion or resolution upon the de-activation of the EOC.

- FRS will conduct an after-action review of ESF #4 operations within 30 days of the deactivation of the EOC. Issues identified will be assigned to the appropriate ESF #4 agency for action or submitted to OEMHS for resolution through the county's Corrective Action Program (CAP).

ROLES AND RESPONSIBILITIES

Primary Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain the ESF #4 Annex to the Emergency Operations Plan. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Coordinate resolution of ESF#4 after-action issues.
Response	• Provide representative to the EOC to serve as the primary for ESF #4. • Provide fire detection and suppression. • Provide emergency medical services and transport of victims. • Enforce fire and life safety code. • If death occurs in a fire, Fire & Explosive Investigations (FEI) will investigate the death in coordination with MCPD Homicide. • FEI will investigate incidents where serious injury results from a fire/explosion in coordination with MCPD. • Coordinate the activities of county and municipal fire and rescue resources during disaster operations in order to accomplish incident objectives. • Establish on-scene incident/unified command. • Coordinate incoming mutual aid resources in support of fire and rescue operations. • Prioritize missions in accordance with information provided by the Disaster Manager. • Establish and operate staging areas as necessary.
Recovery	• Regulate and supervise burn sites for debris removal as needed with direct assistance from MD Department of

	Natural Resources. • Conduct ESF #4 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#4 after-action issues.
Response	• Provide vehicles, site access, fuel and maintenance support for emergency transportation. • As necessary, procure and provide transportation related support and services.
Recovery	• Provide vehicles, site access, fuel and maintenance support for recovery operations. • Participate in ESF#4 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Office of Homeland Security and Emergency Management

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of

	operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#4 after-action issues.
Response	• Coordinate the request for resources as needed through EMAC and the state EOC. • Manage the EOC.
Recovery	• Participate in ESF #4 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	• Participate in ESF #4 related planning, training, and Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#4 after-action issues. • Develop and maintain inventory of department resources available to support emergency operations.
Response	• Provide traffic and access control, in coordination with the Department of Transportation, at emergency scenes as requested by FRS. • As needed, coordinate evacuations and provide security for evacuated areas. • Provide crowd control and site security. • If death occurs in a fire, the MCPD Homicide will investigate the death in coordination with the FRS FEI Unit • Investigate incidents where serious injury results from a fire/explosion in coordination with the FRS FEI Unit.
Recovery	• As needed provide support for re-entry operations. • Participate in ESF #4 after-action review.

Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

REFERENCES

- Fire and Rescue Service Disaster Plan.

ACRONYMS

CAP	Corrective Action Program
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEI	Fire and Explosives Investigation
FRS	Fire and Rescue Services
IC	Incident Command(er)
ICS	Incident Command System
MCPD	Montgomery County Police Department
MEMA	Maryland Emergency Management Agency
NIMS	National Incident Management System
OEMHS	Office of Emergency Management and Homeland Security
PIO	Public Information Office
SEOC	State Emergency Operations Center

ESF #5 Emergency Management Annex

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

Primary Agency	Office of Emergency Management and Homeland Security
Support Agencies	County Attorney's Office
	Finance Department
	Department of Permitting Services
	Department of Technology Services

INTRODUCTION

Purpose

The purpose of this annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations ("agencies") under Emergency Support Function (ESF) #5 of the Montgomery County Emergency Operations Plan (EOP). Emergency Management as a function is responsible for supporting the overall activities of the county in relation to large scale emergency or disaster response, recovery, mitigation and preparedness.

Scope

- This annex is applicable to all agencies that have assigned roles and responsibilities in the EOP in support of emergency management in ESF #5 . This annex supplements the county EOP.

- The Emergency Management activities outlined in this annex will be accomplished through the Operations Support Group at the Emergency Operations Center (EOC). Prior to the activation of the EOC and when the EOC deactivates the activities will

be accomplished through the Office of Emergency Management and Homeland Security (OEMHS). Please see the EOC Organization Chart for a list of participating agencies in the Operations Support Group.

- ESF #5 addresses direction and control responsibilities of emergency management during emergencies and disasters of countywide significance and in support of the National Capital Region (NCR). ESF #5 is also focused on the coordination, collection and analysis of information and the facilitation of operational planning. ESF #5 is responsible for the staffing and operation of the EOC, financial management and other support functions required for response to major disasters and emergencies.

- ESF #5 is focused on the response phase of operations. As the situation stabilizes and transitions to recovery, the ESF #5 role transitions to ESF #14 Long Term Recovery. OEMHS is the primary agency for ESF #14. Reference the ESF #14 Annex for additional Long Term Recovery details.

- ESF #5 (Emergency Management) functions include:

    - Managing EOC operations and ensuring that the EOC is adequately staffed to accomplish its mission.
    - Providing technical assistance in support of the Community Services Section in order to establish shelters, reception centers or other mass care facilities. Support and guidance will also be provided for evacuations, developing and distributing protective action guidance and preparing emergency declarations.
    - Managing the overall emergency-related information collection process. This includes preparing and distributing Situation Reports for each operational period.
    - Providing operational information to the various departments, agencies, and supporting organizations engaged in emergency operations
    - Serving as the primary point-of-contact with the Maryland Emergency Management Agency (MEMA) and the state EOC.
    - Coordinating and managing all requests for Geographic Information Systems (GIS) support to emergency operations.
    - Facilitating incident planning at the EOC and publishing the EOC Action Plan for each operational period. The Action Plan provides the objectives to be accomplished by the EOC for the upcoming operational period.

- Tracking the status of assigned objectives to ensure completion.

SITUATION

In anticipation of or immediately following a significant incident, information about the situation will be necessary to determine the scope and magnitude and the appropriate level of response.

OEMHS monitors incidents and threats to the county. Information collection, analysis and distribution activities may commence prior to the activation of the EOC.

Upon activation of the EOC, the ESF #5, under the auspices of the Operations Support Group, assumes responsibility for managing the information collection, analysis and distribution activities. ESF #5 will also facilitate the action planning process for the EOC.

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).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- 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 and cooperating organizations in planning, training, and exercises to ensure an effective operation upon activation.
- Agencies will work together to gather and share intelligence regarding the status of critical infrastructure.

CONCEPT OF OPERATIONS

- ESF #5 will receive Incident Action Plans from Incident Command and actively, analyze, summarize, and distribute information on the situation to all departments and agencies and other supporting partner agencies and organizations. Departments and agencies will provide information to ESF #5 through the Operations Support Group related to their operations, resource requirements, and their assigned information collection requirements.

- The information collection process will focus on the following essential elements of information:

  - Receive an Incident Action Plan from the Incident or Unified Commander.
  - Receive and process requests from IC/UC
  - Geographic boundaries of the disaster area.
  - Social (to include special needs issues) physical and economic impacts of the disaster.
  - Status of the transportation systems and infrastructure.
  - Status of communications capabilities and infrastructure.
  - Access and entry point to the affected area(s).
  - Hazard-specific information regarding the incident.
  - Current and forecast weather.
  - Status of critical facilities and infrastructure within the impacted area(s).
  - Status of emergency declarations as applicable (e.g. local, state and federal).
  - Resource shortfalls.
  - Response priorities.
  - Status of operations by the county departments and agencies.
  - Track financial costs.
  - Status of shelters and mass care operations.

- ESF #5 will rely on information collected through the damage assessment process as well as information reported by the Incident Commander(s) and other departments and agencies to develop a county-wide summary of events, damages and response operations. Please see the Damage Assessment Annex of this EOP for details.

- The Department of Permitting Services (DPS), a support agency to ESF #5, is responsible for coordinating damage assessment operations as outlined in the Damage Assessment Annex to the EOP. Departments and agencies with assigned responsibilities for damage assessments will provide information to DPS through the Infrastructure Support Group at the EOC for review, analysis and distribution.

This information will be transmitted to the Operations Support Group for reporting purposes.

- The Operations Support Group leader, in consultation with the Disaster Manager, will establish operational periods as the basis for action planning and situation reporting. ESF #5 will prepare and distribute the EOC schedule on a daily basis and prepare and distribute situation reports based upon information provided by the various county departments and agencies at the EOC.

- Documents developed by ESF #5 at the EOC will not be released directly to the public without appropriate authorization and in coordination with the Public Information Office.

- Generally, once the EOC is deactivated, ESF #5 operations will transition to OEMHS during the recovery phase of operations.

- ESF #5 will develop a demobilization plan.

- Conduct hotwash and after action review following an emergency.

ROLES AND RESPONSIBILITIES

Primary Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain the ESF #5 Annex to the Emergency Operations Plan. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Coordinate resolution of ESF#5 after-action issues. • Monitor and track incidents. • Maintain the EOC in a state of operational readiness.

Phase	Roles and Responsibilities
	• Develop and maintain mutual aid agreements. • Develop and maintain inventory of agency resources.
Response	• Activate and manage the EOC. • Ensure adequate staff to support and sustain EOC operations. • Provide technical assistance and administrative support in the preparation and processing of emergency declarations, protective action guidelines, and related issues. • Serve as primary liaison to MEMA and the state EOC. • Manage the overall emergency information collection process. • Facilitate the EOC action planning process and publish the EOC action plan each operational period. • Coordinate and manage requests for GIS support. • Record, process, and track requests for resources to include mutual aid assistance submitted to the EOC.
Recovery	• Coordinate with MEMA on state and federal relief programs.
Mitigation	• Develop and maintain hazard and risk analysis for Montgomery County as a baseline for developing a county mitigation strategy.

Support Agency - County Attorney's Office

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#5 after-action issues. • Advise county officials concerning legal responsibilities, powers, and liabilities in emergency operations.

Response	• Prepare waivers and legal clearances. • Provide advice concerning legal responsibilities, powers, and liabilities regarding emergency operations and post-disaster and recovery assistance. • Prepare, as appropriate, emergency ordinances (i.e., price gouging and curfews) and local declarations.
Recovery	• Prepare waivers and legal clearances. • Assist with the preparation of applications, legal interpretations, or opinions, and Board of Supervisor packages regarding recovery and/or reimbursement. • Participate in after-action review.
Mitigation	• Provide technical assistance/preparation of applications, legal interpretations, or opinions.

Support – Finance Department

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#5 after-action issues. • Provide assistance with grant management for emergency management related activities. • Assist in the provision of training on disaster related financial management procedures for county departments and agencies.
Response	• Provide assistance in documenting emergency-related costs. • Provide Project Codes so that the County's Departments and Agencies will be able to track expenses directly related to the disaster or emergency. • Ensure appropriate accounting reports are available to facilitate the compilation of countywide costs to support

	reimbursement claims or for management reporting
Recovery	• Provide assistance in documenting costs. • Provide assistance in preparing bills and requests for reimbursement. • Provide assistance and or financial advice to OEMHS in the preparation and review of federal reimbursement forms, financial reports, and applications.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support – Department of Permitting Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#5 after-action issues.
Response	• Provide assistance in compiling damage assessment information for reports to MEMA. • Provide damage assessment information related to commercial and residential structures.
Recovery	• Provide information and assistance as needed to the Preliminary Damage Assessment (PDA).
Mitigation	• Make recommendations for updating codes or ordinances, where applicable. • Advise the public of private actions that could mitigate individual loss.

Support – Department of Technology Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#5 after-action issues.
Response	• Provide GIS support to emergency operations. • Provide technical assistance and support to the EOC.
Recovery	• Provide GIS support for recovery operations.
Mitigation	• Provide GIS support for hazard identification and risk analysis development.

REFERENCES

- Montgomery County Emergency Operations Plan.
- Damage Assessment Annex to the EOP.
- State of Maryland Emergency Operations Plan, 2007.

ACRONYMS

CAO	County Attorney's Office
DPS	Department of Permitting Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
GIS	Geographic Information System
MEMA	Maryland Emergency Management Agency
NCR	National Capital Region
OEMHS	Office of Emergency Management and Homeland Security
PDA	Preliminary Damage Assessment
PIO	Public Information Office

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ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services Annex

PRIMARY AGENCY: ***Department of Health and Human Services***

Primary Agency	Department of Health and Human Services
Support Agencies	Community Use of Public Facilities
	Fire and Rescue Services
	Department of General Services
	Office of Emergency Management and Homeland Security
	Montgomery County Police Department
	Recreation Department
	Regional Service Centers
	Department of Transportation
	Volunteer Center
Cooperating Organizations	American Red Cross
	Montgomery College
	Montgomery County Public Schools
	Montgomery County Sheriff's Office

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 mass care and sheltering operations following a disaster or emergency and to provide a concept of operations for conducting these 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 mass care and sheltering. This annex supplements the county EOP.

Definitions

Mass Care – To provide basic immediate needs including shelter and food to disaster victims in Montgomery County.

County Shelter – A shelter facility that is operated by Montgomery County.

Co-located Shelter – A shelter where pet owners and their pets are housed or sheltered in the same building, or an adjacent building.

American Red Cross (ARC) Shelter – A shelter facility operated by the American Red Cross in agreement with Montgomery County.

Medical Needs Shelter - Temporary, emergency facilities capable of providing special/supervised housing to individuals whose physical or mental condition exceeds the accepted level of responsibility.

Reception Center – A facility identified immediately after an incident has occurred wherein affected residents will be interviewed and their needs assessed.

Family Assistance Center - A facility that is opened as the result of a mass casualty incident, or other major emergency incident, wherein a significant number of victims and/or family members are expected to request information and assistance.

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).

- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.

- 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.

- 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 will collect, analyze, and distribute information on the impact and status of the transportation infrastructure.

- The agencies identified in this annex will provide assistance and serve as the coordination point for the restoration of the transportation infrastructure.

- This annex encompasses the full range of non-medical mass care services to include providing shelter, organizing feeding operations, providing non-emergency medical care at designated sites, collecting and providing information on disaster victims to family members, and coordinating bulk distribution of emergency relief items at county shelter sites and co-located animal shelters and other designated locations as appropriate.

- Emergency Support Function (ESF) #6 is responsible for coordinating and providing sheltering assistance to those county residents with non-medical special needs cases.

- The focus of ESF #6 is on the short-term and immediate needs of the disaster victims. Recovery and long-term housing issues will be covered in ESF #14.

POLICIES

- The Department of Health and Human Services (DHHS) as the primary agency for mass care operations is responsible for coordination of the overall response operations. The DHHS will collect, organize, analyze, summarize, and disseminate information provided by various sources including support agencies.

- For purposes of this annex, mass care and sheltering includes providing basic immediate care for disaster victims. This can include food, water, and shelter.

CONCEPT OF OPERATIONS

- Montgomery County maintains a Memorandum of Understanding (MOU) with the American Red Cross (ARC) of the National Capital Area. The ARC is the primary service provider within the county for mass care including sheltering and feeding operations.

- The primary agency will receive notification of incidents or potential incidents through the Office of Emergency Management and Homeland Security (OEMHS).

- The primary agency will notify support agencies of incidents or potential incidents, as appropriate.

- ESF #6 will be activated to provide coordination and management for mass care and sheltering activities dependent upon the expected needs associated with the scope and magnitude of incidents or potential incidents.

- DHHS will provide representation to the Emergency Operations Center (EOC) to coordinate mass care and sheltering requirements and issues. DHHS will request representatives from the other support agencies as needed.

- Upon request, the ARC will operate shelter facilities and arrange for mass feeding and other appropriate support in cooperation with the other departments, agencies, and organizations assigned to support this annex.

- DHHS will coordinate the staffing and services of reception centers and county sheltering facilities to meet immediate needs. The determination to open shelters and/or reception centers will be made by the Director of the OEMHS, in coordination with the primary agency.

- ESF #6 will collect information on shelter activities, populations, and related information and provide it to the EOC each operational period.

- DHHS will coordinate with the Animal Services Division at the established shelter locations. The Animal Services Division will operate emergency animal shelters in accordance with the EOP Animal Protection Annex and the Emergency Response Plan for Animals.

- ESF #6 will establish and operate feeding sites to serve disaster victims as determined by the Director of the OEMHS.

- When directed, the DHHS will establish and operate a Family Assistance Center (FAC) to provide assistance to the families of disaster victims in Montgomery County.

- DHHS shall coordinate with the Volunteer Center, the Department of Liquor Control and the County's Public Information Officer (PIO) to advise the public concerning the availability of emergency food and water supplies, food rationing (if necessary), and regarding food distribution locations, and procedures.

- DHHS will record expenditures, costs, and charges related to identifying and distributing emergency food and water, and submit records to the Director of Finance or his designee for compilation in support of reimbursement claims.

- ESF #6 operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

- DHHS will identify in coordination with the Disaster Manager (if the EOC is activated) or the OEMHS when mass care and shelter operations should demobilize.

ROLES AND RESPONSIBILITIES

Primary Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain the ESF #6 Annex to the Emergency Operations Plan. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Coordinate resolution of ESF#6 after-action issues. • DHHS will appoint a departmental representative to assist the Office of Emergency Management and

	Homeland Security and the Emergency Management Group (EMG) in coordinating mass care programs. • Develop and maintain inventory of agency resources. • Ensure protection of vital records.
Response	• Identify a representative to the EOC, if ESF #6 is activated, or when requested by the Chief Administrative Officer (CAO) or by OEMHS. • Submit requests for available emergency food, medicine, medical supplies, and water supplies from State and Federal resources to the Maryland Emergency Management Agency (MEMA), which will contact the Maryland Department of Human Resources (DHR). • Plan and distribute food vouchers and temporary cash assistance to assist eligible victims. The plan will have alternative provisions for food benefits when electrical power is not available. • Upon declaration of a "temporary emergency" by the USDA Food and Nutrition Service, issue food benefits (i.e. food stamps) to disaster victims in accordance with DHR procedures. • Upon a Declaration of Emergency by the Governor, arrange money grants for food to eligible disaster victims in accordance with DHR procedures. • Provide for authorized issuance of food and/or money grants at DHHS offices and at Federal Emergency Management Agency (FEMA) Disaster Assistance Center(s) (DAC), when established. • Ensure a shelter manager is designated at each shelter location and that they communicate with the EOC during each operational period. • Conduct non-emergency medical care in shelters. • Open and operate mass care County shelters as needed. This includes the support and coordination of the human aspect of the co-located shelters with the Animal Services Division.
Recovery	• Facilitate ESF #6 after-action review. • Continue on-going food programs, and adapt to include victims who become eligible as a result of a disaster.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

	• Plan and direct the countywide program of emergency social services, including staffing of shelters in partnership with the County's Shelter Task Force. • In accordance with State directives, implement fiscal policies and procedures to administer programs for emergency financial assistance.

Support Agency – Community Use of Public Facilities

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#6 after-action issues. • Identify a representative to the EOC, if the Shelter task Force is activated, or when requested by the Chief Administrative Officer or by OEMHS. • Develop and maintain inventory of agency resources.
Response	• Provide available staff, resources, and facilities to support emergency operations. • Provide information as to community users in public facilities during emergency operations.
Recovery	• Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists.

	• Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#6 after-action issues. • Develop and maintain inventory of agency resources.
Response	• Ensure adherence to fire code in all shelters.
Recovery	• Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#6 after-action issues. Develop and maintain an inventory of county owned or leased buildings for use as emergency services, storage, or staging facilities, or temporary shelters during disasters.
Response	• Conduct maintenance and facilities management at all Montgomery County government shelter locations. • Provide fuel for emergency vehicles, portable equipment, and emergency generators.
Recovery	• Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#6 after-action issues.
Response	• Determine need for opening shelters, reception centers, and other short-term mass care facilities. • Provide technical assistance and support for mass care needs and operations.
Recovery	• Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Montgomery County Police and Animal Services Division

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#6 after-action issues. • Develop and maintain inventory of agency resources.
Response	• As needed, provide security for shelters, reception centers, and other mass care facilities and medical dispensing sites.

	• Manage pet evacuations and sheltering operations. • Provide Animal Services Liaison to human shelter locations.
Recovery	• Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Recreation Department

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#6 after-action issues. • Identify a representative to the Emergency Operations Center (EOC), if the Shelter task Force is activated, or when requested by the Chief Administrative Officer (CAO) or by OEMHS. • Develop and maintain inventory of agency resources.
Response	• Provide staff support for shelters, reception centers, and other short-term mass care facilities. • Provide facilities for community and emergency use.
Recovery	• Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Regional Service Centers (RSC)

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification

	rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#6 after-action issues. • Maintain an inventory of agencies and corporations willing to assist during disasters and emergencies and provide the information annually to the Director of the Volunteer Center. • Identify a representative to the Emergency Operations Center, if the Shelter task Force is activated, or when requested by the Chief Administrative Officer or by OEMHS. • Develop and maintain inventory of agency resources.
Response	• Provide available staff, resources, and facilities to support emergency operations. • Under the direction of the Homeland Security Department, and in support of ARC, assist with emergency registration at a Federal Emergency Management Agency Disaster Recovery Center if that DRC is located in the Regional Service Center's Service area. • Make the RSC available if requested as an emergency shelter if there is adequate space; otherwise, the Director of the RSC will provide an area in the RSC for a holding area until a shelter can be opened. • Upon request provide support to the Donations Management Coordinator (DMC) in the management of volunteers and distribution of donated goods and services. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards.
Recovery	• Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#6 after-action issues.
Response	• Provide support to evacuations by providing assistance in traffic control operations and providing barricades, signs, and other devices to assist MCPD in establishing a secure perimeter and manage vehicular and pedestrian traffic access/egress. • Provide and coordinate transportation support (e.g. Ride On buses) to assist in evacuations. • Coordinate all county transportation resources planned for use in the evacuation.
Recovery	• Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Volunteer Center

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards.

	• Assist in resolving ESF#6 after-action issues. • Recruit volunteers for affiliated groups, including the American Red Cross, on an ongoing basis. • Coordinate with non-profit organizations, businesses, Regional Services Centers, state and federal agencies to implement the donations management system. • Identify a representative to the EOC, if the Shelter task Force is activated, or when requested by the Chief Administrative Officer or by OEMHS. • Coordinate with other volunteer organizations (VOADs and Volunteer Centers) in the National Capital Region to obtain additional resources when necessary. • Coordinate meetings of the Citizen Corps Council and assure their integration in the county's emergency response system.
Response	• Coordinate and activate affiliated volunteer groups including Medical Reserve Corps, and Emergency Action Team as directed by the Emergency Manager. • Establish and manage a physical or web-based/virtual Volunteer Mobilization Center to manage spontaneous volunteers and send them to areas of need as directed by the Emergency Manager. • As needed, coordinate credentialing of affiliated volunteer groups.
Recovery	• Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – American Red Cross

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines

	and standards. • Assist in resolving ESF#6 after-action issues. • Identify a representative to the EOC, if the Shelter task Force is activated, or when requested by the Chief Administrative Officer or by OEMHS.
Response	• Provide shelter, food, and clothing to address the basic human immediate needs of disaster victims. • Upon request, open and operate mass care shelters and reception centers. • Provide staff support to a Family Assistance Center. • In coordination with the primary agency, provide mental health services for disaster victims. • Provide fixed and mobile feeding sites for evacuees, victims and emergency workers. • Upon request, provide food for staff at a pet shelter.
Recovery	• Participate in after-action review. • Provide canteen services (e.g., bulk distribution of clean-up kits) from mobile units for families cleaning up following a disaster.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – Montgomery College

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#6 after-action issues. • Identify a representative to the Emergency Operations Center, if the Shelter task Force is activated, or when requested by the Chief Administrative Officer or by OEMHS. • Develop and maintain inventory of agency resources.
Response	• Provide available facilities for town hall meetings following disasters. • Assist with damage assessment by providing damage assessment reports for the College. • Conduct debris removal and disposal operations for College facilities and grounds.
Recovery	• Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – Montgomery County Public Schools

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments.

	• Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#6 after-action issues. • Identify a representative to the EOC if the Shelter task Force is activated, or when requested by the Chief Administrative Officer or by OEMHS. • Develop and maintain inventory of agency resources.
Response	• Provide facilities for shelters, reception centers. • Provide support for feeding operations. • Assist with damage assessment by providing damage assessment reports for the Montgomery County Public Schools. • Provide available facilities for medical dispensing sites.
Recovery	• Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – Montgomery County Sheriff's Office

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#6 after-action issues.
Response	• Provide available staff, resources, and facilities to support emergency operations. • Provide security for all emergency shelters for the duration of the emergency shelter established by the county in coordination with the American Red Cross or Department of Health and Human Services, contingent upon available resources. • Provide assistance to the MCPD as requested

	• If needed, provide deputy sheriffs to ensure the orderly distribution of food, water, and/or medicine at county-identified distribution centers.
Recovery	• Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

REFERENCES

- Montgomery County Emergency Response Plan for Animals. Animal Services Division
- Montgomery County Emergency Operations Plan, Animal Protection Annex.

ACRONYMS

ARC	American Red Cross
CAO	Chief Administrative Officer
DAC	Disaster Assistance Centers
DGS	Department of General Services
DHHS	Department of Health and Human Services
DHR	Department of Human Resources
DMC	Donations Management Coordinator
DOT	Department of Transportation
EMG	Emergency Management Group
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FAC	Family Assistance Center
FEMA	Federal Emergency Management Agency
DFRS	Department of Fire and Rescue Services
MCPD	Montgomery County Police Department
MCPS	Montgomery County Public Schools
MCSO	Montgomery County Sheriff's Office
MEMA	Maryland Emergency Management Agency
MOU	Memorandum of Understanding
NIMS	National Incident Management System
OEMHS	Office of Emergency Management and Homeland Security
PIO	Public Information Office
RSC	Regional Services Center
VOAD	Voluntary Organizations Active in Disaster

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ESF #7 Resource Support and Logistics Management Annex

PRIMARY AGENCY: ***Department of General Services***

Primary Agency	Department of General Services
Support Agencies	Department of Corrections and Rehabilitation
	Department of Economic Development
	Department of Finance
	Department of Liquor Control
	Office of Emergency Management and Homeland Security
	Montgomery County Police Department
	Department of Transportation
Cooperating Organizations	Montgomery County Public Schools

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 providing logistical support to emergency operations under Emergency Support Function (ESF) #7 of the Montgomery County Emergency Operations Plan (EOP). The annex also provides a concept of operations for conducting logistical support services to identify, procure, inventory, and distribute critical resources, in coordination with other local and state governments, the federal government, private industry, and volunteer organizations, to effectively respond to and recover from the effects of a disaster.

Scope

- This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of logistics operations in ESF #7. This annex supplements the county EOP.

- ESF #7 is not intended to replace or supplant the purchasing authorities of the individual county departments and agencies. Rather, ESF #7 will provide assistance to other county ESFs in locating and procuring critical resources, supplies, and services in support of emergency response and recovery operations.

- ESF #7 includes supporting the establishment of staging areas, storage facilities, points of distribution and other facilities that may be needed to support response and recovery operations.

- ESF #7 will maintain an inventory of essential material resources and a list of potential suppliers (in close coordination with other ESFs) in order to more expeditiously obtain resources during a major disaster or emergency.

- The Department of General Services as the primary agency will engage the ESF #7 support and partner organizations in planning, training, and exercises to ensure an effective logistics support operation upon activation.

- The primary and support agencies will develop internal operational plans and procedures necessary to accomplish their ESF #7 roles and responsibilities.

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).

- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.

- 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.

- ESF #7 operates under the Infrastructure Support Group in the Emergency Operations Center (EOC).

- Significant disasters or emergencies may occur within the county that will require the distribution of relief commodities such as potable water, food, and ice to affected residents requiring a coordinated logistical effort.

- While Montgomery County contains sufficient resources to respond to most emergencies, a significant emergency situation may result in the depletion of some types of resources. In response to such a situation, it is the responsibility of the Montgomery County government to make the wisest, effective use of available resources to protect the lives and property of its citizens.

- As county resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.

- Additional resources may take considerable time (72 hours or more) to deploy.

- Whenever practical, resources available from county or other governmental or quasi-governmental resources will be used before supplies or services are obtained from private contractors.

- The ordering of supplies and services will follow the Procurement Regulations, Section 11B-16 "Emergency Procurement" Montgomery County Code Chapter 11 and the Maryland Annotated Code, as amended.

CONCEPT OF OPERATIONS

- Resource lists will be developed and maintained by each department that detail the type, location, contact arrangements, and acquisition procedures of the resources identified as being critical.

- Potential sites for local resource collection, storage, and distribution sites will be identified and strategically located to facilitate recovery efforts. Standard operating procedures will be developed to manage the processing, use, inspection, and return of resources coming into the area. The State of Maryland has an agreement with

Wal-Mart Stores/Sam's Club to use their parking lots as "points of distribution (PODs)"for emergency supplies. These sites will be considered in the event the county determines the need to establish PODs.

- Upon activation of the Emergency Operations Center, the Department of General Services will provide representation to the EOC to serve as the ESF #7 lead to coordinate resource and logistics management requirements and issues.

- The Chief Administrative Officer (CAO) will authorize necessary emergency procurements to support emergency operations and delegate contracting authority to ESF #7.

- Requests for resource and logistical support from on-scene incident commanders and/or other ESF representatives will be assigned to ESF #7 through the Infrastructure Support Group Leader. ESF #7 will manage all assigned requests for resources and logistical support and coordinate directly with the requester as necessary.

- ESF #7 will coordinate with the Department of Transportation as the primary agency for ESF#1 Transportation, as needed for transportation support for delivering and distributing resources.

- ESF # 7 will coordinate with the Montgomery County Police Department as the primary agency for ESF # 13 Public Safety and Security, to provide for traffic management and security at PODs and other logistical support facilities established by ESF # 7.

- The primary agency (ESF #7) will task support agencies as needed to provide assets in order to meet operational requirements. If necessary, private sector sources will be acquired to augment the county resources. ESF #7 will advise the Infrastructure Support Group Leader of shortfalls that may require state or federal assistance or to obtain guidance in prioritizing requests. ESF #5 Emergency Management will provide technical assistance in identifying resources that may be available through mutual aid agreements such as the Maryland Emergency Management Assistance Compact (MEMAC), Emergency Management Assistance Compact (EMAC), and the National Capital Region Mutual Aid Agreement.

- Requests for state or federal assistance will be coordinated by the Disaster Manager to the State Emergency Operations Center (SEOC) in response to needs identified by the Infrastructure Support Group Leader. Once it is determined that the state will

be providing assistance, ESF #7 will coordinate directly as needed with the state ESF #7 counterpart in fulfilling the requests.

- In the event of a federal emergency or disaster declaration that includes Montgomery County, critical resources and logistical support may be available from federal sources. The Disaster Manager will initiate requests for assistance through the SEOC. Once it is determined that the federal government is providing the resources (such as potable water, food and ice) the county ESF #7 representative will coordinate directly with the designated federal point-of-contact to fulfill the county's requests and to address any issues as to delivery timelines and locations.

- The Department of Health and Human Services (DHHS) as the primary agency for ESF #6, Mass Care, Emergency Assistance, Housing & Human Services, will identify the need to establish points of distribution in order to distribute emergency relief commodities such as potable water and food. ESF #7 will provide logistical assistance in establishing, staffing, and operating the PODs.

- The primary agency will ensure that all ESF related costs and expenditures are documented in accordance with guidance provided through ESF #5 at the EOC and internal county policies and procedures.

- ESF #7 operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

- The ESF #7 representative at the EOC will ensure any open actions or issues are transferred to the Department of General Services for completion or resolution upon the de-activation of the EOC.

- The Department of General Services will facilitate an after-action review of ESF #7 operations within 30 days of the deactivation of the EOC. Issues identified will be assigned for resolution to the appropriate ESF #7 agency or submitted to Office of Emergency Management and Homeland Security (OEMHS) for resolution through the county Corrective Action Program (CAP).

ROLES AND RESPONSIBILITIES

Support Agency – Department of Corrections and Rehabilitation

Phase	Roles and Responsibilities
Preparedness	• Participate in ESF #7 related planning, training, and exercises. • Develop and maintain internal department plans and procedures. • Train department staff for emergency assignments. • Develop and maintain internal notification roster. • Develop and maintain inventory of department resources available to support emergency operations. • Assist in resolving ESF #7 after-action issues. • Develop supporting plans and procedures. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards.
Response	• Provide community service volunteers and supervised inmate volunteers to assist with loading and unloading, sorting, packaging and otherwise handling donated goods, as necessary. • As appropriate provide warehouse support through the Montgomery County Correctional Facility (MCCF) for storage of emergency relief commodities. • Provide emergency laundry service in support of county emergency operations through the MCCF. • Provide food preparation in support of county emergency operations from the MCCF facility.
Recovery	• Participate in ESF #7 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Economic Development

Phase	Roles and Responsibilities
Preparedness	• Participate in ESF #7 planning, training, and exercises. • Develop and maintain internal supporting plans and procedures. • Develop and maintain internal notification roster. • Train staff for emergency assignments. • Assist with resolving ESF #7 related after-action issues.

	• Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards.
Response	• Provide staff to support ESF #7 in the EOC when requested. • Provide staff to assist when needed with management of warehouse and/or distribution facilities.
Recovery	• Provide staff to assist when needed with management of warehouse and/or distribution facilities. • Participate in ESF #7 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Finance

Phase	Roles and Responsibilities
Preparedness	• Participate in ESF#7 planning, training, and exercises. • Develop and maintain internal supporting plans and procedures. • Develop and maintain internal notification roster. • Train staff for emergency assignments. • Assist with resolving ESF #7 related after-action issues. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards.
Response	• Provide the Project code number(s) for supporting disaster operations. • Provide staff to support ESF #7 in the EOC when requested. • Provide financial management including maintaining vendor files and payment of bills. • For expenditures requiring centralized Department of Finance approval, maintain records of expenditures, charges, and costs incurred by the county in identifying and distributing emergency food and water. • Establish accounts for tracking the costs associated with implementation and operation of a donations management program. • Manage donations of cash or checks, except those marked for the Red Cross, in an account designated for disaster relief.

Recovery	• Provide financial management including maintaining vendor files and payment of bills. • Participate in after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Primary Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF support agencies. • Conduct ESF #7 planning, training and exercises. • Train department staff for emergency assignments. • Develop and maintain inventory of assets. • Develop and maintain inventory of critical resources and potential suppliers. • Develop and maintain lists of commercial providers for emergency relief commodities including water, ice, plastic or unbreakable containers for water and appropriate transport vehicles and provide the information to OEMHS to be included in the Master Resource Directory. • Develop and maintain notification rosters. • Coordinate resolution of ESF #7 after-action issues. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards.
Response	• Provide representative to the EOC to serve as the lead for ESF #7. • Provide staff assistance to the Infrastructure Support Group at the EOC. • Provide assistance to departments and agencies in locating resource and service providers. • Provide maintenance support during disaster operations for county owned or leased buildings. • Provide fuel for emergency vehicles, portable equipment, and emergency generators. • Coordinate the procurement of commodities and services in support of response operation in response to request from other county departments and agencies. • As needed, lease facilities needed to support response

	operations. • Coordinate logistical support in establishing emergency response related facilities such as point of distribution for providing emergency relief commodities to affected residents. • Coordinate with ESF #16 Volunteer and Donations Management on the receipt, transport, storage, and delivery of donated commodities. • Provide technical assistance in purchasing and procurement.
Recovery	• Provide assistance to departments and agencies in locating resource providers to support recovery operations. • Provide logistical support in establishing recovery related facilities such as Disaster Recovery Centers (DRC). • Provide fuel for emergency vehicles, portable equipment, and emergency generators. • Coordinate the demobilization of emergency response facilities. • Receive, transport, store, and deliver donated supplies and commodities. • Continue to provide technical assistance in purchasing and procurement. • Restock commodities and supplies as necessary. • Conduct ESF#7 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Liquor Control

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain internal plans and procedures. • Participate in ESF #7 planning, training, and exercises. • Assist in resolving ESF #7 after-action issues. • Train staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards.
Response	• Provide staff to support ESF #7 in the EOC when requested.

	• As required, identify and manage warehouse buildings, appropriate sites for food and water storage areas, and reception areas. • Assist with establishing delivery locations for bulk food and water supplies, and the means of disbursement to individuals, shelters, and others, as required. • Provide drivers and trucks for delivery of food and water and provide appropriate materials handling equipment and qualified operators for forklifts, tow motors, etc. • Provide refrigerated trucks, if appropriate, and refrigerated warehouse space as a temporary morgue when required.
Recovery	• Provide support in demobilizing points of distribution established for distributing emergency relief commodities. • Participate in ESF #7 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain internal agency plans and procedures. • Participate in ESF #7 planning, training, and exercises. • Develop and maintain and update the Montgomery County Master Resource Directory. • Annually update and maintain an inventory of facilities to be used for emergency shelter locations, contact lists, shelter layout, if available, and shelter capacity. • Manage the MEMAC, EMAC, and NCR mutual aid agreements and process for Montgomery County. • Assist in resolving ESF #7 after-action issues. • Train agency staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards.
Response	• Provide staff to support ESF #7 in the EOC when requested. • Manage and track requests for resources submitted to

	Maryland Emergency Management Agency (MEMA). • Provide technical assistance in identifying sources for emergency relief commodities. • Coordinate the implementation of resource requests through Emergency Support Functions of the National Response Framework upon declaration of an emergency by the County Executive and subsequent declarations of an emergency by the Governor of Maryland and the President of the United States.
Recovery	• Manage and track requests for resources submitted to the MEMA. • Participate in ESF #7 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain internal plans and procedures. • Participate in ESF #7 planning, training, and exercises. • Assist in resolving ESF #7 after-action issues. • Train staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards.
Response	• Provide for traffic management and control at points of distribution. • Provide for security at PODs and other logistical support facilities.
Recovery	• Participate in ESF #7 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain internal plans and procedures. • Participate in ESF #7 planning, training, and exercises. • Assist in resolving ESF #7 after-action issues. • Train staff for emergency assignments. • Develop and maintain an agency-specific continuity of

	operations plan in accordance with county guidelines and standards.
Response	• Provide staff to support ESF #7 in the EOC when requested. • Coordinate and fill requests for available equipment, trucks, and operators. • Provide assistance in traffic management and control. • Provide information on traffic conditions and issues through the Transportation Management Center. • Provide support to evacuations by providing assistance in traffic control operations and providing barricades, signs, and other devices to assist MCPD in establishing a secure perimeter and manage vehicular and pedestrian traffic access/egress.
Recovery	• Coordinate and fill requests for available equipment, trucks, and operators. • Participate in ESF #7 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – Montgomery County Public Schools

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain internal plans and procedures. • Participate in ESF #7 planning, training, and exercises. • Assist in resolving ESF #7 after-action issues. • Train staff for emergency assignments.
Response	• Provide transportation support to logistics operations. • Provide available warehouse and storage space to support distribution of relief commodities.
Recovery	• Participate in ESF#7 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

REFERENCES

- Maryland Emergency Operations Plan, 2007.

ACRONYMS

CAO	Chief Administrative Officer
CAP	Corrective Action Program
DHHS	Department of Health and Human Services
DRC	Disaster Recovery Center
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
MCCF	Montgomery County Correctional Facility
MCPD	Montgomery County Police Department
MCPS	Montgomery County Public Schools
MEMA	Maryland Emergency Management Agency
MEMAC	Maryland Emergency Management Assistance Compact
NCR	National Capital Region
NIMS	National Incident Management System
OEMHS	Office of Emergency Management and Homeland Security
PODS	Points of Distribution
SEOC	State Emergency Operations Center

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ESF #8 Public Health and Medical Services Annex

PRIMARY AGENCY: ***Department of Health and Human Services Public Health Services***

Primary Agency	Department of Health and Human Services – Public Health Services
Support Agencies	County Attorney's Office
	Fire and Rescue Services
	Department of Liquor Control
	Office of Emergency Management and Homeland Security
	Montgomery County Police Department
	Regional Service Centers
	Department of Transportation
	Volunteer Center
Cooperating Organizations	American Red Cross
	Montgomery College
	Montgomery County Public Schools
	Montgomery County Sherriff's Office

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 public health and medical services operations following a disaster or emergency and to provide a concept of operations for conducting public health and medical services, and behavioral health and support during operations. This annex also covers protecting the food supply in the event of an accidental or deliberate action that threatens food safety and security, and providing nutrition assistance or protecting the county's natural and agricultural resources following a major disaster or emergency.

Scope

- This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of health and medical services in ESF #8. Health and medical support includes coordinating health and medical professionals and their disposition of care and treatment as well as managing medical supplies and resources to facilitate an effective and efficient response and recovery. This annex supplements the Montgomery County Emergency Operations Plan (EOP).

- In the event of an incident that results in mass fatalities the Maryland Office of the Chief Medical Examiner (MD OCME) will assume jurisdiction of human fatalities and investigate the deaths as authorized under Title 5 of the Health – General Article of the Annotated Code of Maryland. The Mass Fatality Incident Annex to the EOP delineates the concept of operations and the roles and responsibilities of county departments and agencies in mass fatality situations. For the purposes of this annex, mass fatality will mean any situation in which there are more human bodies to be recovered and examined than can be handled by the usual local resources.

- The Biological Incident Annex to the EOP is applicable to significant disease outbreaks resulting from bioterrorism attacks or natural origins within or affecting Montgomery County including:

    - Biological terrorism events involving Weapons of Mass Destruction (WMD);
    - Emerging infectious diseases; and
    - Novel pathogen outbreaks (pathogens that have not been previously identified).

- Another primary focus of this annex is food security for a significant food emergency. A food-related emergency involves the unintentional or deliberate contamination, threatened or actual, of food that impact human health. For purposes of this annex, a food-related emergency does not apply to food incidents routinely handled by the Montgomery County and Maryland Health Departments. This annex is focused on food emergencies that may involve a large number of people in a small area or that are widespread, involving multiple localities and/or states.

- The scope of this annex includes ensuring that the food products affected by the incident are safe; removing unsafe foods from commerce; and ensuring a partnership among federal, state, local, and private sector entities in providing

timely, accurate information and in taking appropriate actions to mitigate the impacts of the incident.

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).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- 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.
- A significant disaster event may cause injuries to a considerable number of people, produce physical or biological health hazards throughout the affected area, and create a widespread need for medical care or public health guidance.
- Medical, mental health and extended care facilities may be damaged or affected by utility company outages (electric, natural gas, and water) that will impact the ability to provide medical care.
- Damage to industrial sites, water systems, and pipelines may create secondary casualties, cause fires, or create a toxic or contaminated environment for communities and first responders.
- Damage to solid waste disposal facilities and water treatment systems as well as the disruption of electrical power may cause conditions that propagate bacteria and disease.
- An act of food tampering within the supply chain, particularly an act directed against large sectors of the food industry in the United States will have major consequences that may overwhelm the capabilities of one or more states and local jurisdictions, including Montgomery County.

- A food incident may include biological, chemical, or radiological contaminants that may require concurrent implementation of other EOP annexes. The incident may not be recognized as such until the biological, chemical, or radiological agent is detected or the effects of exposure to the public are reported to appropriate authorities.

- No single entity possesses the authority, expertise, and resources to act unilaterally on the many complex issues that may arise in response to a significant food incident, especially given the increasingly global nature of the food system.

- Food related emergencies may result from a variety of factors:
    - Natural disasters or man-made events that affect food or impact human health (e.g., hurricane, floods, power outages) that result in the loss of food due to spoilage or contamination.
    - Unintentional contamination of food that results in a public health threat or food-borne disease such as improper processing or production.
    - Deliberate contamination of food to cause harm to the public or the economy.

- In some cases, it may be difficult to determine initially whether an emergency is caused by deliberate or accidental factors. However, the initial response to protect public health and reduce the threat may be the same.

CONCEPT OF OPERATIONS

- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS).

- The Department of Health and Human Services Public Health Service (DHHS – PHS) will actively engage the support agencies and the county medical community in planning, training, and exercises to ensure an effective operation upon activation.

- DHHS –PHS as the primary agency for ESF #8 is responsible for coordination of the overall medical response operations. ESF #8 will provide health and medical services and behavioral health to the community during and after a disaster or emergency including the protection of the water supply, ensuring adequate sanitation, ensuring food safety, providing medical services, mass pharmaceutical dispensing, and preventing or controlling epidemics.

- Depending upon the scope and magnitude of an incident DHHS - PHS may activate their Public Health Command Center to coordinate the overall medical response. Upon activation of the Emergency Operations Center (EOC) DHHS - PHS will provide representation to coordinate public health and medical services requirements and issues. ESF #8 reports to the Community Services Group leader at the EOC.

- The DHHS - PHS representative at the EOC will maintain communications with the DHHS Public Health Command Center and ensure actions assigned to ESF #8 at the EOC are provided to the Public Health Command Center for implementation. The Public Health Command Center will keep the EOC informed as to the status of assigned actions.

- DHHS will collect, organize, analyze, summarize and disseminate information related to the medical infrastructure, services and public health issues in coordination with the ESF #8 support agencies and the medical community. This information will be disseminated to and coordinated with the EOC Operations Support Group. Damage assessment information will be provided to the Department of Permitting Services as detailed in the Damage Assessment Annex to the EOP.

- DHHS in coordination with ESF #15 (External Affairs) will develop and disseminate public service announcements as necessary to provide the public with pertinent public health information and guidance and also within the County.

- DHHS will coordinate incoming mutual aid resources in support of public health and medical services.

- The ESF #8 representative at the EOC will coordinate requests for support from other county ESFs.

- Requests for state or federal assistance will be coordinated by the Disaster Manager to the State Emergency Operations Center (SEOC) in response to needs identified by ESF #8 through the Community Services Group leader. Once it is determined that the state will be providing assistance, the ESF #8 representative will coordinate directly as needed with the state ESF #8 counterpart in fulfilling the requests.

- In the event of a federal emergency or disaster declaration that includes Montgomery County, critical resources and support may be available through the federal government. The Disaster Manager, in coordination with ESF #8, will

initiate requests for federal assistance through the SEOC. Once it is determined that the federal government is providing the resources (such as Disaster Medical Assistance Teams or DMATs) the county ESF #8 representative will coordinate directly with the designated federal point-of-contact to fulfill the county's requests and to address any issues as to delivery timelines and locations. The ESF #8 Annex to the National Response Framework (NRF) describes support that may be provided through the federal government.

- DHHS – PHS will ensure that all ESF #8 related costs and expenditures are documented in accordance with guidance provided by ESF #5 and internal county policies and procedures.

- In the event of an incident that results in mass fatalities the Montgomery County Police Department (MCPD) will assume jurisdiction of human remains and investigate the death of human beings as casualties associated with an emergency as authorized under Section 35 of the County Code. The MD OCME is responsible for determining the cause and manner of the death specifically if the death occurs by violence, suicide, casualty, or suddenly as authorized under Title 5 of the Health – General Article of the Annotated Code of Maryland. ESF #8 will coordinate support to the MD OCME as needed from county departments and agencies (see Mass Fatality Incident Annex to the EOP).

- PHS will coordinate with state and federal public health agencies and the Maryland Department of Health and Medical Hygiene (DHMH) to assess the health and medical needs arising from the incident.

- DHHS is designated as the primary agency for this annex. The DHMH, Division of Food Control has the primary responsibility for responding to food safety and security incidents that involve food sold by a wholesale establishment or for incidents at a food processing establishment. In the event of a significant incident related to food security, county departments and agencies will provide support as necessary to state and federal authorities.

- In any incident involving food that is associated with a food service establishment, such as a restaurant or school cafeteria, DHHS conducts a standard food-borne illness investigation. If a criminal act is suspected as a result of this investigation, the incident will be referred to the Montgomery County Police Department. In the event the investigation indicated that the suspect food may have been initially contaminated at the packing or distribution point in the supply chain, DHHS will alert the Maryland Department of Health and Mental Hygiene Based upon the

nature of the incident, DHMH in turn will contact the United States Department of Agriculture (USDA) or the Food and Drug Administration (FDA).

- The USDA and/or FDA will work with federal, state, and local authorities (as well as industry) to conduct tracing, recall, and control of adulterated products (including disposal).

- The MCPD will provide the initial response and evidence gathering relative to a criminal investigation of a food supply emergency originating within the county and will coordinate with the Maryland State Police as appropriate. It is likely that this initial law enforcement effort will be quickly augmented with federal law enforcement involvement. An Environmental Health Specialist will provide expertise to investigating officers for all investigations.

- At the federal level, the USDA and the FDA have the primary responsibility for food safety and security. USDA is responsible for meat, poultry, and egg-related products, whereas FDA is responsible for all other food sources. Depending upon the nature of the incident other federal departments and agencies may become directly involved as well. Further information on federal response policies related to nationally significant incidents regarding food safety and security are included in the ESF #11 (Agriculture and Natural Resources) and the Food and Agriculture Incident annexes to the National Response Framework (NRF).

- In the event of a federal emergency or disaster declaration that includes Montgomery County, critical resources and support may be available through the federal government. The Disaster Manager will initiate requests for federal assistance through the State Emergency Operations Center (SEOC). Once it is determined that the federal government is providing the resources the county ESF #11 representative will coordinate directly with the designated federal point-of-contact to fulfill the county's requests. The ESF #11 and Food and Agriculture Incident annexes to the National Response Framework (NRF) describe support that may be provided through the federal government.

- ESF #8 will coordinate with ESF #7 Logistics Support and Resource Management for incoming mutual aid resources in support of food safety and security operations and will establish staging areas and logistical support bases for requested mutual aid resources.

- Restaurants, wholesale and grocery stores, schools, and other businesses that produce and distribute food or meals will be notified in case of suspicious outbreak involving food contamination.

- The ESF #8 representative at the EOC will ensure any open actions or issues are transferred to the DHHS for coordination and completion or resolution upon the de-activation of the EOC.

- DHHS will facilitate an after-action review of ESF #8 operations within 30 days of the closure of the EOC. Issues identified will be assigned to the appropriate ESF #8 agencies for action or submitted to OEMHS for resolution through the county's Corrective Action Program (CAP).

ROLES AND RESPONSIBILITIES

Primary Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain the ESF #8 Annex to the Emergency Operations Plan. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Coordinate resolution of ESF#8 after-action issues. • Develop and maintain an inventory of medical resources within the county. • Provide active surveillance for disease occurrence in coordination with the National Capital Region (NCR) jurisdictions, Maryland DHMH, and the healthcare system.
Response	• Coordinate situation assessment of the medical infrastructure, services and medical needs. • Issue drinking water and food restriction advisories.

	• Establish and operate medication centers for dispensing or distribution of prophylactic medication. • Establish liaison with county hospitals and other medical facilities to coordinate emergency use of available resources, including the Strategic National Stockpile (SNS). • Coordinate with the Montgomery County Public Information Office to ensure the public is appropriately informed. • Coordinate with the Community Resilience and Outreach Program. • Upon authorization implement quarantine/isolation measures. • Provide guidance to the public on general sanitation issues. • Monitor food handling and mass feeding sanitation service in emergency facilities in coordination with the American Red Cross (ARC). • Monitor food handling practices in licensed commercial food service facilities in the affected area. • Supported by the Maryland DHMH, advise on assessment of environmental risk related to the incident. • Coordinate and provide disaster mental health services in conjunction with private community mental health partners. • Provide emergency public health services. • Laboratory surveillance and technical expertise provided by DHMH. • Conduct environmental health assessments. • Inspect for the safety of food, drugs, and other consumables. • Conduct limited testing of clinical and environmental samples where food contamination is reported. • Coordinate with ESF #13 to provide expertise for criminal investigations. • Inspect restaurants and regulated portions of grocery stores to ensure food safety when an incident is reported. • Provide epidemiological surveillance, outbreak investigation, and follow-up as needed and active

	disease surveillance and control.
Recovery	• Ensure that appropriate mental health services are available to disaster victims, responders and their families. • Continue coordination as needed with state and federal health and environmental agencies, such as Department of Agriculture and Department of Natural Resources. • Coordinate the disposal of contaminated food items and coordinate with MCPD Animal Services Division for the disposal of dead animals. • Conduct ESF #8 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – County Attorney's Office

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#8 after-action issues.
Response	• Assist with the implementation of isolation and quarantine orders and other court orders as needed. • Prepare, as appropriate, emergency ordinances (i.e., price gouging and curfews) and local declarations. • Advise county officials concerning legal responsibilities, powers, and liabilities regarding emergency operations and post-disaster and recovery assistance.
Recovery	• Participate in the ESF #8 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#8 after-action issues.
Response	• Provide emergency medical care, triage, and transportation in accordance with standard operating policies and procedures. • Coordinate and activate the Community Emergency Response Team (CERT). • As resources permit, provide ambulances and personnel to assist with the evacuation of hospitals and nursing homes, after these facilities have exhausted their private transportation vehicle resources.
Recovery	• Participate in ESF #8 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#8 after-action issues. • Coordinate with the Community Resilience and Outreach Program.
Response	• Activate and manage the EOC. • As necessary, coordinate requests for state and federal assistance. • Assist in the development and dissemination of protective guidance information.
Recovery	• Participate in ESF #8 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents

Support Agency – Department of Liquor Control

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#8 after-action issues.

Response	• Provide refrigerated trucks and refrigerated warehouse space as a temporary storage area or morgue when required. • Provide transportation support and delivery to identified facilities for mass dispensing activities
Recovery	• Participate in ESF #8 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#8 after-action issues.
Response	• Provide security, as needed, for the Strategic National Stockpile receiving, staging and storing site, dispensing sites and medical treatment facilities. • During mass fatality incidents under the guidance of the Office of the Chief Medical Examiner (OCME), in process evidence (fingerprinting, collection of personal effects, documentation of injuries, and identification and notification of next of kin). • Conduct death investigations and coordinate and provide support to agencies that have primary investigative jurisdiction. • Coordinate for technical expertise in investigations of food-borne diseases. • Depending on scope and size of the incident, assist in the enforcement of isolation and quarantine orders.
Recovery	• Participate in ESF #8 after-action review.

Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#8 after-action issues.
Response	• Provide support to evacuations by providing assistance in traffic control operations and providing barricades, signs, and other devices to assist the MCPD in establishing a secure perimeter and manage vehicular and pedestrian traffic access/egress. • Provide and coordinate transportation support to evacuations.
Recovery	• Provide support to re-entry operations by providing assistance in traffic control. • Participate in ESF #8 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Volunteer Center

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#8 after-action issues.
Response	• Coordinate and activate affiliated volunteer groups including Medical Reserve Corps, and Emergency Action Team. • As needed, coordinate credentialing of affiliated volunteer groups.
Recovery	• Participate in ESF #8 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – Montgomery County Sherriff's Office

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#8 after-action issues.
Response	• Provide security, as needed, for the Strategic National Stockpile receiving, staging and storing site, dispensing sites and medical treatment facilities.

	• Assist in the services of isolation and quarantine orders.
Recovery	• Participate in ESF #8 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – Montgomery County Public Schools

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#8 after-action issues.
Response	• Provide available stage and distribution assets for the medications, if needed. • DHHS – PHS may request transportation assistance from the schools if needed.
Recovery	• Participate in ESF #8 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – Montgomery College

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines

	and standards. • Assist in resolving ESF#2 after-action issues.
Response	• Provide available facilities for medical dispensing sites.
Recovery	• Participate in ESF #8 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – Regional Services Center

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#2 after-action issues.
Response	• Provide available facilities for medical dispensing sites.
Recovery	• Participate in ESF #8 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – American Red Cross

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#2 after-action issues.
Response	• Supplement county mental health services efforts. • Assist with recruiting trained volunteers to supplement staffing resources.
Recovery	• Provide mental health services. • Participate in ESF #8 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

REFERENCES

- Maryland Emergency Operations Plan (2007).
- Montgomery County Emergency Operations Plan.
- Mass Fatality Annex to the Montgomery County EOP.
- Biological Incident Annex to the Montgomery County EOP.
- Damage Assessment Annex to the EOP.
- ESF #8 – Public Health and Medical Services Annex to the National Response
- Framework (January 2008).

ACRONYMS

ARC	American Red Cross
CERT	Community Emergency Response Team
DHHS	Department of Health and Human Services
DHMH	Department of Health and Mental Hygiene
DMAT	Disaster Medical Assistance Team

EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FRS	Fire and Rescue Services
JIC	Joint Information Center
MCPD	Montgomery County Police Department
MCPS	Montgomery County Public Schools
MCSO	Montgomery County Sherriff's Office
NCR	National Capital Region
NDMS	National Disaster Medical System
NIMS	National Incident Management System
NRF	National Response Framework
OCME	Office of the Chief Medical Examiner
OEMHS	Office of Emergency Management and Homeland Security
PHS	Public Health Services
PIO	Public Information Office
SEOC	State Emergency Operations Center
WMD	Weapons of Mass Destruction

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ESF #9 Search and Rescue Annex

PRIMARY AGENCY: ***Fire and Rescue Services and Montgomery County Police Department***

Primary Agency	**Fire and Rescue Services & Montgomery County Police Department**
Support Agency	Office of Emergency Management and Homeland Security

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 large-scale search and rescue (SAR) operations. This annex also provides a concept of operations for conducting multi-agency SAR operations. Emergency Support Function (ESF) #9 provides for the effective utilization of SAR and the control and coordination of search and rescue operations.

Scope

This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of search and rescue operations in ESF #9. This annex supplements the Montgomery County EOP.

The ESF #9 annex addresses large-scale SAR operations occurring separately or coincidentally with a significant natural disaster or technological emergency or disaster.

DEFINITIONS

Search is defined as operations to locate persons missing, lost or unaccounted for; to remove them to a safe location if not trapped or injured; or to identify their location if

trapped or injured so that their extrication and/or emergency medical treatment can be accomplished.

Rescue is defined as the extrication or removal of victims when pinned or trapped in an inaccessible location. Rescue includes, but is not limited to, rope rescue, confined space rescue, water rescue and trench/collapse rescue.

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).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- 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.
- Significant disasters or emergencies may occur within the county that will require a coordinated multi-departmental response to conduct search and rescue. Some SAR resources may become scarce.
- Additional resources may take considerable time (24 hours or more) to deploy.
- A disaster may result in a substantial number of persons missing or lost and being in life-threatening situations requiring search and rescue as well as urgent medical care. Secondary effects such as fires, flooding and hazardous material releases may compound problems and may threaten survivors and rescue personnel.
- The extent of damage to the infrastructure after a disaster may influence the SAR strategy as well as the ability to gain access to the impacted area(s).
- ESF #9 agencies will develop internal operational plans and procedures necessary to accomplish their ESF #9 roles and responsibilities.

CONCEPT OF OPERATIONS

- All emergency operations conducted under ESF #9 will be in accordance with the National Incident Management Systems (NIMS). ESF #9 operates under the Emergency Services Team in the EOC.

- The primary agency during operations is dependent upon the nature of the mission requirements. For search operations typically the Montgomery County Police Department is the primary agency. For collapsed structures, confined space, water rescue, and other technical rescues the Department of Fire and Rescue Services is the primary agency. In the event of an incident involving simultaneous search and rescue operations the DFRS and MCPD may establish a unified command. Where appropriate, DFRS will play a support role to MCPD and vice versa.

- MCPD and DFRS routinely respond to SAR incidents as part of their departmental mission and as such existing county first response resources are sufficient to handle most emergency situations.

- Maryland Task Force 1, a federally sanctioned urban search and rescue (USAR) team is maintained by DFRS and its resources are available for operations in a local event. Additional USAR resources may be available in a federally declared emergency or disaster.

- FRS and MCPD will task support agencies as needed to provide assets in order to meet operational requirements. When additional support is required, ESF #5 Emergency Management, in coordination with ESF #7 Logistics Support and Resource Management will provide technical assistance in identifying available resources through existing mutual aid agreements. If necessary, this assistance will be requested through various state or federal agencies, via outside mutual aid available through the Emergency Management Assistance Compact (EMAC) and Maryland Emergency Management Assistance Compact Assistance (MEMAC). Assistance may also be obtained from non-governmental and volunteer organizations (i.e., Community Emergency Response Team, Radio Amateur Civil Emergency Service, etc.) as needed.

- Whenever practical, resources available from county or other governmental or quasi-governmental resources will be used before supplies or services are obtained from private contractors.

- Requests for state or federal assistance will be coordinated by the Disaster Manager to the State Emergency Operations Center (SEOC) in response to needs identified by ESF #9. Once it is determined that the state will be providing assistance, the ESF #9 representative will coordinate directly as needed with the state ESF #9 counterpart in fulfilling the requests.

- In the event of a federal emergency or disaster declaration that includes Montgomery County, critical resources and support may be available through the federal government. The Disaster Manager will initiate requests for federal assistance through the State Emergency Operations Center (SEOC). Once it is determined that the federal government is providing the resources (such as federally sponsored Urban Search and Rescue Task Forces) the county ESF #9 representative will coordinate directly with the designated federal point-of-contact to fulfill the county's requests and to address any issues as to deployment timelines and locations. The ESF #9 Annex to the National Response Framework (NRF) describes support that may be provided.

- Upon activation of the Emergency Operations Center (EOC), the DFRS and MCPD will provide representation for ESF #9 to coordinate SAR operational requirements. ESF #9 will evaluate and analyze information regarding SAR requests and update assessments of the SAR status in the impact area(s). ESF #9 will conduct contingency planning as appropriate to meet anticipated demands and needs.

- ESF #9 will allocate available resources to each incident based upon the priorities identified by the Disaster Manager in coordination with Incident Command (IC)/Unified Command (UC)/Unified Area Command (UAC).

- ESF #9 will coordinate incoming mutual aid resources in support of SAR operations and will establish staging areas and logistical support bases for requested mutual aid resources.

- ESF #9 representatives at the EOC will maintain communications with Incident Command and ensure actions assigned to ESF #9 at the EOC are implemented.

- In the event fatalities are encountered during SAR operations the MCPD will assume jurisdiction of human remains and investigate the death of human beings as casualties associated with an emergency as authorized under Section 35 of the County Code. The Maryland OCME is responsible for determining the cause and manner of the death specifically if the death occurs by violence, suicide, casualty, or

suddenly as authorized under Title 5 of the Health – General Article of the Annotated Code of Maryland.

- DFRS and MCPD will ensure that all ESF #9 related costs and expenditures are documented in accordance with guidance provided by the ESF #5 Emergency Management as part of the Operations Support Team and internal county policies and procedures.

- ESF #9 operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

- The ESF #9 representative(s) at the EOC will ensure any open actions or issues are transferred to the DFRS or MCPD as appropriate for completion or resolution upon the demobilization of the EOC.

- DFRS and MCPD will facilitate an after-action review of ESF #9 operations within 30 days of the closure of the EOC. Issues identified will be assigned to the appropriate ESF #9 agency for action or submitted to OEMHS for resolution through the county's Corrective Action Program.

ROLES AND RESPONSIBILITIES

Co-Primary Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain the ESF #9 Annex to the Emergency Operations Plan. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Coordinate resolution of ESF#9 after-action issues. • Develop and maintain resource inventories.
Response	• Provide representative to the EOC to serve as the lead

	for ESF #9 conducting rescue operations. • Serve as primary agency for conducting rescue operations as outlined in this annex using necessary Federal, State, county and volunteer resources and available supporting agencies. • Coordinate the activities of rescue resources during disaster operations to accomplish incident objectives. • Prioritize missions in accordance with information provided by the IC/UC/UAC and the Disaster Manager. • Coordinate incoming mutual aid resources in support of rescue operations. • Establish and operate staging areas as necessary. • Provide emergency medical services and transport of victims.
Recovery	• Conduct ESF #9 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Co-Primary Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain the ESF #9 Annex to the Emergency Operations Plan. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Coordinate resolution of ESF#9 after-action issues. • Develop and maintain local rescue resource inventories. • Develop and maintain resource inventories.
Response	• Provide representative to the EOC to serve as the lead for ESF #9 for conducting search operations. • Serve as primary agency for conducting search operations as outlined in this annex using necessary

	Federal, State, county and volunteer resources and available supporting agencies. • Coordinate the activities of search resources during disaster operations to accomplish incident objectives. • Prioritize missions in accordance with information provided by the IC/UC/UAC and the Disaster Manager. • Coordinate incoming mutual aid resources in support of search operations. • Establish and operate staging areas as necessary. • Provide traffic and access control at emergency scenes as necessary. • Provide crowd control and site security as necessary.
Recovery	• Participate in ESF #9 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#9 after-action issues.
Response	• Coordinate the request for resources as needed. • Coordinate the processing of data into GIS products.
Recovery	• Participate in ESF #9 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

REFERENCES

- Maryland Emergency Operations Plan (2007)

- Montgomery County Emergency Operations Plan.
- ESF #9Search and Rescue Annex to the NRF (January 2008).

ACRONYMS

AAR	After Action Report
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
DFRS	Fire and Rescue Services
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
MEMAC	Maryland Emergency Management Assistance Compact
NRF	National Response Framework
NIMS	National Incident Management System
OCME	Office of the Chief Medical Examiner
OEMHS	Office of Emergency Management and Homeland Security
MCPD	Montgomery County Police Department
SAR	Search and Rescue
SEOC	State Emergency Operations Center
UAC	Unified Area Command
UC	Unified Command

ESF #10 Oil and Hazardous Materials Response Annex

PRIMARY AGENCY: ***Fire and Rescue Services***

Primary Agency	Fire and Rescue Services
Support Agencies	County Attorney's Office
	Department of Environmental Protection
	Department of General Services
	Office of Emergency Management and Homeland Security
	Montgomery County Police Department
	Department of Transportation

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 hazardous material 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 hazardous materials operation in ESF #10. This annex supplements the county EOP.

- For purposes of this annex, hazardous materials include chemical, biological, radiological, and nuclear releases whether accidental or intentional.

- There are more than 180 facilities in the county subject to the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) reporting. There are an additional 3,000 facilities subject to reporting under the county's Executive Regulation 17-03.

- This annex encompasses the response to, containment of, and monitoring the clean-up of oil and hazardous materials releases that occur concurrently with a major disaster or emergency or are of a significant scope and magnitude as to require a significant multi-agency response.

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).

- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.

- 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.

- The agencies identified in this annex will provide assistance and serve as the coordination point for the restoration of the transportation infrastructure.

- Facilities subject to reporting and notification requirements outlined in SARA Title III and county Executive Regulation 17-03 will provide required information to the appropriate county departments and agencies.

- Release of hazardous materials will initially require a local emergency response. The local emergency response may be adequate for certain limited releases. When additional support is required, assistance will be obtained through existing mutual aid agreements (maintained by ESF #10) and, if necessary, through various state or federal agencies or through outside mutual aid available through the Maryland Emergency Management Assistance Compact (MEMAC) and the Emergency Management Assistance Compact (EMAC). Remediation may be accomplished through contractors.

- A wide variety of hazardous materials are transported through or utilized by facilities within the county. Hazardous material incidents can be expected to occur

and pose significant threats to the county during transportation along major roadways, rail lines, pipelines, and at fixed facilities.

- Accidental or intentional releases can occur that may place citizens and emergency response personnel at risk and contaminate people, animals, roadways, structures, and waterways. A major disaster may result in multiple simultaneous hazardous material incidents.

- County and local responders may become overwhelmed by the magnitude of response required to assess, monitor, contain, remove, and dispose of hazardous materials. Standard communications media may be disrupted or destroyed. Damaged transportation infrastructure may delay and hinder response efforts.

- Fire and Rescue Services will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation.

- Private property owners are expected to rely on insurance coverage, contractors, and other means, at their own expense, to remove and dispose of hazardous materials located on their property.

CONCEPT OF OPERATIONS

- The County has regulations in place to require all facilities to register with the Local Emergency Preparedness Committee (LEPC). A list of these facilities can be found in the Montgomery County Commodity Flow Survey. Each facility should have in place a facility response plan. Information on these sites and facilities is maintained by FRS.

- Emergency operations conducted under ESF #10 will be in accordance with the National Incident Management Systems (NIMS). ESF #10 operates under the Emergency Services Group at the EOC.

- FRS is the primary agency for all hazardous materials activities.

- ESF #10 will, as necessary, establish a unified command structure in order to coordinate hazardous material response operations.

- During the initial phases of a hazardous materials incident or whenever a life-safety hazard is present, FRS will be the IC. . At the request of the IC, hazardous materials

emergency response resources will be deployed to provide support. ESF #10 may be activated to provide for multi-agency coordination and support to the IC.

- The EOC will provide support to field operations in areas such as communications, contingency planning, plume and dispersion modeling, evacuation/"shelter in place", alerting, warning, transportation, logistics support, and mass care coordination activities.

- Upon activation of the Emergency Operations Center (EOC), FRS will provide representation to address strategic level hazardous material response requirements and issues.

- The FRS representative at the EOC will maintain communications with the IC/IMT and ensure actions assigned to ESF #10 at the EOC are provided to the IC/IMT for implementation. The IC/IMT will keep the EOC informed as to the status of assigned actions.

- Depending on the size and scope of the incident and after incident control and containment, the FRS IC will relinquish command to the senior Department of Environmental Protection (DEP) or Maryland Department of Environment (MDE) representative. This individual will monitor cleanup operations, and oversee/assist in the investigation for emergency and post-emergency operations from the party responsible for the release.

- If the emergency operations are beyond the local capabilities ESF #10 may request state resources through the county EOC. Depending upon the scope and magnitude of the incident, MEMA may request the response of a federal On-Scene-Coordinator (OSC) through the National Response Center (NRC).

- Depending on the size and scope of the incident, FRS or ESF #10 will task support agencies and/or other county ESFs as needed to provide assets in order to meet operational requirements. If necessary, private sector sources will be acquired to augment the county resources as well as subject matter experts. ESF # 5 – Emergency Management within the Operations Support Group will provide technical assistance in identifying resources available through mutual aid agreements such as MEMAC and EMAC.

- ESF #10 will allocate available resources to each mission based upon the priorities identified by the Disaster Manager in coordination with the IC.

- Depending on the size and scope of the incident, FRS or ESF #10 will coordinate incoming mutual aid resources in support of hazardous material response operations and will establish staging areas and logistical support bases for requested mutual aid resources. Incidents with a terrorism nexus (or suspected nexus) will involve additional coordination with local, state, and federal organizations. The EOP Terrorism Annex provides additional guidelines and procedures for response to terrorist incidents.

- Through the execution of memoranda of understanding and mutual aid agreements, the fire, rescue, and hazardous materials resources of federal agencies located within the county may be utilized.

- Requests for state or federal assistance will be coordinated by the Disaster Manager to the State Emergency Operations Center (SEOC) in response to needs identified by ESF #10 through the Emergency Services Group leader. Once it is determined that the state will be providing assistance, the ESF #10 representative will coordinate directly as needed with the state ESF #10 counterpart in fulfilling the requests.

- In the event of a federal emergency or disaster declaration that includes Montgomery County, critical resources and support may be available through the federal government. The Disaster Manager will initiate requests for federal assistance through the SEOC. Once it is determined that the federal government is providing the resources, the county ESF #10 representative will coordinate directly with the designated federal point-of-contact to fulfill the county's requests and to address any issues as to deployment timelines and locations. The ESF #10 Annex to the National Response Framework (NRF) describes support that may be provided through the federal government.

- In the event of fatalities encountered during hazardous materials response operations, the IC will ensure notification of the MCPD. The MCPD will assume jurisdiction of human remains and investigate the death of human beings as casualties associated with an emergency as authorized under Section 35 of the County Code. The MD OCME is responsible for determining the cause and manner of the death specifically if the death occurs by violence, suicide, casualty, or suddenly as authorized under Title 5 of the Health – General Article of the Annotated Code of Maryland. ESF #8 will coordinate support to the MD OCME as needed from county departments and agencies (see Mass Fatality Annex to the EOP).

- FRS will ensure that all ESF #10 related costs and expenditures are documented in accordance with guidance provided by ESF #5 and internal county policies and procedures.

- ESF #10 operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

- The ESF #10 representative(s) at the EOC will ensure any open actions or issues are transferred to the FRS as appropriate for coordination of the completion or resolution, upon deactivation of the EOC.

- FRS will facilitate an after-action review of ESF #10 operations within 30 days of the de-activation of the EOC. Issues identified will be assigned to the appropriate ESF #10 agencies for action or submitted to OEMHS for resolution through the county's Corrective Action Program.

ROLES AND RESPONSIBILITIES

Primary Agency – Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain the ESF #10 Annex to the Emergency Operations Plan. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Coordinate resolution of ESF#10 after-action issues. • Develop and maintain mutual aid agreements. • Develop and maintain a list of available hazardous response resources within the county. • Develop and maintain hazardous materials response resources. • Manage environmental compliance and reporting through the LEPC.
Response	• Provide technical support to on-scene operations in determining the type and nature of the hazardous material involved. • Provide support for the response and containment at hazardous materials incidents. Coordinate requests for geographical information system (GIS) to support damage assessment activities. • Ensure notification of appropriate local, state, and federal agencies in accordance with applicable laws and regulations. • Coordinate mutual aid and private vendor resources. Establish as needed staging areas and other response facilities for mutual aid agreements. • Determine the need for evacuations or other protective actions such as "shelter-in-place" – risk analysis, plume,

	and dispersion modeling. • Conduct decontamination operations for the public. When possible, establish a system for accounting for all exposed persons. With assistance from law enforcement, collect personal effects removed from contaminated persons.
Recovery	• Coordinate re-entry of the threatened or contaminated areas. • Coordinate with appropriate county and state agencies and contractors for site clean-up and restoration. • Conduct ESF #10 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – County Attorney's Office

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#10 after-action issues.
Response	• Assist in obtaining waivers and legal clearances needed to dispose of debris and materials. • Provide advice on legal matters relating to emergency authority and responsibility.
Recovery	• Provide support to DEP in conducting investigations following hazardous material incidents. • Participate in ESF #10 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Environmental Protection

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#10 after-action issues. • Maintain inventory of agency resources.
Response	• Provide support to hazardous material response by providing detection, monitoring, and sampling and analysis operations in accordance with DEP Response Procedures for Hazardous Materials Spills. • Provide support in determining the possible impact on sewer and/or water systems and potential mitigation measures. • Determine suitable sites and establish procedures for the disposal of hazardous materials, in cooperation with local, state, and federal agencies.
Recovery	• Monitor hazardous material incident clean-up operations including coordinating the county's efforts in decontaminating public and private properties and the environment. • Coordinate monitoring and sampling operations with officials from other agencies that may become involved. • Monitor the progress of cleanup and remediation contractors and assess if work is being performed in a manner consistent with local, State and Federal guidelines for hazardous materials handling and disposal. • Conduct investigations in conjunction with State and Federal Agencies in an effort to determine parties responsible for the hazardous materials incident.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#10 after-action issues. • Maintain inventory of agency resources.
Response	• Coordinate and fill requests for available heavy construction equipment, trucks, operators, and related construction supplies.
Recovery	• Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Chair the LEPC and maintain the SARA Title III lists of facilities that require an emergency plan. • Maintain the EOC in a state of operational readiness.
Response	• Coordinate the request for resources as needed through

	EMAC and the state EOC. • Coordinate with ESF #10 for evacuations or other protective actions such as "shelter-in-place" – risk analysis, plume, and dispersion modeling. • Provide assistance in coordinating evacuations. • Manage the EOC. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards.
Recovery	• Participate in ESF #10 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents. • Maintain registry of chemical storage and use facilities.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#10 after-action issues. • Develop and maintain mutual aid agreements. • Maintain inventory of agency resources.
Response	• Conduct evacuations as needed. • Initiate warning and alerting in cooperation with the FRS. • Conduct death investigations. In those cases where other agencies have primary jurisdiction of death investigations (i.e. terrorism – FBI, airplane crashes and certain other transportation accidents – NTSB) provide support. • Conduct traffic management and control. • Conduct site access and control.

	• Conduct security for evacuated areas, staging areas and other response facilities. • Coordinate with ESF #10 and ESF #13 for the disposition of personal property.
Recovery	• Participate in ESF #10 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#10 after-action issues.
Response	• Provide support to evacuations by providing assistance in traffic control operations to the MCPD establishing a perimeter and manage vehicular and pedestrian traffic access/egress. • Provide and coordinate transportation support to evacuations.
Recovery	• Provide support to re-entry operations by providing assistance in traffic control. • Participate in ESF #10 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

REFERENCES

- Maryland Emergency Operations Plan (2007)
- Montgomery County Commodity Flow Survey (2009)
- Montgomery County Emergency Operations Plan.

- Terrorist Incident Annex to the Montgomery County EOP.
- Nuclear and Radiological Incident Annex to the Montgomery County EOP.
- Mass Fatality Annex to the Montgomery County EOP.
- ESF #10 Annex, Oil and Hazardous Materials Response, to the National Response Framework (January 2008).
- DEP Response Procedures for Hazardous Material Spills.

ACRONYMS

DEP	Department of Environmental Protection
DGS	Department of General Services
DOC	Department Operations Center
DOT	Department of Transportation
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FRS	Fire and Rescue Services
IC	Incident Commander
ICS	Incident Command System
IMT	Incident Management Team
LEPC	Local Emergency Planning Committee
MCPD	Montgomery County Police Department
MDE	Maryland Department of Environment
MD OCME	Maryland Office of the Chief Medical Examiner
MEMA	Maryland Emergency Management Agency
MEMAC	Maryland Emergency Management Compact
NIMS	National Incident Management System
NRC	National Response Center
NRF	National Response Framework
OEMHS	Office of Emergency Management and Homeland Security
OSC	On-Scene Coordinator
PIO	Public Information Officer
SARA	Superfund Amendments and Reauthorization Act
SEOC	State Emergency Operations Center
UC	Unified Command

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ESF #11 Agriculture and Natural Resources Annex

PRIMARY AGENCY: ***Department of Health and Human Services***

Primary Agency	Department of Health and Human Services
Support Agencies	Office of Consumer Protection
	Department of Economic Development
	Office of Emergency Management and Homeland Security
	Montgomery County Police Department

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 performing the various Emergency Support Function (ESF) #11 missions such as responding to a significant animal or plant disease outbreak and to provide a concept of operations for conducting these 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 ESF #11. This annex supplements the county EOP.

ESF #11 encompasses the following mission:

Animal and plant disease and pest response: In the event of a major animal disease outbreak impacting Montgomery County, the Department of Health and Human Services will be the lead for coordinating with state (Department of Agriculture) and federal authorities as needed to provide an effective response. This includes implementing an integrated response to an outbreak of a highly contagious or

economically devastating animal/zoonotic disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant pest infestation.

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).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- 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.
- Operations under this annex may be conducted for incidents that originate outside of Montgomery County or the State of Maryland but due to the nature and scope have interstate or national implications. This may necessitate the activation of other annexes as well.

CONCEPT OF OPERATIONS

- Emergency operations conducted under ESF #11 will be in accordance with the National Incident Management Systems (NIMS). ESF #11 operates under the Community Services Group at the EOC.
- DHHS conducts public health and food safety inspection on a regular basis and will be generally notified by local healthcare providers through established reporting mechanisms if unusual or reportable symptoms or diseases are identified.
- DHHS as primary agency may activate the Public Health Command Center (PHCC) to coordinate the response to the incident. The EOC will be activated as needed to provide for multi-agency coordination and support to the DHHS. The EOC will provide support to field operations in the areas such as communications, alerting, warning, transportation, logistics support, and mass care activities.

- Upon activation of the EOC, DHHS will provide representation to address strategic level hazardous material response requirements and issues. The DHHS representative at the EOC will maintain communications with the PHCC and ensure actions assigned to ESF #11 at the EOC are provided to the PHCC for implementation. The PHCC will keep ESF #11 informed as to the status of assigned actions.

- DHHS will task support agencies and/or other county ESFs as needed to provide assets in order to meet operational requirements. If necessary, private sector sources will be acquired to augment the county resources. ESF # 5 Emergency Management in the Operations Support Group will provide technical assistance in identifying resources available through mutual aid agreements.

- ESF #11 will as necessary establish a unified command structure in order to coordinate operations.

- In the event of fatalities encountered during an incident involving food safety and security, DHHS will ensure notification of the MCPD. The MCPD will assume jurisdiction of human remains and investigate the death of human beings as casualties associated with an emergency as authorized under Section 35 of the County Code. The Maryland OCME is responsible for determining the cause and manner of the death specifically if the death occurs by violence, suicide, casualty, or suddenly as authorized under Title 5 of the Health – General Article of the Annotated Code of Maryland. ESF #8 Public Health and Medical will coordinate support to the OCME as needed from county departments and agencies (see Mass Fatality Annex to the EOP).

- Incidents with a terrorism nexus (or suspected nexus) will involve additional coordination with local, state, and federal organizations. The Terrorism Annex of the EOP provides additional guidelines and procedures for response to terrorist incidents.

- ESF #11 agencies will coordinate to ensure that unsafe foods are removed from commerce and that they will not be offered for sale until their safety is assured.

- ESF #11 will ensure that all ESF #11 related costs and expenditures are documented in accordance with guidance provided by the OEMHS and internal county policies and procedures.

- ESF #11 operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

- The ESF #11 representative at the EOC will ensure any open actions or issues are transferred to the DHHS as appropriate for completion or resolution upon the de-activation of the EOC.

- DHHS will facilitate an after-action review of ESF #11 operations within 30 days of the closure of the EOC. Issues identified will be assigned to the appropriate ESF #11 agency for action or submitted to OEMHS for resolution through the county's Corrective Action Program.

ROLES AND RESPONSIBILITIES

Primary Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain the ESF #11 Annex to the EOP. • Conduct ESF #11 planning, training and exercises. • Develop and maintain supporting plans and operational procedures in coordination with ESF support Agencies. • Develop and maintain internal notification rosters and procedures. • Manage resolution of ESF #11 after-action issues • Train department staff for emergency assignments. • Develop and maintain inventory of assets. • Coordinate resolution of ESF #11 after-action issues. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards.
Response	• Provide representative to the EOC to serve as the lead for ESF #11. • Issue health advisories in coordination with the PIO and/or ESF #15 External Affairs. • Establish liaison with state and federal health and environmental agencies.
Recovery	• Continue coordination as needed with state and federal health and environmental agencies, such as Department of Agriculture and Department of Natural Resources. • Continue to provide update information as need to the general public related to public health. • Conduct ESF #11 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Office of Consumer Protection

Phase	Roles and Responsibilities
Preparedness	• Participate in ESF #11 planning, training, and exercises. • Develop and maintain supporting plans and operational procedures. • Develop and maintain internal notification rosters and procedures. • Assist in the resolution of ESF #11 after-action issues.

	• Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards.
Response	• Provide assistance in addressing issues related to consumer protection.
Recovery	• Participate in ESF #11 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Economic Development – Animal Services

Phase	Roles and Responsibilities
Preparedness	• Participate in ESF #11 planning, training, and exercises. • Develop and maintain supporting plans and operational procedures. • Develop and maintain internal notification rosters and procedures. • Assist in the resolution of ESF #11 after-action issues. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards.
Response	• Implement the local response to an outbreak of a highly contagious animal disease.
Recovery	• Participate in ESF #11 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	• Participate in ESF #11 planning, training, and exercises. • Develop and maintain supporting plans and operational procedures. • Maintain the EOC in a state of operational readiness. • Develop and maintain internal notification rosters and procedures. • Assist in the resolution of ESF #11 after-action issues. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards.
Response	• Coordinate the request for resources as needed through

	MEMAC, EMAC, and the state EOC.
Recovery	• Participate in ESF #11 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	• Participate in ESF #11 planning, training and exercises. • Develop and maintain supporting plans and procedures. • Develop and maintain internal notification procedures and protocols. • Assist with the resolution of ESF #11 after-action issues. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards.
Response	• Conduct criminal investigations and evidence gathering. • Coordinate with state and federal law enforcement authorities.
Recovery	• Participate in ESF #11 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

REFERENCES

- Maryland Emergency Operations Plan (2007).
- Montgomery County Emergency Operations Plan.
- ESF #11, Agriculture and Natural Resources Annex to the NRF (January 2008).
- Food and Agriculture Incident Annex to the NRF (August 2008).

ACRONYMS

DHHS	Department of Health and Human Services
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function

FDA	Food and Drug Administration
FNS	Food and Nutrition Service
MDHMH	Maryland Department of Health and Mental Hygiene
MCPD	Montgomery County Police Department
MEMAC	Maryland Emergency Management Assistance Compact
NCH	Natural and Cultural Resources & Historic Properties
NIMS	National Incident Management System
NRF	National Response Framework
OCME	Office of the Chief Medical Examiner
OEMHS	Office of Emergency Management and Homeland Security
PIO	Public Information Office
SEOC	State Emergency Operations Center
UC	Unified Command
USDA	United States Department of Agriculture

ESF #12 Energy Annex

PRIMARY AGENCY: ***Department of General Services***

Primary Agency	**Department of General Services** *(Fleet and Facilities)*
Support Agency	Office of Emergency Management and Homeland Security
Cooperating Organizations	Allegheny Power
	Baltimore Gas and Electric
	Potomac Electric Power Company
	Washington Gas

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 collecting information on the status of energy services and infrastructure and facilitating service restoration following a significant emergency or disaster.

Scope

This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of energy services under Emergency Support Function (ESF) #12. This annex supplements the county EOP.

For purposes of this annex, "energy" includes producing, transporting, generating, and transmitting energy including electric power, natural gas, gasoline, heating oil and other fuels.

The primary function of ESF #12 is to collect, analyze, and provide information on the status of energy resources and related infrastructure within the county including fuel and electrical supply and distribution.

Additionally ESF #12 monitors the energy restoration process such as percentage of restoration, projected schedules for restoration and issues impacting the restoration operations.

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).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- 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.
- Significant disasters or emergencies may occur within the county that will disrupt energy systems such as electrical power. The loss of any one of the energy utilities can endanger the safety and health of county residents, disrupt businesses, and interfere with the county's ability to provide needed services during the emergency. Any county facility critical to the health and safety of residents should have an emergency means of self generation.
- Energy disruptions can occur due to direct impact upon the infrastructure, surges in requirements, and widespread energy shortages.
- The rapid restoration of energy utilities is essential to the health and welfare of the county's residents and in preserving the county's economic base.
- The designated partner organizations are the primary sources of information that will be collected by the Department of General Services (DGS).

- The restoration of normal operations of energy facilities and distribution systems is the primary responsibility of the owners. However, since restoration of normal operations is critical to the recovery process, the county may provide assistance as needed to expedite the restoration process.

- Energy and utility providers have existing plans and procedures for dealing with energy and utility emergencies.

POLICY

- ESF #12 (DGS) will establish and maintain contact with appropriate private sector representatives to obtain information on energy facilities and distribution systems and the status of restoration.

- ESF #12 will develop internal operational plans and procedures necessary to accomplish their ESF #12 roles and responsibilities.

- Montgomery County, through ESF #12, will coordinate its response activities with the electric utilities including Allegheny Power, Baltimore Gas and Electric, Potomac Electric Power Company, and other local jurisdictions in accordance with the Metropolitan Washington Council of Governments (MWCOG) Power Emergency Alert Plan.

- Montgomery County, through ESF #12, will coordinate its response activities with Baltimore Gas and Electric, Washington Gas, and other gas utilities for the restoration and maintenance of natural gas service.

CONCEPT OF OPERATIONS

- OEMHS will develop and maintain in coordination with the Emergency Management Group (EMG) a power restoration list based upon the facilities required to maintain emergency services, provide sheltering, sanitation, water and other basic needs. OEMHS will recommend the priorities of facilities to be restored.

- Potential operations may include coordinating restoration plans, implementing rationing measures, allocating fuel resources, coordinating delivery schedules with wholesale providers and locating supplemental resources.

- Upon activation of the Emergency Operations Center (EOC), the Department of General Services will provide representation to the EOC to serve as the ESF #12 lead for collecting information on the status of the energy facilities and distribution systems. ESF #12 operates within the Infrastructure Support Group at the EOC.

- Department of General Services will establish and maintain liaison with energy service providers and request, as needed, representation at the EOC.

- ESF #12 at the EOC will coordinate with the support agencies and other utility services for the establishment of priorities for restoration of utilities. ESF #12 will attempt to coordinate with utilities and provide them with situation and damage reports to facilitate the return to service of utilities as soon as possible.

- ESF #12 provides a liaison to energy providers to facilitate a coordinated restoration of electric, gas, and fossil fuels as well as energy delivery systems. Montgomery County, through ESF #12, will coordinate its emergency response activities with local energy providers for the restoration of vital services in the event of outages and shortages.

- ESF #12 will monitor restoration efforts and provide status reports to ESF #5 Emergency Management in the Operations Support Group for each operational period until services are restored.

- In a significant disruption of energy services, it may be necessary to develop and implement a coordinated plan for communicating with the public regarding the extent of the emergency, actions being taken, and actions that the public may need to take. ESF #12 will work jointly with the service providers and ESF #15 External Affairs to develop and disseminate information to the public concerning the situation.

- ESF #12 will monitor restoration operations and, when appropriate, coordinate assistance from other county departments and agencies to expedite the restoration process (e.g. emergency debris removal to provide access).

- As necessary, Department of General Services will identify alternate supply sources of fuel to meet emergency needs. ESF #1, led by DGS, is responsible for providing fuel for county vehicles. ESF #12 will provide support as needed in identifying additional sources.

- As needed ESF #12 will develop measures to curtail and ration energy services, for review and approval of the CAO. Upon approval of such measures, ESF #12 will be responsible for implementation. In some instances rationing measures are determined to be necessary by the service provider and must be taken instantaneously so as to not imperil the operations of the entire regional power grid.

- ESF #12 will coordinate the relocation, hookup, and maintenance of county-owned portable generators as directed by the Disaster Manager. ESF #12 will coordinate with ESF #7 Resource Support, to lease or purchase additional generators as needed to support critical emergency operations.

- Requests for state or federal assistance will be coordinated by the Disaster Manager to the State Emergency Operations Center (SEOC) in response to needs identified by the ESF #12 through the Infrastructure Support Section Chief. Once it is determined that the state will be providing assistance, ESF #12 will coordinate directly as needed with the state ESF #12 on energy related actions and issues.

- In the event of a federal emergency or disaster declaration critical resources such as generators and technical assistance may be available through the federal ESF #12. The Disaster Manager will initiate requests for assistance through the SEOC. Once it is determined that the federal assistance is authorized, ESF #12 will coordinate directly with the designated federal point-of-contact to fulfill the county's requests and to address any issues as to delivery timelines and locations.

- The Department of General Services will ensure that all ESF #12 related costs and expenditures are documented in accordance with guidance provided through the Operations Support Group and Finance and Risk Management at the EOC and internal county policies and procedures.

- Operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

- ESF #12 at the EOC will ensure any open actions or issues are transferred to the Department of General Services for completion or resolution upon the demobilization of the EOC.

- The Department of General Services will facilitate an after-action review of ESF #12 operations within 30 days of the closure of the EOC. Issues identified will be assigned for resolution to the appropriate agency or submitted to OEMHS for resolution through the county Corrective Action Program (CAP).

ROLES AND RESPONSIBILITIES

Primary Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain the ESF #12 Annex to the Emergency Operations Plan. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Coordinate resolution of ESF#12 after-action issues. • In coordination with OEMHS maintain contact lists for energy service providers. • Maintain a list of portable generators available to the county.
Response	• Provide representative(s) to the EOC to serve as the ESF #12 lead. • Coordinate the collection and distribution of information related to energy supply, infrastructure, and restoration. • Establish and maintain liaison with service providers • Coordinate assistance to utilities for restoration (debris removal, emergency access) • Identify alternate sources of fuel • Identify and develop measures to curtail and ration energy services • Maintain information on the status of fuel supplies and distribution. • Provide vehicles, site access, fuel and maintenance support for emergency transportation.
Recovery	• Monitor status of energy infrastructure and service

	restoration. • Conduct ESF #12 after-action review. • Provide vehicles, site access, fuel and maintenance support for recovery operations.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – Allegheny Power

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#2 after-action issues. • Provide emergency notification information to Department of General Services and OEMHS.
Response	• Provide information on the status of the electric system and facilities. • Upon request, provide a representative to the EOC to provide a liaison between field operations and the county. • Restore and operate the electrical system with consideration given to county priorities. • Identify assistance needed from the county in restoring electrical services.
Recovery	• Participate in ESF #12 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – Baltimore Gas and Electric

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies

	and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#2 after-action issues. • Provide emergency notification information to Department of General Services and OEMHS.
Response	• Provide information to ESF #12 on the status of the electric system and facilities. • Upon request, provide a representative to the EOC to provide a liaison between field operations and the county. • Restore and operate the electrical system with consideration given to county priorities. • Restoration and operation of electric system will be in accordance with established utility methodology and procedures.
Recovery	• Participate in ESF #12 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#2 after-action issues.

	• Assist the primary agency in developing and maintaining points of contacts for notification of energy service providers. • Develop and maintain a power priority restoration list based upon facilities required to provide sheltering, sanitary facilities, and other basic needs.
Response	• Provide support for information collection and analysis related to ESF #12 responsibilities.
Recovery	• Provide support for information collection and analysis related to ESF #12 responsibilities. • Review and update the county's power restoration list. • Participate in ESF #12 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – Potomac Electric Power Company

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#2 after-action issues. • Provide emergency notification information to Department of General Services and OEMHS.
Response	• Provide information on the status of the electric system and facilities. • Upon request, provide a representative to the EOC to provide a liaison between field operations and the county. • Restore and operate the electrical system with consideration given to county priorities. • Indentify assistance needed from the county in restoring electrical services.

Recovery	• Participate in ESF #12 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – Washington Gas

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#2 after-action issues. • Provide emergency notification information to OEMHS.
Response	• Provide information on the status of the natural gas services, supplies, and facilities. • Upon request, provide a representative to the EOC to provide a liaison between field operations and the county. • Restore and operate natural gas service with consideration given to county priorities. • Identify assistance need from the county in restoring natural gas services.
Recovery	• Participate in ESF #12 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

REFERENCES

- Damage Assessment Annex to the Montgomery County EOP.
- Maryland Emergency Operations Plan (2007).
- Metropolitan Washington Council of Governments (MWCOG) Power Emergency Alert Plan.

ACRONYMS

BG&E	Baltimore Gas and Electric
CAO	Chief Administrative Officer
CAP	Corrective Action Program
DGS	Department of General Services
EMG	Emergency Management Group
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
MWCOG	Metropolitan Washington Council of Governments
OEMHS	Office of Emergency Management and Homeland Security
SEOC	State Emergency Operations Center
PEPCO	Potomac Electric Power Company

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ESF #13 Public Safety and Security Annex

PRIMARY AGENCY: ***Montgomery County Police Department***

Primary Agency	Montgomery County Police Department
Support Agencies	County Attorney's Office
	Department of Corrections and Rehabilitation
	Fire and Rescue Services
	Department of Transportation
Cooperating Organizations	Chevy Chase Village
	City of Gaithersburg Police
	City of Rockville Police
	City of Takoma Park Police
	Maryland-National Capital Park and Planning Commission Police
	Montgomery County Sheriff's Office
	Metropolitan Transit Police

INTRODUCTION

Purpose

The purpose of this annex is to assign responsibilities and provide a framework for the MCPD and other law enforcement agencies to effectively mobilize law enforcement resources in the event of a major disaster or emergency.

Scope

- Provides for the protection of life and property, the maintenance of law and order and mitigating potential security risks through the coordination of law enforcement activities in anticipation of and following a major emergency or disaster.

- Applies to Montgomery County departments and agencies designated as primary or support agencies to this annex and the Cities of Takoma Park, Rockville, Gaithersburg and Chevy Chase Village that maintain their own municipal police departments.

- Supplements the Montgomery County Emergency Operations Plan (EOP).

- Provides for the coordination of law enforcement resources and operations by the MCPD through the Emergency Operations Center (EOC) upon activation of the EOP.

SITUATION

- The MCPD has the primary responsibility for providing police services in Montgomery County. MCPD, municipal police departments within the county and other local jurisdictions maintain mutual aid agreements and memoranda of understanding that provide for mutual law enforcement support on a day-to-day basis.

- During a major disaster or emergency county law enforcement services are provided by the MCPD, municipal police departments, the Maryland-National Capital Park and Planning Commission (M-NCPPC) Police, the Metropolitan Transit Police, the Sheriff's Office and the MSP.

- The MCPD will accomplish direction and control of all law enforcement activity within the county including interstate highways in coordination with the MSP except for some federal facilities and the City of Takoma Park.

- During emergencies, law enforcement agencies may expand their operations to provide the increased protection required by disaster conditions. Numerous federal and state law enforcement agencies, along with the Maryland National Guard, Department of Natural Resources (Police), the Sheriff's Office, and other agencies are available to provide assistance to the MCPD in this effort.

- Emergency law enforcement will be an expansion of normal functions and responsibilities. These responsibilities include maintenance of law and order, traffic control, access control, crowd control, security of critical facilities and evacuation assistance.

- For incidents that are the result of an act of terrorism (or suspected), the Federal Bureau of Investigation (FBI) will be the lead agency for the criminal investigation. The Terrorist Incident Annex to the EOP provides additional information on the concept of operations for responding to terrorist related incidents.

- For an incident that results in mass fatalities, the Mass Fatality Annex to the EOP will be activated for management of the fatalities.

ASSUMPTIONS

- The Planning Assumptions stated in the *Montgomery County EOP* also apply to this Annex.

- Additional law enforcement resources and services may often be available through mutual aid agreements.

- If local capabilities are exceeded, support may be available from state and federal law enforcement agencies and the Maryland National Guard.

- All emergency response and recovery operations conducted under this Annex will be in accordance with the National Incident Management Systems (NIMS).

CONCEPT OF OPERATIONS

- The MCPD monitors incidents on a continuous basis and routinely responds to emergency incidents. Most incidents are managed by the on-scene incident commander (IC).

- In incidents with multi-agency and/or multi-jurisdictional involvement, a unified command will be established.

- Upon activation of the EOC, the MCPD will provide representation to address countywide public safety requirements and issues. The MCPD, as the primary agency, will request representation from support and partner agencies as needed.

- The ESF #13 representative at the EOC will coordinate requests for state and/or federal law enforcement resources through the Disaster Manager.

- MCPD will coordinate incoming mutual aid resources in support of law enforcement and security operations and establish staging areas and logistical support bases for requested mutual aid resources supporting public safety and security activities.

- In the event National Guard resources are deployed to the county to augment law enforcement and security, the MCPD will coordinate and manage the use of those resources.

- Other county departments and agencies that require public safety and security assistance in conducting their emergency operations will request support through ESF #13 in the EOC. MCPD will ensure that all ESF #13 related costs and expenditures are documented in accordance with guidance provided by the OEMHS and internal county policies and procedures.

- ESF #13 operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

- The ESF #13 representative at the EOC will ensure any open actions or issues are transferred to MCPD for coordination and completion or resolution upon the de-activation of the EOC.

- MCPD will conduct an after-action review of ESF #13 operations within 30 days of the closure of the EOC. Issues identified will be assigned to the appropriate ESF #13 agency for action or submitted to the Office of Emergency Management and Homeland Security (OEMHS) for resolution through the county's Corrective Action Program (CAP).

ROLES AND RESPONSIBILITIES

Primary Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain the ESF #13 Annex to the Emergency Operations Plan. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Coordinate resolution of ESF#13 after-action issues. • Develop and maintain mutual aid agreements. • Develop and maintain inventory of agency resources.
Response	• Coordinate all emergency response law enforcement activities at the county level. • Provide traffic management and access control. • Enforce curfews as established by an emergency declaration or executive order. • Maintain law and order. • Coordinate the provision of security and traffic control at staging areas, reception centers, mass care shelters and other critical facilities. • Implement and manage evacuations as required by the situation. • Coordinate with higher levels of government for law enforcement support during emergency response activities. • Coordinate and manage mutual aid resources including the National Guard. • Maintain documentation for costs related to ESF #13 operations in accordance with county internal procedures.

Recovery	• Provide security at designated recovery sites. • Release mutual aid resources to home jurisdictions. • As appropriate provide traffic and access control for re-entry operations. • Conduct after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – County Attorney's Office

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#2 after-action issues.
Response	• Provide legal opinions and interpretations. • Draft ordinances as appropriate.
Recovery	• Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Corrections and Rehabilitation

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines

	and standards. • Assist in resolving ESF#2 after-action issues. • Develop and maintain inventory of agency resources.
Response	• Provide available staff, resources, and facilities to support ESF #13 operations. • Upon request, provide assistance in security of designated facilities.
Recovery	• Provide available staff, resources, and facilities to support ESF #13 operations. • Participate in the ESF #13 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#2 after-action issues. • Develop and maintain inventory of agency resources.
Response	• Provide detection, render safe, containment, and investigation for hazardous devices. • Provide medical support for MCPD operations.
Recovery	• Provide criminal investigation for fire and hazardous device incidents. • Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	• Participate in planning, training, and exercises. • Develop and maintain agency notification roster. • Assist in resolving ESF #13 after-action issues. • Develop and maintain inventory of agency resources. • Develop and maintain supporting plans and procedures. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards.
Response	• Provide assistance in traffic management and control. • Provide information on traffic conditions and issues through the Transportation Management Center. • Provide support to evacuations by providing assistance in traffic control operations and providing barricades, signs, and other devices to assist Police in establishing a secure perimeter and manage vehicular and pedestrian traffic access/egress.
Recovery	• Provide traffic control assistance as necessary for re-entry operations. • Participate in ESF #13 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization –Montgomery County Sheriff's Office

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#13 after-action issues.

	• Develop and maintain inventory of agency resources.
Response	• Upon request, provide assistance in security of designated facilities. • Assist the MCPD with all law enforcement activities at the County level as requested. • Assist in maintaining law and order. • Provide security for critical facilities and resources, as requested. • Provide access control in restricted/evacuated areas, as requested. • Provide law enforcement communications capabilities. • Transport prisoners to and from District and Circuit Courthouse as requested. • Provide personnel and prisoner transport vans to assist Police or any other law enforcement agency when requested. • Upon request, provide assistance to evacuations (control points, traffic management).
Recovery	• Upon request, provide assistance in security of designated recovery facilities. • Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization –Chevy Chase Village

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#13 after-action issues. • Develop and maintain inventory of agency resources.

Response	• Provide representation to the county EOC when activated. • Provide available law enforcement as requested by the lead agency to support emergency operations in the county. • Maintain law and order within the Chevy Chase Village. • Provide mobile units for warning operations. • Provide security for critical facilities and resources within the Village and request support as needed through the lead agency. • Provide access control in restricted/evacuated areas with the Village. • Provide traffic and crowd control.
Recovery	• Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – City of Gaithersburg Police

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#13 after-action issues. • Develop and maintain inventory of agency resources.
Response	• Provide representation to the county EOC when activated. • Provide available law enforcement as requested by the lead agency to support emergency operations in the county. • Maintain law and order within the City of Gaithersburg. • Provide mobile units for warning operations. • Provide security for critical facilities and resources

	within the City. • Provide access control in restricted/evacuated areas. • Provide traffic and crowd control.
Recovery	• Participate in ESF #13 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – City of Rockville Police

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#13 after-action issues. • Develop and maintain inventory of agency resources.
Response	• Provide representation to the county EOC when activated. • Maintain law and order within the City of Rockville. • Provide security for critical facilities and resources within the City and request assistance as needed. • Provide access control in restricted/evacuated areas within the city. • Provide traffic and crowd control within Rockville. • Provide available law enforcement as requested by the lead agency to support emergency operations in the county.
Recovery	• Participate in ESF #13 after-action review. • Provide for traffic management and access control for re-entry operations.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – City of Takoma Park Police

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#13 after-action issues. • Develop and maintain inventory of agency resources.
Response	• Provide representation to the county EOC when activated. • Provide available law enforcement as requested by the lead agency to support emergency operations in the county. • Maintain law and order within the City of Takoma Park. • Provide mobile units for warning operations. • Provide security for critical facilities and resources within the City. • Provide access control in restricted/evacuated areas. • Provide traffic and crowd control.
Recovery	• Participate in ESF #13 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – Maryland-National Capital Park and Planning Commission Police

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises.

	• Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#13 after-action issues.
Response	• Provide representation to the county EOC when activated. • Provide available law enforcement as requested by the primary agency to support emergency operations in the county
Recovery	• Participate in ESF #13 after-action review. • Provide for traffic management and access control for re-entry operations.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – Metropolitan Transit Police

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#13 after-action issues. • Develop and maintain inventory of agency resources.
Response	• Provide representation to the county EOC. • Provide available law enforcement as requested by the primary agency to support emergency operations in the county
Recovery	• Participate in ESF #13 after-action review. • Provide for traffic management and access control for re-entry operations.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

ACRONYMS

CAP	Corrective Action Program
DOT	Department of Transportation
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FRS	Fire and Rescue Services
IC	Incident Commander
ICS	Incident Command System
MCPD	Montgomery County Police Department
M-NCPPC	Maryland-National Capital Park and Planning Commission
MSP	Maryland State Police
NIMS	National Incident Management System
OEMHS	Office of Emergency Management and Homeland Security

ESF #14 Long-Term Community Recovery Annex

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

Primary Agency	Office of Emergency Management and Homeland Security
Support Agencies	County Attorney's Office
	Community Use of Public Facilities
	Office of Consumer Affairs
	Department of Correction and Rehabilitation
	Department of Economic Development
	Department of Environmental Protection
	Department of Finance
	Fire and Rescue Services
	Department of General Services
	Department of Health and Human Services
	Department of Housing and Community Affairs
	Housing Opportunities Commission
	Intergovernmental Relations
	Department of Permitting Services
	Montgomery County Police Department
	Regional Service Centers
	Department of Technology Services
	Department of Transportation
	Volunteer Center
Cooperating Organizations	Montgomery County Municipalities
	Maryland National Capital Park and Planning Commission
	Non-profit Organizations
	Montgomery County Sheriff's Office
	Utilities

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 long-term recovery operations following a disaster or emergency. It provides a framework for the recovery of government, businesses, and residents impacted by the long-term consequences of a county emergency or disaster.

Scope

- This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of long-term recovery. This annex supplements the county EOP.

- The scope of Emergency Support Function (ESF) #14 may vary depending on the magnitude and type of incident. This ESF will be activated for large-scale or catastrophic incidents that require state and federal assistance to address significant long-term impacts in areas such as housing, business and employment, infrastructure and social services.

- The goal of long-term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes activities designed to return life to normal or an improved state such as business resumption, employment, and rebuilding efforts. Long-term recovery includes hazard mitigation activities, restoration or reconstruction of public facilities, and recovery of disaster response costs. The major objectives of long-term recovery include:
    - Delivery of social and health services
    - Effective mitigation strategies for land use planning
    - Restoration of the economy to pre-disasters levels
    - Recovery of disaster response costs
    - Effective integration mitigation strategies into recovery planning and operations
    - Delivery of environmental remediation measures

- ESF #14 is responsible for:

    - Coordinating with the Maryland Emergency Management Agency

(MEMA) on implementation of state and federal recovery programs.
- Establishing and operating recovery facilities as needed.
- Providing logistical support and coordinating county agency representation at Disaster Recovery Centers (FEMA/MEMA managed facilities).
- Providing assistance to displaced disaster victims in locating temporary housing.
- Establishing an Unmet Needs Task Force to address the needs of disaster victims not addressed by programs available from local, state, or federal government assistance programs.
- Preparing and processing requests for reimbursement for disaster related costs.
- Managing grants in coordination with MEMA for the federal public assistance and hazard mitigation programs, if authorized for Montgomery County.
- Providing administrative and logistical support to the preliminary damage assessment (PDA) process.
- Completing and documenting damage assessments.
- Facilitating the development and implementation of a long-term recovery plan, if warranted by the scope and complexity of the recovery process.

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).

- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.

- 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.

- A significant disaster or emergency incident may affect the ability of businesses to function, disrupt employment, interrupt government services, and impact tax revenues.

- Long-term recovery includes any activities designed to return life to normal or an improved state following a disaster or emergency. This includes resumption of businesses, employment, rebuilding, environmental remediation, and mourning efforts.

- Mitigation activities are those actions that either prevent the occurrence of an emergency or reduce the community's vulnerability in ways that minimize the adverse impact of a disaster or other emergency.

- Specific recovery operations following any emergency or disaster will be determined by the specific event. Several federal and state agencies may be involved depending upon the incident and whether the event is declared a federal disaster.

- Recovery activities may begin concurrently with response operations and generally will begin in the Emergency Operations Center (EOC). There usually is no clear line of demarcation between the "response phase" and "recovery phase."

- The long-term recovery activities will continue well beyond the termination of the local emergency declaration and the demobilization of the EOC.

- The Office of Emergency Management and Homeland Security (OEMHS) will actively engage the support agencies in planning, training, and exercises to ensure an effective recovery operation upon activation of ESF #14.

CONCEPT OF OPERATIONS

- OEMHS, as the primary agency, will manage recovery operations within Montgomery County. Close liaison is maintained by the Volunteer Center with voluntary agencies supporting individual and family recovery needs to share information and to coordinate efforts when appropriate.

- Agencies with significant recovery roles have been designated as support agencies for this annex. Other agencies may be added based upon the needs of the disaster event and the long-term recovery process to include support of community activities such as memorial services.

- Planning for the recovery may begin concurrently with response operations. ESF #14 may be activated at the EOC to coordinate initial planning for recovery. ESF #14 reports to the Operations Support Group Leader at the EOC.

- The initial focus of ESF #14 will be on damage assessment to determine the extent of the damage and whether or not the county will request state and/or federal assistance if such declarations are not already requested and/or issued.

- In the event of a federal declaration, OEMHS will serve as the primary point-of-contact with MEMA and FEMA in implementing federal disaster relief programs and assistance. The Governor will designate a Governor's Authorized Representative (GAR) to serve as the state primary point-of-contact with FEMA regarding federal emergency assistance and relief.

- There are three major categories of disaster aid available under a Major Disaster Declaration:

  Individual Assistance: Aid to individuals and households.

  Disaster Housing provides up to 18 months temporary housing assistance for displaced persons whose residences were heavily damaged or destroyed. Funding also can be provided for housing repairs and replacement.

  Disaster Grants may be available to help meet other serious disaster related needs and necessary expenses not covered by insurance and other aid programs. These may include replacement of personal property, transportation, medical, dental, and funeral expenses.

  Low-Interest Disaster Loans may be available after a disaster for homeowners and renters from the U.S. Small Business Administration (SBA) to cover uninsured property losses. Loans may be for repair or replacement of homes, automobiles, clothing, or other damaged personal property. Loans are also available to businesses for property loss and economic injury.

  Other Disaster Aid Programs include crisis counseling, disaster-related unemployment assistance, legal aid and assistance with income tax, Social Security, and Veteran's benefits.

  Public Assistance: Aid to state or local governments to pay part of the costs of rebuilding a community's damaged infrastructure. Public Assistance may

include debris removal, emergency protective measures and public services, repair of damaged public property, loans needed by communities for essential government functions, and grants for repair of damaged public and private nonprofit schools and educational facilities.

Hazard Mitigation: Funding for measures designed to reduce future losses to public and private property.

- Recovery programs authorized under a federal disaster declaration are administered by MEMA as outlined in the Maryland EOP and supporting plans and procedures. Depending upon the program, the county may need to provide logistical and administrative support, and technical assistance, or to serve as a sub-grantee for grants management (public assistance and hazard mitigation). Support to MEMA will be coordinated through ESF #14.

- In the event of a federal disaster or emergency declaration, federal and state officials will establish and co-locate at a Joint Field Office (JFO) that will serve as the hub for the coordination of disaster assistance and recovery programs throughout the state for all declared jurisdictions. OEMHS will serve as the primary point of contact for the county with the JFO and may designate a county representative to the JFO to ensure effective coordination on recovery programs and assistance.

- Incident command will transition to OEMHS as response and short-term recovery operations are completed. OEMHS will designate the IC for recovery operations and establish command at an appropriate location depending upon the scope and magnitude of the incident. All departments and agencies with roles and responsibilities under the EOP will be notified and provided relevant contact information.

- Unmet needs are any disaster-related losses experienced by the victim that cannot be provided for by the programs available from the local jurisdiction, state, or federal agencies due to the victim's ineligibility for such services or the goods or services. During the recovery phase, a collaborative effort is established between the government and the private nonprofit community to address the issue of unmet needs. During the recovery phase, ESF #14 will establish an Unmet Needs Coordination Task Force to identify and resolve emergency and long-term disaster-related unmet needs that cannot be met through traditional programs or resources.

- FEMA and MEMA may establish one or more Disaster Recovery Centers (DRCs) in the county following a federal disaster declaration. A DRC is a facility within or

near the disaster area at which disaster victims (individuals, families, or businesses) learn about forms of assistance available, meet with federal, state, and local representatives, and, in some cases, apply for disaster aid.

- Recovery operations include restoration of county facilities and services. Montgomery County departments and agencies are responsible for restoring essential services as outlined in their individual Continuity of Operations Plan (COOP).

- The county may be eligible to apply for hazard mitigation assistance under the federal Hazard Mitigation Grant Program (HMGP). The HMGP provides grants to state and local governments to implement long-term hazard mitigation measures after a major disaster declaration. Hazard mitigation funding may also be available through the public assistance program under Section 406 of the Robert T. Stafford Act. Departments and agencies engaged in repair and restoration work will consider mitigation methods that will prevent or reduce damage in future incidents for potential funding as part this program.

- Mitigation efforts include activities, policies, or programs taken by county officials that will prevent, reduce, or alleviate the impact caused by disasters or emergencies on property, population, and the environment. The mitigation efforts include minimizing or eliminating the impact of hazards that exist within the county, such as:

    - Amending zoning and building codes and ordinances.
    - Providing public education and awareness.
    - Retrofitting buildings to make them more hazard resistant.

- OEMHS will designate a Hazard Mitigation Coordinator to coordinate hazard mitigation planning. The chiefs of regulatory agencies are responsible for enforcing compliance with rules, codes, regulations, and ordinances, and participating in the hazard mitigation planning process.

- The activities outlined in this annex will continue well beyond the termination of the local emergency declaration and the demobilization of the EOC. Incident Command will transition to OEMHS as the primary agency for ESF #14.

- Depending upon the scope and magnitude of the incident, the recovery process may last several years. Many long-term recovery tasks require the cooperation of many public and private agencies and require activities beyond the scope of the EOP. In

these circumstances, under the direction of the Chief Administrative Officer (CAO), the Manager of OEMHS will facilitate the development of a long-term recovery plan for the county.

- The Montgomery County master plans developed and maintained by the M-NCPPC are important resources to inform the development of long-term community recovery plans and strategies.

- At the discretion of the CAO, the primary agency will activate a Long-Term Recovery and Restoration Task Force to provide advice to the County Executive and oversee the development of a long-term recovery plan and strategies to implement it. The task force will:

    - Provide information to the public on available services and assistance programs in coordination with the Public Information Office (PIO).
    - Assist other organizations in identifying recovery and restoration actions.
    - Develop, prioritize, and recommend county wide activities for disaster recovery and mitigation.

- Additional technical assistance for long-term recovery may be available from the federal government. The ESF #14 – Long-Term Community Recovery Annex to the NRF provides additional information on potential federal assistance. OEMHS will coordinate requests for federal long-term recovery support through MEMA.

ROLES AND RESPONSIBILITIES

Primary Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain the ESF #14 Annex to the Emergency Operations Plan. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Coordinate resolution of ESF#14 after-action issues.
Response	• Provide guidance to departments and agencies on tracking expenditures. • In coordination with the Department of Permitting Services collect and consolidate damage assessment information. • Provide administrative support, as appropriate, for a federal/state PDA.
Recovery	• Coordinate with MEMA and FEMA on federal disaster relief programs. • Coordinate support to MEMA/FEMA, as required, in establishing and operating DRC(s). • Coordinate documentation of costs and requests for reimbursement. • Provide technical assistance to county departments and agencies on recovery programs administered by MEMA and FEMA. • Facilitate long-term recovery planning. • Identify appropriate federal programs and agencies to support implementation of long-term recovery. • Serve as sub-grantee for federal recovery program grants. • Conduct an ESF #14 after-action review.

	• Activate a Long-Term Recovery and Restoration Task Force • Establish an Unmet Needs Coordination Task Force.
Mitigation	• Coordinate county department and agencies participation in post-disaster hazard mitigation activities. • Coordinate review and revision of county risk analysis and mitigation plans. • As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – County Attorney's Office

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#14 after-action issues.
Response	• Advise county officials concerning legal responsibilities, powers, and liabilities regarding emergency operations.
Recovery	• Prepare documents to extend, modify, or end local declarations. • Advise county officials concerning legal responsibilities, powers, and liabilities regarding post-disaster and recovery assistance. • Assist with the preparation of applications, legal interpretations, or opinions, and County Council packages regarding recovery and/or reimbursement. • Assist in obtaining waivers and legal clearances needed to dispose of debris and materials resulting from an emergency or disaster. • As requested participate in the long-term recovery planning process.

	• Participate in ESF #14 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Community Use of Public Facilities

Phase	Roles and Responsibilities
Preparedness	• • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#14 after-action issues. • Develop and maintain inventory of agency resources.
Response	• Provide available staff, resources, and facilities to support response operations.
Recovery	• Provide available staff, resources, and facilities to support recovery operations. • As requested participate in the long-term recovery planning process. • Participate in ESF #14 after-action review. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Office of Consumer Affairs

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification

	rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#14 after-action issues.
Response	• Provide consumer affairs services during response operations.
Recovery	• Provide consumer affairs services during recovery operations. • Provide information to single-family and multi-family homeowners on appropriate licenses to be applied for in the event their property is destroyed or damaged and needs to be rebuilt or repaired. • As requested participate in the long-term recovery planning process. • Participate in ESF #14 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Corrections and Rehabilitation

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#14 after-action issues. • Develop and maintain inventory of agency resources.
Response	• Provide support to ESFs #6, # 7, #13, and #16.
Recovery	• Provide community service volunteers and supervised inmate volunteers to assist with loading and unloading,

	sorting, packaging and otherwise handling donated goods, as necessary. • As requested participate in the long-term recovery planning process. • Manage the repair and restoration of department facilities. • Participate in the ESF #14 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Economic Development

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#14 after-action issues. • Develop and maintain inventory of agency resources.
Response	• Provide staff to assist when needed with management of warehouse and/or distribution facilities.
Recovery	• Provide counseling through the Business Resource Center to small businesses on the appropriate licenses to secure when repairing damaged or destroyed commercial property. • As requested participate in the long-term recovery planning process. • Participate in ESF #14 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Environmental Protection

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#14 after-action issues. • • Develop and maintain inventory of agency resources.
Response	• Serve as primary agency for ESF #3 (Public Works and Engineering). • Survey the damage to County owned high hazard dams and collect information on damage to all other high hazard dams within the County. • Collect information on damage to public water and waste disposal systems. • Assist the Department of Permitting Services in conducting damage assessment at County/government owned or operated public facilities.
Recovery	• Conduct investigations and take action in conjunction with the County Attorney's Office to recover costs from responsible parties following hazardous material incidents. • Determine suitable sites and provide guidelines for the disposal of hazardous materials, in cooperation with local, State, and Federal agencies. • Maintain and implement a debris management plan and coordinate debris removal by government agencies and private contractor(s). • Help coordinate repair and restoration of public water and waste disposal systems. • Help coordinate repair and restoration of County

	owned high hazard dams and other high hazard dams within the County. Provide information to the public on debris and hazardous materials disposal. As requested participate in the long-term recovery planning process. • Participate in ESF #14 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Finance

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#14 after-action issues. • Develop and maintain inventory of agency resources.
Response	• Provide appropriate Index Codes so that the County's Departments and Agencies will be able to track expenses directly related to the disaster or emergency. • Establish accounts for tracking the costs associated with implementation and operation of a donations management program. • For expenditures requiring centralized Department of Finance approval, maintain records of expenditures, charges, and costs incurred by the county in identifying and distributing emergency food and water supplies to support reimbursement claims. • Coordinate with OEMHS the role of any commercial insurance company who provides coverage for county/agency facilities and other owned property.
Recovery	• Provide assistance and or financial advice to OEMHS in the preparation and review of federal reimbursement

	forms, financial reports, and applications. • Ensure appropriate accounting reports are available to facilitate the compilation of countywide costs to support reimbursement claims or for management reporting. • Manage donations of cash or checks, except those marked for the Red Cross, in an account designated for disaster relief. • As requested participate in the long-term recovery planning process. • Participate in ESF #14 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#14 after-action issues. • Develop and maintain inventory of agency resources.
Response	• Serve as primary agency for ESF #4 (Firefighting), ESF #9 (Urban Search and Rescue) and ESF #10 (Oil and Hazardous Materials).
Recovery	• Repair and restoration of department facilities, resources, and services. • As requested participate in the long-term recovery planning process. • Participate in ESF #14 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#14 after-action issues. • Develop and maintain contracts for emergency equipment, supplies, and contractors. • Develop and maintain inventory of agency resources.
Response	• Serve as primary agency for ESF 7 (Logistics Management and resource Support). • Provide emergency workspace for displaced workers.
Recovery	• Acquire, store and distribute resources in support of recovery operations. • Provide support to damage assessments by assessing and reporting on the damages to County vehicles and equipment. • Coordinate logistical support for establishing and operating recovery facilities, • Manage the repair and restoration of department facilities, resources, and services. • Assist with the receipt, transport, and storage of donated goods. • As requested participate in the long-term recovery planning process. • Participate in the ESF #14 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#14 after-action issues. • Develop and maintain inventory of agency resources.
Response	• Serve as the primary agency for ESF #6 (Mass Care, Emergency Assistance, Housing and Human Services) and ESF #8 (Public Health and Medical Services).
Recovery	• Manage distribution of emergency food stamp allotments. • Provide limited disaster housing for disaster victims. Provide referrals to state and federal agencies. • Provide human services to assist individuals and families impacted by disasters. • Manage unmet needs through the Unmet Needs Coordination Committee. • As requested participate in the long-term recovery planning process. • Provide staff support to the DRC(s). • Participate in ESF #14 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Housing and Community Affairs

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification

	rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#14 after-action issues.
Response	• Provide information on housing resources for use as emergency and/or long-term temporary housing. • Inspect residential dwellings to determine their suitability for habitation.
Recovery	• Provide information on housing resources for use as emergency and/or long-term temporary housing. • Provide temporary housing for displaced public housing and rental program residents. • Provide, through the Rehabilitation and Weatherization Section of the Housing and Code Enforcement Division, counseling for low and moderate income families to rebuild or repair their homes. • As requested participate in the long-term recovery planning process. • Participate in the ESF #14 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Housing Opportunities Commission

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#14 after-action issues.

Response	• Provide available staff, resources, and facilities to support emergency operations.
Recovery	• Provide available staff, resources, and facilities to support recovery operations. • As requested participate in the long-term recovery planning process. • Participate in the ESF #14 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Intergovernmental Relations

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#14 after-action issues.
Response	• Provide available staff, resources, and facilities to support emergency operations.
Recovery	• Provide available staff, resources, and facilities to support recovery operations. • As requested participate in the long-term recovery planning process. • Participate in the ESF #14 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Permitting Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.

	• Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#14 after-action issues. • Develop and maintain inventory of agency resources.
Response	• Coordinate the overall damage assessment operations in accordance with the Damage Assessment Annex to the EOP.
Recovery	• Expedite, as prudent, the building permit issuance process and the review and approval of site-related and construction plans submitted for the demolition, rebuilding, or restoration of residential and commercial buildings. • Continue to coordinate the damage assessment process. • As requested participate in the long-term recovery planning process. • Participate in the ESF #14 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#14 after-action issues.
Response	• Serve as primary agency for ESF #13 (Public Safety and

	Security). • Animal protection and sheltering.
Recovery	• Manage the repair and restoration of department facilities, resources, and services. • Provide security for recovery facilities such as DRCs. • As requested participate in the long-term recovery planning process. • Participate in the ESF #14 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Regional Service Centers

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#14 after-action issues.
Response	• As requested, provide support to the Donations Management Coordinator (DMC) in the management of volunteers and distribution of donated goods and services.
Recovery	As requested, assist with emergency registration at a DRC if that DRC is located in the Regional Service Center's Service area (RSC). • Upon request provide support to the Donations Management Coordinator (DMC) in the management of volunteers and distribution of donated goods and services. • As requested participate in the long-term recovery planning process. • Participate in the ESF #14 after-action review.

Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Technology Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#14 after-action issues. • Develop and maintain and update annually a list of county communication channel resources and agency assignments and provide the information to OEMHS.
Response	• Serve as primary agency for ESF #2 (Communications).
Recovery	• Manage repair and restoration of county communications facilities. • Provide support in establishing recovery facilities (communications and information management). • Provide geographical information system (GIS) support as requested to recovery operations. • As requested participate in the long-term recovery planning process. • Participate in the ESF #14 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists.

	• Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#14 after-action issues.
Response	• Serve as the primary agency for ESF #1 (Transportation). • Provide support to damage assessments by assessing and reporting on the damages to county maintained roads and bridges. • Provide assistance in traffic management and control. • Provide information on traffic conditions and issues through the Transportation Management Center. • Provide support to evacuations by providing assistance in traffic control operations and providing barricades, signs, and other devices to assist MCPD in establishing a secure perimeter and manage vehicular and pedestrian traffic access/egress.
Recovery	• Manage the repair and restoration of county transportation systems and services. • Manage the repair and restoration to county maintained roads and bridges. • Provide transportation support to recovery operations. • As requested participate in the long-term recovery planning process. • Participate in the ESF #14 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Volunteer Center

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises.

	• Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#14 after-action issues.
Response	• Serve as primary agency for ESF #16 (Volunteer and Donations Management).
Recovery	• Coordinate with non-profit organizations, businesses, Regional Services Centers, state and federal agencies to implement the donations management system. • Coordinate with other volunteer organizations (VOADs and Volunteer Centers) in the National Capital Region to obtain additional resources when necessary. • As requested participate in the long-term recovery planning process. • Participate in the ESF #14 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – Montgomery County Municipalities

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#14 after-action issues.
Response	• Provide available staff and resources, if required, to support response operations.
Recovery	• Provide guidance to long-term recovery operations to ensure compliance with appropriate land use ordinances and master plans. • As requested participate in the long-term recovery planning process.

	• Participate in the ESF #14 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating – Maryland National Capital Park and Planning Commission

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#14 after-action issues.
Response	• Provide information and guidance to ESF #14 as appropriate.
Recovery	• Provide guidance to long-term recovery operations to ensure compliance with appropriate land use ordinances and master plans. • As requested participate in the long-term recovery planning process. • Participate in the ESF #14 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – Non-profit Organizations

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of

	operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#14 after-action issues.
Response	• Provide available staff, resources, and facilities if required, to support response operations.
Recovery	• As requested participate in the long-term recovery planning process. • Participate in the ESF #14 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – Montgomery County Sheriff's Office

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#14 after-action issues.
Response	• Provide support for public safety and security under ESF #13. • Provide liaison support to court systems.
Recovery	• Manage the repair and restoration of department facilities. • As requested participate in the long-term recovery planning process. • Participate in the ESF #14 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – Utilities

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#14 after-action issues.
Response	• Provide support for ESF #3 Public Works and Engineering. • Provide available staff and resources, if required, to support response operations.
Recovery	• Manage the restoration of services related to infrastructure. • As requested participate in the long-term recovery planning process. • Participate in the ESF #14 after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

REFERENCES

- Maryland Emergency Operations Plan (2007).
- Montgomery County EOP.
- ESF #14 – Long-Term Community Recovery Annex to the National Response Framework (January 2008).

ACRONYMS

CAO	Chief Administrative Officer
COOP	Continuity of Operations Plan
DC WASA	D.C. Water and Sewer Authority
DMC	Donations Management Coordinator

DRC	Disaster Recovery Center
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
GAR	Governor's Authorized Representative
HMGP	Hazard Mitigation Grant Program
IA	Individual Assistance
IC	Incident Command(er)
ICS	Incident Command System
JFO	Joint Field Office
MEMA	Maryland Emergency Management Agency
M-NCPPC	Maryland National Capital Park and Planning Commission
NIMS	National Incident Management System
OEMHS	Office of Emergency Management and Homeland Security
PA	Public Assistance
PDA	Preliminary Damage Assessment
PIO	Public Information Office
SBA	Small Business Administration
WSSC	Washington Suburban Sanitary Commission

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ESF #15 External Affairs Annex

PRIMARY AGENCY: ***Public Information Office***

Primary Agency	**Public Information Office** Montgomery County Police Department *(in law enforcement directed emergencies)*
Support Agencies	County Attorney's Office
	Fire and Rescue Services
	Department of Health and Human Services
	Office of Emergency Management and Homeland Security
	Department of Transportation
	Volunteer Center

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 public information preceding or following a disaster or emergency and to provide a concept of operations for conducting these 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 public information services in ESF #15. This annex supplements the county EOP.

- The activities outlined in this annex will be accomplished through the ESF #15 as part of the staff that reports directly to the EOC manager.

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).

- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.

- 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. The MCPD and DFRS will be the lead in training for public safety responses.

- The tasks outlined in this annex encompass the full range of external affairs functions including public information, community relations, and governmental affairs.

- Public information includes providing incident-related information through the media and other sources to individuals, families, businesses, and industries affected by the incident.

- Community relations activities include identifying and communicating with community leaders (e.g., grassroots, political, religious, business, labor, and ethnic) and neighborhood advocacy groups to ensure a rapid dissemination of information, identify unmet needs, and establish an ongoing dialogue and information exchange.

- Government affairs includes establishing contact with the members of the Montgomery County Council and legislative offices representing the affected areas to provide information on the incident and the status of response and recovery activities. It also includes coordinating responses to inquiries from the Executive and legislative officials.

- Public education on disaster preparedness is a critical component of this annex and will be conducted on a "year-round" basis in conjunction with the Office of

Emergency Management and Homeland Security (OEMHS), the Montgomery County Police Department (MCPD), the Department of Fire and Rescue Services (DFRS), and the Department of Health and Human Services (DHHS).

- The agencies identified in this annex will utilize all available communication tools during an emergency. This may include but is not limited to public information press releases, local cable television channels, the Montgomery County Web site, news conferences, local radio and television, media releases, highway advisory radio, community meetings, libraries, and if necessary door-to-door contacts.

CONCEPT OF OPERATIONS

- Other than an emergency under the direction of law enforcement, when three or more county agencies are involved in emergency operations, the Public Information Office, as the primary agency of ESF #15, will serve as the primary point-of-contact for release of information to the media and public. This policy does not prevent supervisors from other County departments from providing basic information to the media and the public nor does it preclude Public Safety Public Information Officers from responding to media inquiries at the scene. In the event that an incident commander/county official releases time sensitive or safety related information, he or she will ensure that the same information is conveyed to the Public Information Office.

- In cases other than in a law enforcement-directed emergency, the Public Information Office serves as the primary agency for public information and is responsible for coordination of public information operations. The Public Information Office will collect, organize, analyze, summarize, and disseminate information provided by various sources including support agencies.

- For "small-scale" emergency response operations, normally involving only one or two agencies such as Department of Fire and Rescue Services and the Montgomery County Police Department, the on-scene Incident Commander determines the need for notifications and all public information is coordinated through that agency's public information officer. This Public Information Officer will ensure that the Public Information Office is provided copies of relevant documents and kept apprised of field activities.

- The Public Information Office (or the MCPD in law enforcement-directed emergencies) will coordinate and share information with other county departments and agencies through established protocols and procedures.

- Depending upon the situation, the Public Information Office may establish a Joint Information Center (JIC) that will include representatives from the OEMHS, MCPD, DFRS, Office of the Sheriff, and other departments and agency representatives as determined by the Public Information Office. Depending upon the nature of the incident, technical experts may be needed from a variety of agencies. All departments and agencies will provide public information officers and/or technical experts to the JIC as requested by the Public Information Office or the MCPD (for law enforcement-directed emergencies).

- In some circumstances, a "virtual JIC" will be implemented in lieu of a separate facility to coordinate and share information among the departments and agencies and partner organizations.

- In a scenario that has implications across the jurisdictions of the National Capital Region (NCR) a virtual Regional JIC may be activated to ensure that consistent information is provided throughout the NCR. The Public Information Office and the MCPD in a law enforcement-directed emergency will actively support the virtual JIC by ensuring that relevant information and documents are posted and participating in collaboration on common messages.

- The JIC will operate as the coordination center for all public information activities related to the incident.

- The JIC will continue operations until the EOC is de-activated or as otherwise directed.

ROLES AND RESPONSIBILITIES

Primary Agency – Public Information Office (or Montgomery County Police Department in law enforcement directed emergencies)

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain the ESF #15 Annex to the Emergency Operations Plan. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Coordinate resolution of ESF#15 after-action issues. • Develop and maintain a list of media contacts.
Response	• Provide representative(s) to the EOC as necessary. • Provide staff for the JIC if established. • Coordinate public information requests. • Maintain records of all public information releases. • Coordinate and share information with other county departments and agencies.
Recovery	• Provide representative(s) to the EOC as necessary. • Provide staff for the JIC if it remains operational. • Coordinate public information requests. • Maintain records of all public information releases. • Coordinate and share information with other county departments and agencies
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#15 after-action issues. • Develop and maintain a list of media contacts.
Response	• Provide representative(s) to the EOC as necessary. • Provide staff for the JIC if established. • Coordinate public information requests and share with Public Information Office. • Maintain records of all public information releases. • Coordinate and share information with other county departments and agencies.
Recovery	• Provide representative(s) to the EOC to serve as the lead for ESF 15 as necessary. • Provide staff for the JIC if it is operational. • Coordinate public information requests. • Maintain records of all public information releases. • Coordinate and share information with other county departments and agencies. • Participate in ESF #15 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – County Attorney's Office

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists.

	• Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#15 after-action issues. • Develop and maintain a list of media contacts.
Response	• Provide representative(s) to the EOC as necessary. • Provide staff for the JIC if established. • Coordinate public information requests and share with Public Information Office. • Maintain records of all public information releases. • Coordinate and share information with other county departments and agencies.
Recovery	• Provide representative(s) to the EOC as necessary. • Provide staff for the JIC if it is operational. • Coordinate public information requests and share with Public Information Office. • Maintain records of all public information releases. • Coordinate and share information with other county departments and agencies. • Participate in ESF #15 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#15 after-action issues.

	• Develop and maintain a list of media contacts.
Response	• Provide representative(s) to the EOC as necessary. • Provide staff for the JIC if established. • Coordinate public information requests and share with Public Information Office. • Maintain records of all public information releases. • Coordinate and share information with other county departments and agencies.
Recovery	• Provide representative(s) to the EOC as necessary. • Provide staff for the JIC if it is operational. • Coordinate public information requests and share with Public Information Office. • Maintain records of all public information releases. • Coordinate and share information with other county departments and agencies. • Participate in ESF #15 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#15 after-action issues. • Develop and maintain a list of media contacts.
Response	• Provide representative(s) to the EOC as necessary. • Provide staff for the JIC if established. • Coordinate public information requests and share with Public Information Office. • Maintain records of all public information releases. • Coordinate and share information with other county

	departments and agencies.
Recovery	• Provide representative(s) to the EOC as necessary. • Provide staff for the JIC if it is operational. • Coordinate public information requests and share with Public Information Office. • Maintain records of all public information releases. • Coordinate and share information with other county departments and agencies. • Participate in ESF #15 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#15 after-action issues. • Develop and maintain a list of media contacts.
Response	• Provide representative(s) to the EOC as necessary. • Provide staff for the JIC if established. • Coordinate public information requests and share with Public Information Office. • Maintain records of all public information releases. • Coordinate and share information with other county departments and agencies.
Recovery	• Provide representative(s) to the EOC as necessary. • Provide staff for the JIC if it is operational. • Coordinate public information requests and share with Public Information Office. • Maintain records of all public information releases. • Coordinate and share information with other county

	departments and agencies. • Participate in ESF #15 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#15 after-action issues. • Develop and maintain a list of media contacts.
Response	• Provide representative(s) to the EOC as necessary. • Provide staff for the JIC if established. • Coordinate public information requests and share with Public Information Office. • Maintain records of all public information releases. • Coordinate and share information with other county departments and agencies.
Recovery	• Provide representative(s) to the EOC as necessary. • Provide staff for the JIC if it is operational. • Coordinate public information requests and share with Public Information Office. • Maintain records of all public information releases. • Coordinate and share information with other county departments and agencies. • Participate in ESF #15 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Volunteer Center

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#15 after-action issues. • Develop and maintain a list of media contacts.
Response	• Provide representative(s) to the EOC as necessary. • Provide staff for the JIC if established. • Coordinate public information requests and share with Public Information Office. • Maintain records of all public information releases. • Coordinate and share information with other county departments and agencies.
Recovery	• Provide representative(s) to the EOC as necessary. • Provide staff for the JIC if it is operational. • Coordinate public information requests and share with Public Information Office. • Maintain records of all public information releases. • Coordinate and share information with other county departments and agencies. • Participate in ESF #15 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

REFERENCES

- Montgomery County Emergency Operations Base Plan, 2009
- Public Information Office Standard Operating Procedures
- Police Department Public Information Standard Operating Procedures
- Fire and Rescue Service Public Information Standard Operating Procedures

ACRONYMS

EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
JIC	Joint Information Center
NCR	National Capital Region
NIMS	National Incident Management System
PIO	Public Information Office(er)

ESF #16 Volunteer and Donations Management Annex

PRIMARY AGENCY: ***Volunteer Center***

Primary Agency	Volunteer Center
Support Agencies	Community Use of Public Facilities
	Department of Health and Human Services
	Department of Recreation
	Department of Liquor Control
	Office of Emergency Management and Homeland Security
	Public Libraries
	Regional Service Centers
Cooperating Organizations	American Red Cross
	Montgomery College

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 volunteer and donations management operations following a disaster or emergency and to provide a concept of operations for conducting volunteer and donations management 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 volunteer and donations management services under ESF #16. 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).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- 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.
- The primary purpose of this annex is to coordinate the provision of donated resources to meet the needs of the affected population and to effectively manage and control unsolicited donations and unaffiliated volunteers.
- Spontaneous volunteers and donations may support the response and recovery efforts if managed effectively.
- Through coordination and information sharing, the agencies identified in this annex will strive to match donated resources with unmet needs. The agencies identified in this annex will serve as the clearinghouse for the delivery of donated goods to the affected areas.
- To the greatest extent possible, the county will not accept donated goods or services unless those donated goods or services can be directed to the end user. Those wishing to donate will be encouraged to donate cash or credit to charitable organizations supporting the relief effort.
- Emergency Support Function (ESF) #16 will coordinate with existing volunteer and disaster relief agencies serving the county to ensure efficient resource utilization and to avoid duplication of services.
- As part of the overall donations and volunteer management strategy, ESF #16 will ensure that the public is informed as to the emergency needs related to volunteers

and donations and that public information announcements provide instructions for donation of money, goods, or services.

- ESF #16 will establish, as necessary, storage, staging areas, and distribution points for controlling and distributing donated commodities.

- Public education on donations and volunteering for community service are critical components of this annex and will be conducted on a year-round basis.

POLICY

- The Volunteer Center as the primary agency is responsible for coordination of the overall response operations relating to volunteer and donations management. The Volunteer Center will collect, organize, analyze, summarize, and disseminate communication information provided by various sources including support agencies.

- ESF #16 will be located within the Community Services group in the Emergency Operations Center (EOC) and will report to the Community Services Group Leader.

- For purposes of this annex, volunteer and donations management ensures the most efficient and effective use of unaffiliated volunteers, unaffiliated organizations, and unsolicited donated goods and services in disaster situations.

CONCEPT OF OPERATIONS

- ESF #16 monitors incidents and threats to the county through the Community Services Group at the EOC. As an incident or threat escalates, the Volunteer Center will issue notifications and alerts in accordance with established protocols and checklists.

- The decision to activate this annex will be based upon:

    - The size and magnitude of the incident is such that the public will want to show their support by donating funds, goods, or through volunteering.

    - Nonprofit or other agencies have requested assistance with managing volunteers and/or donations.

    - Other requests for similar assistance have been received by the EOC.

- Upon activation of this annex, the Volunteer Center will notify all support agencies and organizations. This ESF will serve as the entry point at the EOC for all offers of donated goods and services.

- The Volunteer Center will monitor the level of activity related to donations and, as needed, will establish an information hotline to more effectively manage donation offers or refer offers to the appropriate resources.

- ESF #16 will maintain close coordination with the Maryland Emergency Management Agency (MEMA) on donation issues to ensure a unity of effort in the management of spontaneous volunteers and unsolicited donations.

- As determined by the Volunteer Center, and in consultation with support agencies, a volunteer mobilization center (VMC) may be established to serve as a marshalling point for spontaneous volunteers. At the VMC volunteers will be registered, provided expedient training, and deployed to the support relief efforts.

- ESF #16 will establish logistics facilities to direct and store unsolicited donations if necessary.

- ESF #16 will work with all departments, agencies, and other disaster relief organizations engaged in the disaster response and recovery to share information of available resources and to match offers with unmet needs.

- ESF #16 will discourage unsolicited donations for which there are no identified requirements. Any unsolicited donations not directed to an end user will be directed to a designated staging or storage facility may be redirected to another organization or may not be accepted.

- Operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed. This annex's activities may continue into the recovery phase of the operation.

ROLES AND RESPONSIBILITIES

Primary Agency – Volunteer Center

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain the ESF #16 Annex to the Emergency Operations Plan. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Coordinate resolution of ESF#16 after-action issues. • Conduct public education and outreach activities related to donations and volunteering for disasters and emergencies in coordination with the Public Information Office. • Ensure that a system is in place for receiving, recording, and tracking donations and volunteers.
Response	• As needed, establish an information "Hotline." • Ensure that necessary logistics facilities are established. • Ensure information sharing on available donations among other county, volunteer, and disaster relief organizations. • Serve as primary point of coordination with MEMA on donations management issues. • Develop and maintain information in coordination with ESF #15 (External Affairs) to be disseminated to the public concerning donations and volunteering.
Recovery	• Plan for disposition of excess donated goods. • Provide information on available donations to other county, volunteer, and disaster relief organizations. • Conduct after-action review.

Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Community Use of Public Facilities

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#16 after-action issues.
Response	• Provide available staff, resources, and facilities to support emergency operations.
Recovery	• Participate in ESF #16 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#16 after-action issues.
Response	• Provide available staff, resources, and facilities to support emergency operations.

Recovery	• Participate in ESF #16 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Recreation

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#16 after-action issues.
Response	• Provide available staff, resources, and facilities to support emergency operations.
Recovery	• Participate in ESF #16 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Liquor Control

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#16 after-action issues.
Response	• Provide available staff, resources, and facilities to

	support emergency operations.
Recovery	• Participate in ESF #16 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#16 after-action issues.
Response	• Provide available staff, resources, and facilities to support emergency operations.
Recovery	• Participate in ESF #16 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Public Libraries Department

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#16 after-action issues.

Response	• Provide available staff, resources, and facilities to support emergency operations.
Recovery	• Participate in ESF #16 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Regional Service Centers

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#16 after-action issues.
Response	• Provide available staff, resources, and facilities to support emergency operations.
Recovery	• Participate in ESF #16 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – American Red Cross

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards.

	• Assist in resolving ESF#16 after-action issues.
Response	• Provide available staff, resources, and facilities to support emergency operations.
Recovery	• Participate in ESF #16 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – Montgomery College

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#16 after-action issues.
Response	• Provide available staff, resources, and facilities to support emergency operations.
Recovery	• Participate in ESF #16 after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

REFERENCES

- Volunteer Center Emergency Preparedness Operations Manual
- Volunteer Mobilization Center Procedure
- Volunteer Center Continuity of Operations Plan

ACRONYMS

EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
MEMA	Maryland Emergency Management Agency

NIMS	National Incident Management System
VMC	Volunteer Mobilization Center

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Section 3 – Incident Specific Annexes

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Biological Incident Annex

PRIMARY AGENCY: *Department of Health and Human Services*

Primary Agency	Department of Health and Human Services
Support Agencies	County Attorney's Office
	Department of Corrections and Rehabilitation
	Fire and Rescue Services
	Department of Liquor Control
	Office of Emergency Management and Homeland Security
	Montgomery County Police Department
	Department of Recreation
	Department of Transportation
Cooperating Organizations	Montgomery County Public Schools
	Montgomery County Sheriff's Office

INTRODUCTION

Purpose

The purpose of this annex is to outline the actions, roles, and responsibilities of primary and support agencies and cooperating organizations ("agencies") in responding to potential or actual incidents of disease outbreaks of known or unknown origin requiring a coordinated county response. This annex supplements the Montgomery County Emergency Operations Plan (EOP).

Scope

- This annex is applicable to disease outbreaks resulting from bioterrorism attacks or natural origins within or affecting Montgomery County including:
    - Biological terrorism events involving Weapons of Mass Destruction (WMD).
    - Emerging infectious diseases.
    - Novel pathogen outbreaks.

- The focus of this annex is the medical response to the public health from a biological event. This includes early recognition (surveillance and investigation), mass prophylaxis, and environmental testing and remediation.

Authorities

In addition to those provided in the EOP, the federal and state authorities applicable to this annex are noted below.

- Federal:
    - Public Health Service Act, 42 authorizing the Secretary of the Department of Health and Human Services (DHHS) to declare a public health emergency and to prepare for and respond to public health emergencies, including making and enforcing quarantine regulations necessary to prevent the introduction, transmission or spread of communicable diseases from foreign countries.
    - National Response Framework, January 2008.
    - Presidential Decision Directive 39.
    - FBI Chemical/Biological Contingency Plan (classified). An unclassified version may be obtained from the FBI.
    - DHHS Health and Medical Services Support Plan for the Federal Response to Acts of Chemical/Biological Terrorism.

- State of Maryland:
    - Title 18: Disease Prevention – Responsibilities of the Secretary
    - Maryland Emergency Operations Plan (2007).
    - COMAR 10.06.01.06
    - COMAR 10.59.01-10.59.03

SITUATION

- Montgomery County is a densely populated county, raising its potential as a target for terrorist attacks. There are numerous federal facilities in Montgomery County and numerous foreign dignitaries reside within the county. In addition, there are many private businesses that support these federal agencies. The county not only serves as a major thoroughfare leading into Washington, D.C., but it also houses many critical government agencies. These sensitive areas within Montgomery County may be susceptible to deliberate acts of terrorism including biological

attacks. A biological event in Washington, D.C. could also have a significant impact on Montgomery County given the fact that many county residents work in D.C. and would attempt to return to their homes.

- A bioterrorism attack is the deliberate release of viruses, bacteria or other germs (agents) used to cause illness or death in people, animals, or plants. These agents are typically found in nature, but it is possible that they could be changed to increase their ability to cause disease, make them resistant to current medicines, or to increase their ability to be spread into the environment. Biological agents can be spread through the air, through water, in food, fomites (surfaces of inanimate objects such as a computer mouse, keyboard, telephone or door knob), and vectors. Some bioterrorism agents, like the smallpox virus, can be spread from person to person and some, like anthrax, are not communicable.

- Bioterrorism agents can be separated into three categories, depending on how easily they can be spread and the severity of illness or death they cause. Category A agents are considered the highest risk, Category B agents are considered moderate risk, and Category C agents are those that are considered emerging threats for disease.

- A pandemic is a global disease outbreak. An influenza pandemic occurs when a new influenza A virus emerges for which there is little or no immunity in the human population. It is difficult to predict when the next pandemic will occur or how severe it will be. In recent history there have been worldwide influenza pandemics in 1918-19, 1957-58 and 1968-69.

- Various state and local public officials have overlapping authorities with regard to protecting public health and safety. The Governor, the State Secretary of Health and Mental Hygiene, the Montgomery County Council, the County Executive, the executive heads of cities and towns, and the County Health Officer each can implement authorities within the scope of their jurisdiction aimed at protecting public health, including increased social distancing by closing public or private facilities. During a significant epidemic, the presence of overlapping authorities will necessitate close communication and coordination among appointed and elected leaders and the County Health Officer.

- The Department of Health and Human Services/Public Health Services All-Hazards Emergency Plan (January 2009) contains information on the medical health and response capacity within Montgomery County and the number of beds that may be available during an emergency situation.

- A Medical Reserve Corps of medical professionals, managed by the Volunteer Center provides volunteer support to augment public health staff during emergency operations.

- Key medical staff at all local hospitals have been trained to recognize specific bioterrorism symptoms in patients and to deliver treatment as prescribed by the Centers for Disease Control and Prevention (CDC).

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).

- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.

- 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.

- The response to a bioterrorism event or natural disease outbreak will be guided by the number of individuals affected as well as the nature of the incident.

- Early identification, effective communications, and a rapid medical response will be paramount to limiting the severity of a bioterrorism incident or natural disease outbreak.

- There is a possibility of a global outbreak of pandemic influenza that may overwhelm local, state, and federal resources. Unlike other emergency events, a pandemic has the ability to affect many localities simultaneously. Montgomery County must be prepared to meet its own needs without outside resources or mutual aid as state and Federal aid may be limited or unavailable.

- A vaccine effective against the circulating pandemic influenza may not be available following the identification of the pandemic virus strain.

- An epidemic outbreak may originate from deliberate attacks and/or through environmental contact such as atmospheric dispersion, person-to-person contact, animal-to-person contact, insect vector-to-person contact or by way of contaminated food or water.

- Rapid and sustained human-to-human transmission of epidemic diseases (e.g. pandemic influenza) may occur and spread rapidly due to the extent of travel around the world and inadequate containment measures.

- Regardless of the origin, a biological agent may manifest itself either in clinical patient presentation in medical settings or as patterns of symptoms within health surveillance systems. In some cases, criminal intent may not be immediately apparent until some time after the disease outbreaks are recognized.

- A biological incident may involve a hoax, a threatened incident that has not yet occurred, a single-event emergency situation that has ended, or a continuing crisis of unknown duration and extent. The suspected or actual involvement of terrorists adds a complicating dimension to incident management.

- Complex issues may arise in response to a disease outbreak requiring multi-jurisdictional response, inter-State response in the National Capital Region, and federal involvement, particularly including the United States Department of Health and Human Services, and a close coordination between numerous agencies at all levels of government and with the private sector, including the private medical community, especially the hospitals.

- Public information will be provided to county residents via media outlets.

- County first responders may be exposed to life threatening danger when entering a perimeter contaminated with biological agents resulting from an attack using a WMD.

- Some biological events may have major consequences that can overwhelm county and state capabilities and may seriously challenge existing federal response capabilities.

- Absenteeism, due to illness and fear of infection, may be significant during a disease outbreak potentially reaching a 40 percent absentee rate. In a severe pandemic absenteeism may reach 40 percent during the peak weeks of the community outbreak.

- The Department of Health and Human Services/Public Health Service All Hazard Emergency Response Plan and supporting annexes will provide the framework for the medical response operations.

CONCEPT OF OPERATIONS

General

- In Montgomery County, the Department of Health and Human Services Public Health Services plans, prepares, practices and remains alert for biological events affecting public health. In the event of a public health emergency, Public Health Services and the Maryland Department of Health and Mental Hygiene (DHMH) are prepared to quickly follow protective public health procedures.

- The County, in collaboration with NCR jurisdictions, state, and federal health and public safety agencies, is actively engaged in bioterrorism surveillance, detection and other safety activities on a 24-hour, seven days a week basis. A surveillance system has been established by Maryland, Virginia, and the District of Columbia to collect information from all local hospitals to help identify any unusual disease occurrences. Data is analyzed daily by medical experts so they can spot any deviation from the normal patterns. The system provides health directors with information necessary to initiate control measures to protect the public. Notification of an incident may originate from a variety of sources depending upon the nature of the event.

- Due to its proximity to Washington, D.C., Montgomery County is a participant in BioWatch. BioWatch is a nationally networked early warning system for urban areas that can rapidly detect trace amounts of targeted biological materials in the air whether due to intentional release or a natural occurrence.

- Montgomery County hospitals have the primary responsibility for triaging, admitting, and providing definitive medical care for patients affected by an incident, including, as necessary, decontamination.

- The response to a single point/suspicious powder investigation will require coordination among numerous county departments and agencies. Fire and Rescue Services will normally be the initial lead agency. During investigations, responders will follow guidelines and procedures provided in department response plans. In the event a public health response is necessary, DHHS will participate in the Unified Command and will assume the lead as circumstances indicate.

- The County Health Officer will direct Public Health Services in coordination with other departments and agencies as well as serve as the Subject Matter Expert to the Disaster Manager when the EOC is activated. The Health Officer has the authority to take actions to control and prevent the spread of any dangerous, contagious, or infectious diseases that may occur within the jurisdiction.

- In the event of a public health emergency DHHS will activate its Public Health Command Center (PHCC) to coordinate the response efforts of health and medical professionals and to ensure coordination with the Maryland Department of Health and Mental Hygiene, county hospitals and healthcare facilities. Emergency response strike teams will be activated and deployed through the PHCC based upon the scope and magnitude of the event.

- Depending upon the scope and magnitude of the incident, the Emergency Operations Center (EOC) will be activated to provide support to the PHCC in conducting the response operations and to ensure the full mobilization of resources among the county departments and agencies. The EOC will serve as a multi-agency support and coordination facility to coordinate requests for outside resources from neighboring jurisdictions, the state and if necessary, the Federal government. The EOC will also coordinate support to the PHCC through the emergency support function primary and support agencies.

- The Health Officer may also request activation of the EOC for biological incidents that may require multi-agency coordination and support in circumstances where the EOC is not yet activated. In the event of an EOC activation, the Health Officer will work in close coordination with the Disaster Manager in order to address the county's response to the incident and provide the necessary inter-agency coordination and decision-making needed to manage the overall response.

- The Health Officer and Disaster Manager will determine the need to activate the Joint Information Center (JIC) in order to provide information to the public.

- Depending upon the scope and magnitude of the incident, the Health Officer will activate and implement plans for mass prophylaxis as appropriate to the incident. Support for implementing the plans from other county departments and agencies will be coordinated through the EOC.

- DHHS has plans for mass dispensing or distribution of prophylactic medication (Annex C to the DHHS/PHS All Hazard Emergency Response Plan). Sites will be opened as needed to provide preventive medications and/or immunizations.

- The Health Officer, will direct the use and distribution of assets deployed in response to the incident. If needed, the Health Officer may request the Strategic National Stockpile (SNS) to augment the local capacity to respond. Requests for the SNS will be coordinated with the county EOC.

- At the state level, the Office of Preparedness and Response is responsible for staffing the Maryland Department of Health & Mental Hygiene Command Center during a significant public health event such as pandemic, natural disaster, act of terrorism or any incident that requires the coordination of state level health department resources. The DHMH Command Center coordinates the state health department response to an incident in collaboration with MEMA's Emergency Operations Center and other state agencies. The PHCC will coordinate directly with DHMH as necessary to address public health issues.

- For a terrorist or suspected terrorist incident the FBI is the lead federal agency for criminal investigation. The response to a threat or actual incident will involve the MCPD as well as FBI. The MCPD has the primary responsibility for handling the law enforcement aspects of the county's response to the deliberate attacks involving biological agents and will serve as the liaison to the FBI. The Health Officer will coordinate the medical response to the incident in coordination with state and federal health officials. If an act of terrorism occurs, refer to the Terrorism Annex.

- The Mass Fatality Annex to the EOP and Annex F to the DHHS/PHS All Hazards Emergency Response Plan will be activated if necessary.

- County departments and agencies designated as the primary agency for the ESFs will provide support as needed. ESF support activities will be coordinated through the EOC. The PHCC will coordinate requests for support from the ESFs through the EOC.

- A public health emergency event such as an influenza pandemic could extend over a long period of time. It is unlikely that the EOC will be in continuous operations the entire time.

ROLES AND RESPONSIBILITIES

Primary Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain the Biological Incident Annex to the Emergency Operations Plan. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations, including procedures for mass and mobile prophylaxis using vaccination and/or antibiotics. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Coordinate resolution of biological incident after-action issues. • Manage the active surveillance for disease occurrence in coordination with the NCR jurisdictions, the Maryland Department of Health and Mental Hygiene and the healthcare system. • Manage limited local prophylactic medication stockpiles, including antibiotics, antivirals, etc. • Partner with the healthcare system on medical surge capacity planning for mass casualty incidents. • Support mass fatality planning. • Identify and address potential legal, environmental, and public safety health issues that may be generated by bio-events. • Identify specialized resources such as personnel, equipment, and services to address shortfalls in identified capability assessment.

	• Conduct joint planning with NCR jurisdictions and prepare mutual aid agreements with surrounding jurisdictions to augment local resources. • Collaborate and coordinate with the Montgomery County Volunteer center to assure a capable medical rescue core.
Response	• Enhance active surveillance for disease occurrence, including epidemiological investigation. • Coordinate with the Public Information Office/ESF #15 External Affairs to provide public information about disease prevention and control. • Coordinate credentialed volunteers to staff jobs at mass and mobile medication dispensing or distribution. • Open and close select facilities. • Establish and operate medication centers for dispensing or distribution of prophylactic medication. • As the ESF #8 lead agency, establish liaison with county hospitals and other medical facilities to coordinate emergency use of available resources, including the Strategic National Stockpile. • Upon authorization implement quarantine/isolation measures. • Supported by the Maryland Department of Health and Mental Hygiene advise on assessment of environmental risk related to the biological event.
Recovery	• Maintain protective actions as situation dictates. • Continue to coordinate and track resources and document costs. • Participate in the development of environmental clean-up plans in coordination with local, state, and federal government agencies. • Conduct an after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents. • Conduct pre-event messaging to increase the public's preparedness for naturally-occurring and bioterrorism-related emergencies.

Support Agency – County Attorney's Office

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving biological incident after-action issues.
Response	• Assist with the implementation of isolation and quarantine orders and other court orders as needed. • Prepare, as appropriate, emergency ordinances (i.e., price gouging and curfews) and local declarations. • Advise county officials concerning legal responsibilities, powers, and liabilities regarding emergency operations and post-disaster and recovery assistance.
Recovery	• Participate in the after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents

Support Agency – Department of Corrections and Rehabilitation

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving biological incident after-action issues.

Response	• Provide community service volunteers and supervised inmate volunteers to assist with loading and unloading, sorting, packaging and otherwise handling donated goods, as necessary. • As appropriate provide warehouse support through the Montgomery County Correctional Facility (MCCF) for storage of emergency relief commodities. • Provide emergency laundry service in support of county emergency operations through the MCCF. • Provide food preparation in support of county emergency operations from the MCCF facility. Provide security at the pods.
Recovery	• Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving biological incident after-action issues. • Determine usage rates for expendable PPE used during prolonged incidents and manage sufficient stocks for use during the incident.
Response	• Establish on-scene incident command as appropriate. • Provide response to suspected hazardous materials (e.g. white powder). • Provide technical assistance in decontamination as needed. • Provide emergency medical services.
Recovery	• Participate in after-action review.

Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency –Department of Liquor Control

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving biological incident after-action issues.
Response	• Provide staff to the EOC when requested. • As required, identify and manage warehouse buildings, appropriate sites for food and water storage areas, and reception areas. • Assist with establishing delivery locations for bulk food and water supplies, and the means of disbursement to individuals, shelters, and others, as required. • Provide drivers and trucks for delivery of food and water and provide appropriate materials handling equipment and qualified operators for forklifts, tow motors, etc. • Provide refrigerated trucks, if appropriate, and refrigerated warehouse space as a temporary morgue when required.
Recovery	• Provide support in demobilizing points of distribution established for distributing emergency relief commodities. • Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving biological incident after-action issues.
Response	• Activate and manage the EOC. • As necessary, coordinate requests for state and federal assistance. • Assist in the development and dissemination of protective guidance information.
Recovery	• Manage recovery operations in accordance with the Recovery Operations Annex. • Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving biological incident after-action issues.

Response	• Provide for access control and protection. • Enforce isolation and quarantine measures. • Establish on-scene incident command and/or participate in a unified command structure. • Maintain security and traffic control in and around the scene. • Provide security, as needed, for the Strategic National Stockpile receiving, staging and storing site, dispensing sites and medical treatment facilities. • Coordinate and/or provide assistance in conducting evacuations. • Serve as liaison to the FBI and other federal investigative agencies for terrorist incidents. • Conduct criminal investigations. • Determine usage rates for expendable PPE used during prolonged incidents and manage sufficient stocks for use during the incident.
Recovery	• Participate in the after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency –Department of Recreation

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving biological incident after-action issues. • Identify a representative to the Emergency Operations Center (EOC), if the Shelter task Force is activated, or when requested by the Chief Administrative Officer (CAO) or by OEMHS.
Response	• Provide staff support for shelters, reception centers, and

	other short-term mass care facilities. • Identify a representative to the Emergency Operations Center (EOC), if the Shelter task Force is activated, or when requested by the Chief Administrative Officer (CAO) or by OEMHS. • Provide facilities for community and emergency use.
Recovery	• Participate in the after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	• Identify a representative to the Emergency Operations Center (EOC), if the Shelter task Force is activated, or when requested by the Chief Administrative Officer (CAO) or by OEMHS.
Response	• Provide staff to the EOC when requested. • Provide assistance in traffic management and control. • Provide information on traffic conditions and issues through the Transportation Management Center. • Provide support to evacuations by providing assistance in traffic control operations and providing barricades, signs, and other devices to assist MCPD in establishing a secure perimeter and manage vehicular and pedestrian traffic access/egress.
Recovery	• Coordinate and fill requests for available trucks, and operators. • Participate in the after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents

Cooperating Organization – Montgomery County Public Schools

Phase	Roles and Responsibilities
Preparedness	• Identify a representative to the Emergency Operations Center (EOC), if the Shelter task Force is activated, or when requested by the Chief Administrative Officer (CAO) or by OEMHS.
Response	• Provide transportation support to logistics operations. • Provide available warehouse and storage space to

	support distribution of relief commodities.
Recovery	• Participate in the after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – Montgomery County Sheriff's Office

Phase	Roles and Responsibilities
Preparedness	• Identify a representative to the Emergency Operations Center (EOC), if the Shelter task Force is activated, or when requested by the Chief Administrative Officer (CAO) or by OEMHS.
Response	• Provide available staff, resources, and facilities to support emergency operations. • Provide security for all emergency shelters for the duration of the emergency shelter established by the county in coordination with the American Red Cross or Department of Health and Human Services, contingent upon available resources. • Provide uniformed personnel, vehicles, and K-9 assistance to the county Police, as requested. • If needed, provide deputy sheriffs to ensure the orderly distribution of food, water, and/or medicine at county-identified distribution centers.
Recovery	• Participate in the after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents

REFERENCES

- National Response Framework, January 2008.
- Presidential Decision Directive 39.
- FBI Chemical/Biological Contingency Plan.
- DHHS Health and Medical Services Support Plan for the Federal Response to Acts of Chemical/Biological Terrorism.
- Maryland Emergency Operations Plan (2007).
- DHHS/PHS All Hazards Emergency Response Plan (January 2009).

ACRONYMS

APC	Advanced Practice Center
CDC	Centers for Disease Control
DHHS`	Department of Health and Human Services
DHS	Department of Homeland Security
DHMH	Department of Health and Mental Hygiene
DOC	Department Operations Center
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
IC	Incident Commander
ICP	Incident Command Post
JIC	Joint Information Center
NCR	National Capital Region
NIMS	National Incident Management System
NRF	National Response Framework
PHEPRP	Public Health Emergency Preparedness and Response Program
SNS	Strategic National Stockpile
UC	Unified Command
WMD	Weapons of Mass Destruction

Dam Failure Incident Annex

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

Primary Agency	Office of Emergency Management and Homeland Security
Support Agencies	County Attorney's Office
	Department of Environmental Protection
	Fire and Rescue Services
	Department of Health and Human Services
	Montgomery County Police Department
	Department of Transportation
	Volunteer Center
Cooperating Organizations	Maryland Department of the Environment Dam Safety Division
	City of Gaithersburg
	Maryland-National Capital Park and Planning Commission
	Montgomery County Revenue Authority
	Montgomery County Sheriff's Office
	Washington Suburban Sanitation Commission

INTRODUCTION

Purpose

The purpose of this annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations ("agencies") during incidents of actual or potential failure of regulated dams within Montgomery County. This annex

also provides a concept of operations for monitoring these facilities and, as appropriate, notifying the public, conducting evacuations and over all incident response.

Scope

- This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of communications services under ESF #2. This annex supplements the county EOP.

- This annex applies to state regulated dams within the county classified as having a "high" or "significant" risk. It applies both to privately owned and government managed dams regulated by the state.

SITUATION

- Montgomery County is vulnerable to flooding due to dam failures.
    - This includes overtopping during storms, structural failure during storms or non-storm events such as piping "Sunny Day" failure. Dam failures pose a moderate hazard to the county as identified in the Montgomery County Hazard Mitigation Plan.

- According to the Maryland Department of Environment Dam Safety Division, within the county there are 15 impoundments that are classified as "high" and 23 classified as "significant" risk. Those classified as "high" are regulated by the state and are required to have an Emergency Action Plan (EAP) in place and filed with the county. The list of these facilities is provided at Tab 1. A map of these locations is provided at Tab 2 (To Be Developed).

- The purpose of the Emergency Action Plan is to safeguard lives and reduce property damage in the event that a dam should fail. The EAP contains:
    - Inundation map identifying the structures and properties that will be flooded in the event of a dam failure.
    - Procedures to monitor the dam periodically during significant rainfall events.
    - Procedure to notify the county of a potential dam failure.
    - Procedures for warning and evacuating the residences at risk.

- The MDE Dam Safety Division requires EAPs for high and significant hazard dams. MDE approves all EAPs and requires that they be updated on an annual basis. Additionally dams are required to conduct an exercise at least once every 5 years.

- The MDE Dam Safety Division categorizes dams according to their size and potential downstream hazard. Dams are classified as:
    - Class 1 (High Hazard): Probable loss of life; major increases in existing flood levels at houses, buildings, major interstates and state roads with more than six lives in jeopardy in the event of a dam failure.

    - Class 2 (Significant Hazard): Possible loss of life, significant increased flood risks to roads and buildings with no more than two houses or six lives in jeopardy in the event of a failure.

    - Class 3 (Low Hazard): Unlikely loss of life, minor increases to existing flood levels at road and buildings in the event of a failure.[1]

- The classifications for the sites in Montgomery County are included in the table provided at Tab 1.

- Dam owners are liable for damages resulting from a dam's improper operation or a failure that results in a sudden release of water downstream. It is also the owner's responsibility to inspect and maintain the dam and its appurtenances to ensure public safety.

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).

- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.

[1] Maryland Department of the Environment Dam Safety Program Fact Sheet

- 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.

- All regulated dams classified as "high" or "significant" will have specific Emergency Action Plans (EAP) on file with OEMHS. EAPs will be available in the Emergency Operations Center (EOC).

CONCEPT OF OPERATIONS

- The owner of each dam is responsible for its safe and proper design, construction, operation, and maintenance.

- Dam owners will develop EAPs in accordance with the provisions of Maryland Dam Safety Manual (see references). Plans will be submitted to OEMHS for review and concurrence. OEMHS will coordinate with the appropriate support agencies and partner organizations for technical assistance in reviewing and approving the EAPs.

- If there is a problem or imminent problem at a dam, the owner will notify Montgomery County in accordance with the notification protocols included in the site-specific EAP. The Police ECC will conduct additional notifications within the county in accordance with established protocols and procedures. OEMHS will notify the Maryland Emergency Management Agency (MEMA) through the State EOC.

- Based upon the scope and magnitude of the incident the dam owner, operator or engineer will establish incident command at the dam. The Montgomery County Police Department will establish command if evacuations are necessary. The EOC will be activated at the appropriate level to exercise overall coordination and direction of the emergency. The EOC will provide support to the Incident Commander (IC) in such areas as evacuation, communication, transportation, shelter and any other resources that may be required.

- Dam owners will continue to monitor conditions at the dam in accordance with the intervals identified in the EAP and provide updated information to the EOC via ESF

#3. The EOC will ensure updated information is provided to appropriate county departments and agencies and the on-scene command.

- Dam operators will recommend evacuation of the public within the inundation zone if it is determined to be necessary in accordance with EAP. Recommendations will be conveyed to Montgomery County. The Chief Administrative Officer (CAO) or designee is generally responsible for making decisions to order an evacuation. However, the on-scene IC may direct an evacuation if he/she determines that there is an imminent threat to the public.

- Montgomery County will coordinate evacuation of the public in accordance with the EOP and the ESF #6 Mass Care Annex. The Montgomery County Police Department will be the lead for conducting the evacuation. In the event of an evacuation a Unified Command (UC) may be established. The UC will manage the evacuation and request additional support as needed through the EOC.

- Dam owners will continue to monitor conditions and will recommend to the county when it is safe for evacuees to return. The decision to allow evacuees to return will be made by the CAO or designee in conjunction with the on-scene IC/UC. The dam's owner licensed engineer, as required by the EAP, will provide technical assistance as needed to evaluate the dam and supporting structures to determine if the situation allows for the safe return of evacuees.

- In the event that the dam is breached or fails causing flooding appropriate response and recovery operations will be conducted in accordance with the EOP.

ROLES AND RESPONSIBILITIES

Primary Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain the Dam Failure Incident Annex to the Emergency Operations Plan. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Coordinate resolution of dam failure incident after-action issues. • Maintain the EOC in a state of operational readiness. • Develop and maintain an inventory of both publically and privately owned state-regulated dams within the county in coordination with the MDE Dam Safety Division. • Ensure that inundation map information from the EAPs is available in the county GIS. • Identify GIS products that will assist the evacuation managers and field response personnel. • Review in coordination with MDE Dam Safety Division EAPs submitted by dam owners to ensure compliance with state guidelines. • Distribute approved and updated EAPs to appropriate county departments and agencies. • Maintain copies of updated EAPs in the EOC.
Response	• Monitor weather and provide information to other county departments and agencies. • Receive through the ECC information on incidents or potential incidents from dam operators and distribute

	information to appropriate county departments and agencies. • Activate and manage the EOC as appropriate. • Coordinate support to the IC(s) through the EOC.
Recovery	• Conduct recovery operations in accordance with the EOP and the ESF #14 Long-term Recovery Annex. • Conduct an after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – County Attorney's Office

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#2 after-action issues.
Response	• Provide legal guidance on issues pertaining to evacuations.
Recovery	• Participate in an after-action review. • Conduct recovery operations in accordance with the EOP and the ESF #14 Long-term Recovery Annex.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents

Support Agency – Department of Environmental Protection

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification

	rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#2 after-action issues. • Provide technical assistance to OEMHS in reviewing EAPs. • Develop and maintain EAPs for dams managed by DEP.
Response	• Monitor conditions at dams managed by DEP and provide information to OEMHS. • Perform emergency mitigation on DEP managed dams as appropriate. • Based upon conditions, perform detailed inspections of at risk dams and make assessment judgments on structural integrity. • Recommend evacuations if warranted by conditions/assessment of structural integrity for county owned dams.
Recovery	• Assess DEP managed dams to determine when it may be safe for evacuees to return. • Provide technical advice to the Disaster Manager in evaluating conditions at other dams to determine if conditions allow for return of evacuees. • Participate in an after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents at dams managed by DEP.

Support Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists.

	• Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#2 after-action issues. • Maintain copies of the updated EAPs.
Response	• Provide support for evacuations and coordinate evacuation operations with the MCPD. • As needed conduct search and rescue operations.
Recovery	• Conduct recovery operations in accordance with the EOP and the ESF #14 Long-term Recovery Annex. • Participate in after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#2 after-action issues. • Provide lists of nursing homes, assisted living facilities, and large group homes for the GIS to determine if they are with the inundation zones.
Response	• Establish and operate temporary shelters as needed. • Advise healthcare facilities of potential impact of a dam failure on their facilities.
Recovery	• Participate in an after-action review.

	• Conduct recovery operations in accordance with the EOP and the ESF #14 Long-term Recovery Annex.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#2 after-action issues. • Develop and maintain pre-scripted evacuation notices for posting on residence doors. • Maintain copies of the updated EAPs.
Response	• As necessary provide security, traffic management, and access control. • Conduct evacuations including on-scene warning and alerting. • Provide for security of evacuated areas.
Recovery	• Participate in the after-action review. • As necessary, provide security for damaged areas. • As appropriate provide traffic management for returning evacuees.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies

	and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#2 after-action issues. • Maintain copies of the updated EAPs.
Response	• Provide assistance in planning and conducting evacuations. • Provide assistance as needed to the MCPD in traffic management and access control. • Provide transportation resources as needed to support evacuations.
Recovery	• Provide transportation guidance as needed to support return of evacuees. • Participate in the after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Volunteer Center

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#2 after-action issues.
Response	• Provide support as needed establishing and operating a

	hotline to provide emergency information to the public impacted by the incident.
Recovery	• Participate in an after-action review. • Conduct recovery operations in accordance with the EOP and the ESF #14 Long-term Recovery Annex.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents

Cooperating Organization – Maryland Department of the Environment Dam Safety Division

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#2 after-action issues. • Manage the Dam Safety Program to ensure that all dams are designed, constructed, operated, and maintained safely. • Provide technical assistance to dam owners and operators in developing and maintaining EAPs.
Response	Provide technical assistance in evaluating the dam and supporting structures to determine if the situation allows for the safe return of evacuees.
Recovery	• Participate in after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents

Cooperating Organization – City of Gaithersburg

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#2 after-action issues. • Develop and maintain EAPSs for City operated dams.
Response	• Monitor conditions at City owned dams and provide information to OEMHS/EOC. • Perform emergency mitigation on City dams as appropriate. • Based upon conditions, perform detailed inspections of at risk dams and make assessment judgments on structural integrity. • Recommend evacuations if warranted by conditions/assessment of structural integrity for City owned dams.
Recovery	• Assess City owned dams to determine when it may be safe for evacuees to return. • Participate in after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents

Cooperating Organization – Maryland National Capital Park and Planning Commission

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification

	rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#2 after-action issues. • Develop and maintain EAPSs for MNCPPC operated dams.
Response	• Monitor conditions at MNCPPC owned dams and provide information to OEMHS/EOC. • Perform emergency mitigation on MNCPPC dams as appropriate. • Based upon conditions, perform detailed inspections of at risk dams and make assessment judgments on structural integrity. • Recommend evacuations if warranted by conditions/assessment of structural integrity for MNCPPC owned dams.
Recovery	• Assess MNCPPC owned dams to determine when it may be safe for evacuees to return. • Participate in after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents

Cooperating Organization – Montgomery County Revenue Authority

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines

	and standards. • Assist in resolving ESF#2 after-action issues. • Develop and maintain EAPSs for dams operated by the Montgomery County Revenue Authority.
Response	• Monitor conditions at Authority owned dams and provide information to OEMHS/EOC. • Perform emergency mitigation on Authority dams as appropriate. • Based upon conditions, perform detailed inspections of at risk dams and make assessment judgments on structural integrity. • Recommend evacuations if warranted by conditions/assessment of structural integrity for Authority owned dams.
Recovery	• Assess Authority owned dams to determine when it may be safe for evacuees to return. • Participate in after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – Montgomery County Sheriff's Office

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#2 after-action issues.
Response	• Provide security for temporary shelters as needed.
Recovery	• Participate in an after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents

Cooperating Organization – Washington Suburban Sanitary Commission

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving ESF#2 after-action issues. • Develop and maintain EAPSs for WSSC operated dams.
Response	• Monitor conditions at WSSC owned dams and provide information to OEMHS/EOC. • Perform emergency mitigation on WSSC dams as appropriate. • Based upon conditions, perform detailed inspections of at risk dams and make assessment judgments on structural integrity. Recommend evacuations if warranted by conditions/assessment of structural integrity for WSSC owned dams.
Recovery	• Assess WSSC owned dams to determine when it may be safe for evacuees to return. • Participate in after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents

MAPS AND SUPPORTING DATA

See Table 1 page R-18

REFERENCES

- Maryland Dam Safety Manual, 1996 (rev. 2003).
- State of Maryland Emergency Operations Plan, 2007.
- Montgomery County Emergency Operations Plan, 2008.
- ESF #6 Mass Care Annex to the Montgomery County Emergency Operations Plan.
- Emergency Action Plans for state regulated dams classified as "high" or "significant" risk.

ACRONYMS

DEP	Department of Environmental Protection
DFRS	Department of Fire and Rescue Services
DHHS	Department of Health and Human Services
DOT	Department of Transportation
EAP	Emergency Action Plan
ECC	Emergency Communications Center
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
IC	Incident Commander
MCPD	Montgomery County Police Department
MDE	Maryland Department of the Environment
MEMA	Maryland Emergency Management Agency
MNCPPC	Maryland-National Capital Park and Planning Commission
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OEMHS	Office of Emergency Management and Homeland Security
PIO	Public Information Office
UC	Unified Command
WSSC	Washington Suburban Sanitation Commission

Table 1 - State Regulated Dams in Montgomery County[2]

Hazard Class	Dam Name	NID ID	Longitude	Latitude	Owner
High	Brighton Dam	MD00005	-77.0050	39.1933	Washington Suburban Sanitation Commission (WSCC)
High	Lake Walker Dam Pond 1	MD00054	-77.2083	38.1550	Lake Forest Associates
High	Upper Rock Creek Watershed Site 5 (Lake Needwood)	MD00048	-77.1300	38.1150	Maryland-National Capital Park and Planning Commission (MNCPPC) – Upper Rock Creek
High	Upper Rock Creek Watershed Site 1 (Lake Frank)	MD00050	-77.1183	38.0133	MNCPPC – Upper Rock Creek
High	Wheaton Branch Storm-water Management	MD00127	-77.0383	39.0250	Montgomery County Department of Environmental Protection (DEP)
High	Inspiration Lake	MD00193	-77.2400	38.1167	City of Gaithersburg
High	Crabbs Branch Storm-water Management Facility	MD00208	-77.1583	38.1217	DEP
High	Little Seneca Dam	MD00271	-77.3000	38.1850	WSCC
High	Lake Helene Dam	MD00300	-77.2400	38.1167	City of Gaithersburg
High	Summit Hall Park Dam	MD00308	-77.1911	38.1384	City of Gaithersburg
High	Railroad Branch Storm-water Management Pond	MD00316	-77.2750	38.1750	DEP
Significant	Lake Ninvana	MD00056	-77.2400	38.1150	Manor Care Incorporated
Significant	Lake Whetstone	MD00053	-77.2050	38.1667	Montgomery Village Foundation Inc.
Significant	Seneca State Park Dam	MD00087	-77.2550	38.1433	Maryland Department of Natural Resources – Land and Water Conservation Service
Significant	Gunners Lake	MD00279	-77.2567	38.1617	DEP
Significant	Burnt Hills Reservoir	MD00228	-77.0067	38.0317	MNCPPC
Significant	Little Bennett Golf Course	MD00343	-77.2933	38.2858	MNCPPC
Significant	Wheaton Regional Park Dam	MD00341	-77.0400	38.0550	MNCPPC

[2] Data on dams in Montgomery County is from the U.S. Army Corps of Engineers National Inventory of Dams.
[3] National Inventory of Dams Identification Number.

Mass Fatality Incident Annex

PRIMARY AGENCY: *Montgomery County Police Department or Department of Health and Human Services*

Primary Agency	**Montgomery County Police Department** or **Department of Health and Human Services**
Support Agencies	County Attorney's Office
	Department of General Services
	Fire and Rescue Services
	Department of Liquor Control
	Office of Emergency Management and Homeland Security
	Montgomery County Police Department, Victim Assistance Unit
	Department of Transportation
Cooperating Organization	Montgomery County Sheriff's Office

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 mass fatality incidents within Montgomery County. This annex also provides a concept of operations for conducting response and recovery operations following a mass fatality incident. It supplements the Montgomery County Emergency Operations Plan (EOP).

Scope

- This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of mass fatality incidents. This annex supplements the county EOP.

- This annex applies to any situation in which there are more human bodies to be recovered and examined than can be handled by the usual local resources.

- Many types of incidents that may result in mass fatalities (such as tornadoes, hurricanes, terrorist incidents, biological incidents, mass transit incidents) may also result in significant injuries and damage to homes, businesses and critical infrastructure that will need to be addressed by local, state and possibly federal resources. This annex is focused solely on the management of fatalities resulting from the incident. This includes, as appropriate:

Authorities

- Title 5 of the Health – General Article of the Annotated Code of Maryland
- Title 14, Emergency Management Act of the Annotated Code of Maryland

SITUATION

- A large number of fatalities may result from a variety of causes including natural disasters, hazardous materials, terrorist attacks, transportation incidents, or as the result of a naturally occurring disease outbreak.

- The Maryland Office of the Chief Medical Examiner (OCME) has jurisdiction over any death which is the result, wholly or in part, of a casualty or accident, homicide, poisoning, suicide, criminal abortion, rape, therapeutic misadventure, drowning, or a death of a suspicious or unusual nature, or of an apparently healthy individual, or a case which is dead on arrival at the hospital. For incidents of this nature, the Montgomery County Police Department (MCPD) will serve as the primary county agency.

- For incidents that do not fall under the jurisdiction of OCME such as an outbreak of a naturally occurring communicable disease, the Department of Health and Human Services will serve as the primary county agency for these incidents.

- The authority for handling decedents is fully vested in the State of Maryland and not in the local jurisdictions. The State of Maryland has not given jurisdiction or authority to county and local government to perform funerary or regulation functions. Under the Maryland Emergency Management Act the Governor may delegate mass fatality authority to local and county jurisdictions.

- In the absence of local authority, Montgomery County DHHS/PHS coordinates with the local funeral directors and cemeteries to form public/private partnerships to address surge capacity issues.

- Regardless of the scenario, all Montgomery County departments and agencies will have a significant role in all mass fatality incidents.

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).

- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.

- 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.

- Terrorist incidents or other mass fatality events will occur with little or no warning. However, recognition of illness and death as a result of a bio-terrorism attack is likely preceded by a period of days to weeks.

- During a mass fatality event, media representatives will quickly attempt to establish a strong on-scene presence.

- For an incident with national impacts and a high number of fatalities, the mutual aid available to the county may be extremely limited or not available.

- Depending upon the number of fatalities, funeral homes, crematories, cemeteries and transportation resources may quickly become overwhelmed. There will be shortages of resources such as caskets, litters, and transportation vehicles.

- A biological incident will overextend public health resources leaving limited resources to manage fatality issues during an outbreak.

CONCEPT OF OPERATIONS

- Upon a state declaration of emergency, the OEMHS Manager or the County Executive (or his/her designee) may authorize the implementation of this annex. Implementation may begin prior to a declaration based on the following criteria:
    - Recognition of a mass casualty event with expected deaths that exceed current day to day capacity to manage the decedents.
    - Recognition that a naturally occurring disease is resulting in increasing numbers of deaths that may exceed the local capability.
    - Recognition of a bioterrorism event with a high homicide rate.
    - Notification from local hospitals and the local funeral homes that their capacity to process and store bodies has been exceeded.
    - Recognition of any mass fatality event as defined by the Maryland OCME:
    - Any incident with fatalities which exceed or overwhelm usual local or OCME resources.

- Upon activation of this Annex, the primary and support agencies will function to address the entire spectrum of operations and that provides for the care of the decedent.
- In addition to the County EOC, the DHHS Public Health Command Center may be activated to support the response to these incidents.
- OEMHS will be responsible for notifications of a local mass fatality event to surrounding jurisdictions and support agencies will be made in an expedient manner by the Office of Emergency Management and Homeland Security.

- The establishment of jurisdiction is a critical decision that should be determined early in the event. This will allow notification of all pertinent agencies and reduce response and set up time.
- If jurisdiction does not fall under the OCME, such as in the case of naturally occurring communicable disease outbreak, Montgomery County will coordinate the management and storage of the fatalities exceeding the capacity of the local mortuary affairs system. The Department of Health and Human Services is the primary agency for coordinating the public health and medical response to epidemic diseases.

- For mass fatality incidents not related to a naturally occurring outbreak of disease, the Montgomery County Police Department is the primary agency for coordinating mass fatality incident response.

    - OCME may have some initial responsibility and jurisdiction in the identification and confirmation of the communicable disease and will continue to be responsible for certain categories of cases that fit criteria established by law (e.g. deaths for which there is no attending physician, unidentified decedents). OCME will also provide assistance in identification of the decedents if they remain unidentified after local investigation by the MCPD.

- An initial assessment of the incident will be conducted by MCPD in coordination with Fire and Rescue Services in order to determine the scope of the event and the need for the OCME and additional resources.

- OCME notification in most mass fatality events will be initiated through the Montgomery County Police Department in accordance with established protocols and procedures.

- The OCME will be the lead agency for managing the collection, processing, and disposition of the fatalities.

- The OCME in coordination with the IC may request additional resources through the EOC, such as the Disaster Mortuary Operational Response Team (DMORT) or other local, regional, or federal resources to support incident operations.

- In the event of a transportation incident, MCPD will coordinate with the National Transportation Safety Board (NTSB) as the lead agency for investigating the cause of the incident and facilitating support to the victims' families. The airline is primarily responsible for family notification of the incident (they may give death notification if it is known all have died but airlines will not notify the families of positive identification) and all aspects of victim and family logistical support. The airline will establish a Joint Family Support Operations Center (JFSOC) to coordinate providing support to the families. Montgomery County will provide a liaison to the JFSOC to facilitate coordination with the EOC and the on-scene incident command. MCPD and the NTSB will collect ante mortem data and provide the families updates on morgue operations and victim identification.

- The FBI is the lead agency for the criminal investigation of acts of terrorism or suspected terrorism. Montgomery County will manage all aspects of the incident and will coordinate with the FBI when they assume the lead for the investigation. Montgomery County Operations will be conducted as outlined in the Terrorist Incident Annex of the EOP. The FBI Victim Assistance Team may be deployed to assist victim's families.

- ESF #8, in partnership with other identified emergency support functions in the EOC will coordinate resource requests and information needs.

- If the OCME or DMORT establishes mortuary affairs collection points (MACPs), DHHS will coordinate resources to support this operation. MACPs are locations throughout the community where non-contaminated remains are collected, stored, and preserved before being transported to the Incident Morgue or released to the Funeral Home chosen by the family. ESF #7, Logistics Management and Resource Support, in coordination with DHHS will coordinate the resources necessary if an MACP is necessary. Considerations for a MACP may include the following:
    - The facility will be available for the timeframe necessary. For a flu pandemic this may be as long as six months.
    - The capability to retrofit the facility and the associated costs.
    - Non-porous or disposable flooring.
    - Room for office space.
    - The site/facility should be accessible to tractor-trailers.
    - Shower facilities should be available.
    - Hot and cold running water.
    - Heating or air conditioning dependent upon the season.

- Electricity available (110 volt, 300 amps as a minimum).
- Floor drainage for decontamination.
- Restrooms.
- Space for support staff and rest areas.
- Parking space for staff and trucks.
- Communications capabilities including multiple telephone and fax lines.
- Secure entrances into the general area and into the entrance of the facility with uniformed guards.
- Security for the entire site.
- Removed from public view.

- DHHS in coordination with the Department of General Services as the primary agency for ESF #7 will assist in identifying an appropriate location and facility for the establishment of an incident morgue or other temporary facility as determined necessary by the OCME.

    - An incident morgue is defined as the location where the medical examiner and law enforcement conducts medicolegal death investigations, identifies the remains, documents injuries, determines the cause of death, and collects forensic evidence for criminal and/or civil courts and law enforcement.

- Based upon the scope and magnitude of the incident DHHS, as the primary agency for ESF #8 will determine, in coordination with the IC and the OEMHS Manager, the need to establish a Family Assistance Center (FAC) to facilitate support to the affected families. If activated, the FAC will be established and managed by the Department of Health and Human Services.

- Effective communication with the public and the families of the victims will be critical during mass fatality incidents. Fatality information is very sensitive and requires knowledgeable and well-versed communications. The Montgomery County Public Information Officer, in coordination with the Maryland Department of Health and Mental Hygiene, and the appropriate local, state, and federal law enforcement and emergency management agencies will provide the necessary information to the media in a manner that respects the privacy of the families involved and does not compromise the investigation of the event.

- The Montgomery County PIO as the primary agency for ESF #15 External Affairs will determine the need to establish a Joint Information Center (JIC). If activated, the JIC will be managed by the Public Information Office.

- The primary functions of the JIC will be to provide information to the general public and the media. The JIC will be established at a separate location from the FAC or may be operated as a "virtual" JIC from remote locations.

- During naturally occurring disease outbreaks when a death occurs in a residence reporting by the public will be through the 911 system. All deaths occurring in residential homes and public places in the county will be investigated by the Montgomery County Police Department.

- During day-to-day operations and during smaller, more contained emergencies, the transportation of the decedents is accomplished by a funeral home or funeral service. However it is possible during a mass fatality incident that transportation resources may be scarce or overwhelmed and county resources will need to be identified and used to support transportation of decedents. Transportation resource needs will be addressed by the Department of General Services as the primary agency for ESF #7 Logistics Support and Resource Management in coordination with the Department of Transportation as the primary agency for ESF #1 Transportation.

- Hospitals have a limited capacity to hold decedents until the funeral home, anatomy board or the OCME arrive to transport them for final disposition.

- Hospitals may have to expand their storage capacities when funeral homes, the Anatomy Board or the OCME resources are overwhelmed in a mass fatality event.

ROLES AND RESPONSIBILITIES

Co-Primary Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain the Mass Fatality Annex to the Emergency Operations Plan. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Coordinate resolution of mass fatality after-action issues. • Work with funeral directors and cemetery managers to help them prepare their Continuity of Operations plans and their surge preparations and plans.
Response	• Receive and distribute information to county departments and agencies on incidents or potential incidents. • Serve as primary county agency for coordination with DHMH for incidents resulting from an outbreak of a naturally occurring communicable disease. • In conjunction with the MCPD, Fire and Rescue Services, and MD OCME, coordinate resources for the storage, disposition, identification, and handling of human fatalities. • In consultation with the OEMHS Manager determine need to establish a Family Assistance Center (FAC). • Coordinate with DFRS, DHMH, and hospital Infectious Control Practitioners (ICPs) to identify causative agent in a disease outbreak. • Coordinate and provide, in conjunction with private

	community mental health partners including the American Red Cross, disaster mental health services during all phases of the disaster. This includes the provision of Critical Incident Stress Management (CISM) services to county employees. • Work with funeral home directors and cemetery managers to assist them in their dealing with the surge. • Coordinate with funeral directors to provide staffing assistance to the FAC. • Coordinate personal protective equipment protocols under guidance from CDC and appropriate state agencies.
Recovery	• Monitor the situation and provide information to other departments and agencies. • Conduct after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Co-Primary Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain the Mass Fatality Annex to the Emergency Operations Plan. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Coordinate resolution of mass fatality after-action issues.
Response	• Coordinate the provision of access control and protection. • Establish on-scene incident command as appropriate.

	• Provide initial notification to OCME as appropriate. • Serve as primary county agency for coordination with OCME for incidents resulting from violent, suspicious, unnatural, homicidal, suicidal or unexplained circumstances. • In conjunction with Fire and Rescue Services, the MD OCME, and other law enforcement agencies, coordinate resources for the storage, disposition, identification and handling of human fatalities. • Establish and maintain chain of custody of the decedents. • Request or recommend the establishment of a FAC. • Provide for traffic management. • Provide security of facilities such as Incident Morgues, mortuary affairs collection points, or the Family Assistance Center. • Locate, collect, protect and document evidence. • Provide support to OCME in processing of bodies (fingerprinting, DNA sampling, collecting personal effects and documentation of injuries). • Assist with victim identification. • Conduct investigations. • Assist in Next of Kin notifications of death and positive identifications. • Conduct accident reconstruction as appropriate. • Provide input into the family briefings and incident press releases
Recovery	• Provide support to recovery operations as outlined in the Recovery Operations and Financial Management Annex. • In consultation with MCPD and DHHS determine closure date for FAC (if activated). • Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency –County Attorney's Office

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving mass fatality incident after-action issues.
Response	• Prepare waivers and legal clearances. • Provide advice concerning legal responsibilities, powers, and liabilities regarding emergency operations. • Prepare, as appropriate, emergency ordinances (i.e., price gouging and curfews) and local declarations.
Recovery	• Participate in after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards.

	• Assist in resolving mass fatality incident after-action issues. • Identify facilities that may serve as incident morgues and/or mortuary affairs collection points. • Develop and maintain lists of critical resource for a mass fatality incident.
Response	• Lease facilities as needed. • Contract transportation services as requested. • Procure critical resources. • Support the Funeral Industry and Cemetery needs to facilitate timely final disposition.
Recovery	• Restock commodities and supplies as necessary. • Participate in after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Support Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving mass fatality incident after-action issues.
Response	• Establish on-scene incident command as appropriate. • Coordinate search, rescue, and recovery with MCPD for the location of victims. • Advise MD OCME on adequate personal protection equipment for OCME staff to protect against exposure to hazardous materials. • Provide limited sampling services to identify causative

	agents.
Recovery	• Participate in after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Liquor Control

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving mass fatality incident after-action issues.
Response	• Provide refrigerated trucks and refrigerated warehouse space as a temporary storage area or morgue when required
Recovery	• Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency –Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of

	operations plan in accordance with county guidelines and standards. • Assist in resolving mass fatality incident after-action issues. • Monitor and track incidents and potential incidents 24/7.
Response	• Receive and distribute information to county departments and agencies on incidents or potential incidents. • Activate and manage the Emergency Operations Center as appropriate. • Coordinate county support to the Office of the Chief Medical Examiner (OCME). • Provide support to the Incident Commander(s) through the EOC. • Coordinate with the County Executive to prepare and conduct appropriate memorial services.
Recovery	• Monitor the situation and provide information to other departments and agencies. • Conduct after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Montgomery County Police Department Victim Assistance Unit

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving mass fatality incident after-action issues.

Response	• Coordinate support to victim's families such as crisis intervention, assistance to address social needs, and financial compensation. • Coordinate with DHHS, DFRS, and other Montgomery County departments to provide accurate and timely incident information to the victim's families. • Coordinate with external resources such as the Department of Justice to facilitate services for victim's families.
Recovery	• Participate in after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving mass fatality incident after-action issues.
Response	• Provide assistance in traffic management and control. • Provide information on traffic conditions and issues through the Transportation Management Center. • Provide support to evacuations by providing assistance in traffic control operations and providing barricades, signs, and other devices to assist Police in establishing a secure perimeter and manage vehicular and pedestrian traffic access/egress. • Coordinate transportation services as needed to support incident facilities such as the MACP and/or Incident

	Morgue.
Recovery	• Provide traffic control assistance as necessary for re-entry operations. • Participate in mass fatality incident after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – Montgomery County Sheriff's Office

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving mass fatality incident after-action issues.
Response	• Upon request, provide assistance in security of designated facilities. • Assist the MCPD with all law enforcement activities at the County level as requested. • Assist in maintaining law and order. • Provide security for critical facilities and resources, as requested. • Provide access control in restricted/evacuated areas, as requested. • Provide law enforcement communications capabilities. • Provide personnel and prisoner transport vans to assist Police or any other law enforcement agency when requested. • Upon request, provide assistance to evacuations (control points, traffic management).
Recovery	• Upon request, provide assistance in security of

	designated recovery facilities. • Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

REFERENCES

- Department of Health and Human Services Public Health Services All Hazards Emergency Response Plan Mass Fatality Incident Plan (Annex F).
- Mass Fatality Plan Office of the Chief Medical Examiner State of Maryland.
- National Transportation Safety Board Federal Family Assistance Plan For Aviation Disasters, August 1, 2000.

ACRONYMS

DHHS	Department of Health and Human Services
DMORT	Disaster Mortuary Assistance Response Team
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FAC	Family Assistance Center
FBI	Federal Bureau of Investigation
IC	Incident Commander
ICP	Incident Command Post
ICPs	Infectious Control Practitioners
ICS	Incident Command System
JFSOC	Joint Family Services Operations Center
JIC	Joint Information Center
MACP	Mortuary Affairs Collection Point
MCPD	Montgomery County Police Department
ME	Medical Examiner
MEMA	Maryland Emergency Management Agency
MFMG	Mass Fatality Management Group
NTSB	National Transportation Safety Board
OCME	Office of the Chief Medical Examiner
OEMHS	Office of Emergency Management and Homeland Security
PPE	Personal Protective Equipment

Nuclear and Radiological Incident Annex

PRIMARY AGENCY: *Fire and Rescue Services*

Primary Agency	Fire and Rescue Services
Support Agencies	Department of Environmental Protection
	Department of Health and Human Services
	Office of Emergency Management and Homeland Security
	Montgomery County Police Department
	Public Information Office
	Department of Transportation

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 incidents involving nuclear or radioactive materials. The annex outlines the actions associated with nuclear/radiological incident response, threat assessment, notification procedures, joint investigative/response procedures and recovery activities.

Scope

This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of nuclear/radiological incidents. This annex supplements the county EOP.

- This annex is applicable to nuclear/radiological incidents, including accidental, sabotage and terrorist incidents, involving release or potential release of radioactive material that poses an actual or perceived significant hazard to public health, and/or the environment within or affecting Montgomery County including:
    - Construction or industrial incidents where an isotope may become exposed.
    - Transportation accidents involving nuclear/radioactive material.
    - Lost radioactive material sources.
    - Terrorist use of radiological dispersal devices (RDD), improvised nuclear devices, or other radiological devices.
    - Accidents at facilities using radioactive materials, nuclear reactors, and nuclear power plants.

- Is county wide in scope and includes coordination with and support to the municipalities within Montgomery County.

- The focus of this annex is on the consequence management response to a radiological or nuclear incident. If the incident results in mass fatalities, the Mass Fatalities Incident Annex will be activated. For terrorist incidents involving radiological or nuclear agents, the Terrorism Incident Annex provides the framework for coordinating the law enforcement response.

- This annex is broad in scope. Specific operations in response to an incident will be in accordance with established department and agencies operating procedures.

AUTHORITIES

Federal

- Atomic Energy Act (AEA) of 1954 as amended.
- Homeland Security Presidential Directive (HSPD) 5, "Management of Domestic Incidents." (2003).
- The National Strategy to Combat Weapons of Mass Destruction (2002)
- The Homeland Security Act of 2002.
- The Post-Katrina Emergency Management Reform Act of 2006.
- The National Strategy for Homeland Security (2007).
- Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), (1980).

State

- Title 8: "Radiation" of the Annotated Code of Maryland.
- Maryland Emergency Operations Plan (2007).
- Maryland Radiological Emergency Plan (Annex Q to the Maryland Emergency Operations Plan (2007).

SITUATION

- There are several hundred facilities in Maryland that use radioactive materials. Each site may have its own risk of contaminating or exposing the community to unhealthy levels of radiation. There are also numerous shipments of radioactive materials traveling on the state's highways and railroad systems with the potential for a transportation or rail accident that may result in the release of radiation.

- The closest nuclear power plant to Montgomery County is the Calvert Cliffs Plant in Calvert County, Maryland. Montgomery County is within the fifty mile ingestion exposure pathway Emergency Planning Zone (EPZ) of this facility where radioactive materials could contaminate water supplies, food crops and livestock in the event of a release.

- Nuclear or radiological terrorism, including "Dirty Bombs" (radiological dispersal devices), is another potential threat. Montgomery County is a densely populated county within the National Capital Region (NCR) increasing its potential as a target for terrorist attacks. There are numerous federal facilities in Montgomery County and private businesses that support these federal agencies. The presence of the federal facilities increases the risk of terrorist attacks.

- A number of federal agencies have independent authorities related to radiological and nuclear incidents and may take unilateral actions pursuant to these authorities. The federal response will be coordinated with the state and county as appropriate.

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).

- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.

- 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.

- The resources and/or expertise of Montgomery County could quickly be depleted by a response to a major radiological incident and its consequences. The detection of radiation and contamination and applications of countermeasures will require special equipment and specially trained personnel to operate the equipment and interpret the readings. Therefore, extensive use of state and federal resources and intrastate mutual aid agreements must be anticipated.

- Incidents involving radioactive materials could result in contamination of fixed facilities and possible release via air or water pathways to the surrounding environment.

- A radiological incident may affect populations across multiple jurisdictions simultaneously, requiring management of multiple incident sites each of which may require an incident response and a crime scene investigation. Depending on the scope and magnitude of the incident or in the event of multiple incidents there may be competing demands for specialized state and federal resources.

- Radiological incidents may not be immediately recognized as such until the radioactive material is detected or the effects of radiation exposure are manifested in the population.

- Many victims may self report to healthcare treatment facilities for definitive treatment, bypassing efforts for field decontamination. This may results in potential exposure of treatment facilities to secondary contamination.

- An act of radiological terrorism, particularly an act directed against a large population within the Washington D.C. areas that includes Montgomery County, will have major consequences that can overwhelm our local capabilities to respond and may seriously challenge existing federal response capabilities.

- County public safety employees may be exposed to life threatening danger when entering an area contaminated with radiological agents.

- For incidents with regional or national impacts, mutual aid available to the county may be extremely limited or not available.

- Extensive media coverage and strong public fear can continue for a prolonged period.

- Complex issues may arise in response to possible radiological exposure of the population and/or environment, including water supply and the food supply, requiring multi-jurisdictional, as well as state and federal involvement and close coordination among numerous agencies at all levels of government and the private sector.

CONCEPT OF OPERATIONS

General

- Fire and Rescue Services will serve as the primary agency for nuclear and radiological incidents. The department has established operating procedures for responding to potential and actual incidents. Emergency medical services and hazardous material teams of the Fire and Rescue Services will typically be dispatched to the scene immediately. ESF#10 will be activated if necessary.

- As soon as possible, first responders will attempt to make a determination as to whether the release was the result of an accident or intentional such as an act of terrorism. An act of terrorism will result in a criminal investigation lead by the FBI and the designation of the affected area as a crime scene (see Terrorist Incident

Annex). The Montgomery County Police Department has the primary responsibility for handling the law enforcement aspects of the county's response to the deliberate attacks involving nuclear/radiological agents and will serve as the liaison to the FBI. The law enforcement response and coordinating structures are outlined in the Terrorist Incident Annex.

- In the event of a significant radiological or nuclear incident a unified command will be established.

- The Incident Commander (IC) will initially:
    - Manage any rescues as the incident permits.
    - Establish a security perimeter.
    - Initiate triage, decontamination and treatment of victims. Decontamination of victims, if appropriate, will be conducted on-scene whenever possible prior to transporting them to medical facilities for treatment.
    - Initiate hazard agent identification and determine any needs for additional assistance. The response may include evacuation or isolation of the incident. Temporary or short-term evacuation of a specific area or building may be directed as a consequence of a credible threat.

- Based upon the scope and magnitude of the incident or threat, the Director of Emergency Management (CAO) will activate the EOC to provide overall coordination of the response, provide support to the IC and coordinate requests for state and federal assistance as appropriate. The Disaster Manager at the EOC will coordinate support to the IC in accordance with the Emergency Support Functions established in the base EOP.

- Upon activation of the EOC, the Montgomery County Public Information Office may establish and operate a Joint Information Center (JIC) as outlined in the ESF #15 External Affairs Annex.

- County departments and agencies may activate their individual department operations center (DOC) as needed to coordinate their respective response operations. Not all departments have established DOCs.

- The Maryland Emergency Management Agency (MEMA) will coordinate the state's response to a radiological incident through the State Emergency Operations Center (SEOC). The Governor will direct the state's response to the

emergency through MEMA, which will coordinate the implementation of the Maryland Emergency Operations Plan and the Radiological Emergency Plan (Annex Q to the State EOP).

- MDE's Radiation Health Program responds to any actual or staged emergencies at the Calvert Cliffs Nuclear Power Plant and any industrial, medical or transportation radiation accident, or serious incidents involving radiation. The Radiation Health Program health physicists assume the responsibility of Radiation Accident Assessment coordination, analysis, communication, and field team surveyors in response emergencies involving radiation.

- 10. A number of federal departments and agencies can provide technical advice and assistance at the request of the county. Certain federal agencies are authorized to respond directly to specific nuclear/radiological incidents as outlined in the Nuclear/Radiological Annex to the NRF. In these circumstances, the federal agencies will coordinate their operations with the state and county through the respective EOCs and the on-scene IC structures.

- If mass fatalities occur that overwhelm the county's capability to effectively manage, the Mass Fatality Incident Annex to the EOP will be implemented. The site and/or remains resulting from a radiological or nuclear terrorist incident is a crime scene, therefore all remains and personal effects associated with the event become forensic evidence. The FBI will be the lead investigative agency and the Office of the Chief Medical Examiner (OCME) will work concurrently with the FBI and the Montgomery County Police Department to ensure proper fatality management operations.

- To prevent the loss of a medical treatment facility due to secondary contamination, the ECC in coordination with the Department of Health and Human Services, will inform hospitals and other medical treatment facilities as soon as possible of the potential of a nuclear/radiological incident and the likelihood of potentially contaminated patients arriving to their facilities.

- The level of federal response to an incident is based upon numerous factors including the ability of the state and Montgomery County officials to respond; the type or amount of radiological material involved; the extent of the impact or potential impact on the public and the environment and the size of the affected area.

- CERCLA gives the federal government authority to respond to releases or threatened releases of hazardous materials including radionuclides that may endanger public health or the environment. CERCLA also gives the federal government the authority to compel responsible parties to respond to releases of hazardous materials. CERCLA is implemented through the National Oil and Hazardous Substance Contingency Plan (NCP).

- The National Oil and Hazardous Substance Contingency plan (NCP) is a regulation contained in 40 Code of Federal Regulations (CFR) Part 300. At the on-scene level this response authority is implemented by federal on-scene-coordinators (OSCs). OSCs may assist state and local governments in responding to releases but also have the authority to direct the response when needed to ensure the protection of public health and the environment. Response actions include air monitoring, assessment of the extent of contamination; stabilization of the release; decontamination; waste treatment and storage; and disposal. Four federal agencies have OSC authority: Environmental Protection Agency, United States Coast Guard (USCG), Department of Energy and Department of Defense (DoD).

- If the incident involves deliberate food or water contamination ESF # 8 will be activated. ESF # 8 will be responsible for ensuring that the food products affected by the incident are safe; removing unsafe foods from commerce; and ensuring a partnership among federal, state, local, and private sector entities in providing timely, accurate information and in taking appropriate actions to mitigate the impacts of the incident.

- In the event of an accident accusing radiological release, private owners/operators have primary responsibility for recovery planning and eventual cleanup within their facility boundaries and may have responsibilities for recovery activities outside their facility under applicable legal obligations under oversight of Federal agencies.

- Montgomery County will have primary oversight for coordinating the planning and recovery of the affected area. Recovery includes any actions necessary for the continued protection of the public and the resumption of normal activities. Recovery activities will commence once the conditions of the incident are stabilized and immediate actions to protect public health and property are completed. Recovery operations will be conducted in accordance with ESF #14

Long-term Recovery Annex to the EOP. As necessary, the county will request appropriate assistance from the federal government.

ROLES AND RESPONSIBILITIES

Primary Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain the Nuclear and Radiological Incident Annex to the Emergency Operations Plan. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Coordinate resolution nuclear/radiological incidents after-action issues. • Develop and maintain inventory of assets. • In coordination with the DHHS and DEP, develop decontamination, contamination containment, and monitoring procedures to ensure safety of response personnel, the evacuated population, and the general population in situations involving radiological agents.
Response	• Establish on-scene IC/UC as appropriate. • Determine the need for evacuations and provide support to the MCPD for evacuation operations. • Provide detection, render safe, containment, and investigation for hazardous devices." • Establish and conduct radiological monitoring and decontamination operations. • Deploy hazardous Materials Emergency Response resources as necessary. • Inform hospitals and other medical treatment facilities

	of potentially contaminated patients arriving at their facilities. • Coordinate with hospital security and medical staff to establish controlled access to the hospital in which radiological screening is done prior to entry. • Assist hospital staff with screening and decontamination resources as needed. • Determine and implement on-scene protection actions.
Recovery	• Participate in the after-action review. • Provide support to recovery operations as outlined in the Recovery Operations Annex.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents

Support Agency – Department of Environmental Protection

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving nuclear/radiological incident after-action issues. • Develop and maintain inventory of critical resources and potential suppliers. • Provide technical advice in developing decontamination, contamination containment, and monitoring procedures for the safety of response personnel, the evacuated population, and the general population in situations involving radiological materials.

Response	• Coordinate with the Maryland Department of Environment as needed for assistance through the RHP. • Assist with Federal, state, and local hazardous material response regarding the hiring of contractors to provide detection, monitoring, and sampling analysis operations. • Monitor incident clean-up operations including coordinating the county's efforts in decontaminating public and private properties and the environment. • Survey the damage to public water and waste disposal systems. • Provide technical assistance to the on-scene command and the EOC.
Recovery	• Participate in the after-action review. Coordinate with Federal and State Agencies on oversight of contractors performing incident clean-up operations on public and private properties. Monitor the progress of site restoration and decontamination Contractors and assess if work is being performed in a manner consistent with local, State, and Federal guidelines. • Conduct investigations in conjunction with State and Federal Agencies in an effort to determine parties responsible for the radiological incident. Determine suitable sites and establish procedures for the disposal of hazardous materials, in cooperation with local, State, and Federal agencies.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents

Support Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises.

	• Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving nuclear/radiological incident after-action issues. • Support the health care system's planning efforts for medical surge capacity including mass casualty and mass fatality incidents. • Provide technical advice in coordination with Fire and Rescue Services and the Maryland Department of Health; develop decontamination, contamination containment, and monitoring procedures to ensure safety of response personnel, the affected population, and the general population in situations involving radiological agents. • Develop and maintain the county plan for receiving and distributing resources available through the federal Strategic National Stockpile. • Maintain current DHMH and CDC protocols for radiological exposure assessment, laboratory testing, and medical management by the healthcare system. • Monitor food service facilities.
Response	• Provide immediate assessment of the situation to determine the threat to life and any population screening criteria to be applied. • Provide non-medical mass care by providing emergency shelters and rendering basic first aid and referrals to appropriate medical personnel and facilities. • Disseminate updated medical management protocols to health care providers from Maryland Department of Health and Centers for Disease Control. • In consultation with state and federal subject matter experts and the IC/UC, coordinate with the Office of Public Information to inform the public of the threat and advise the affected population of necessary protective actions. • Coordinate through the EOC, the use of available

	medical services and supplies, including local drug caches and the Strategic National Stockpile. • Coordinate sampling and laboratory analysis of biological and environmental samples. • Consult on workers' health and safety regarding personal protective equipment requirements. • Inform hospitals and other medical treatment facilities of potentially contaminated patients arriving at their facilities. • As early as possible begin collecting information for a registry of persons who may have been contaminated with radioactive materials or exposed to radiation. • Enhance surveillance to detect patients with radiological exposure. • Support state and federal monitoring, assessment and remediation of environmental issues related to the incident.
Recovery	• Pending transfer of responsibility to MDH or the Agency for Toxic Substance Disease Registry, continue the registry initiated during the response phase to monitor the affected population for short- and long-term health effects that could be related to radiation exposure. • Provide technical advice to hospitals and commercial laboratories regarding ongoing bioassays. • In coordination with the Public Information Office educate the public regarding proper actions to take to monitor their immediate and long-term health. • Participate in the after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Support Agency –Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification

	rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving nuclear/radiological incident after-action issues. • Develop and maintain a list of medical and research facilities, industrial users, nuclear power plants, and federal government installations, which store and use radioactive materials, including the types of radioactive material they use, store or transport. • Maintain a database that provides information relative to a radiological hazards base map that shows the locations where radioactive materials are used, locations for radiological monitoring equipment, and shelters. • Maintain the EOC in a state of operational readiness.
Response	• Activate and manage the EOC. • Coordinate mutual aid from the NCR or through MEMAC and EMAC. • Coordinate with MEMA through the SEOC to request state assistance. • Coordinate through MEMA implementation requests through Emergency Support Functions of the National Response Framework upon declaration of an emergency of major disaster by President. • Assist in the development and dissemination of protective guidance information. • In coordination with the Director of Emergency Management (CAO) and the IC determine the need to establish support facilities such as temporary shelters, reception area and a family assistance center. • Alert appropriate local, state and federal agencies that have the expertise, resources and responsibility in responding to and recovering from such events.

Recovery	• Maintain protective actions as situation dictates. • Manage recovery operations as the primary agency for Recovery Operations. • Develop long-term environmental decontamination plans, as necessary, in coordination with the appropriate local, state and federal government agencies. • Participate in after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving nuclear/radiological incident after-action issues.
Response	• Provide traffic management and access control. • Establish on-scene IC and/or participate in a UC structure. • Provide security of emergency site, evacuated areas, shelter areas, hospitals, vital facilities, supplies, and other assigned locations. • Provide security for controlled access to hospitals for those who may be contaminated with radiological material, in conjunction with Fire and Rescue Services and hospital security and medical staff. • Conduct evacuation operations as needed in accordance with department evacuation procedures. • Serve as liaison to the FBI and other federal

	investigative agencies for terrorist incidents. • Coordinate on-scene warning and alerting in cooperation with the Fire and Rescue Services
Recovery	• Continue to provide for site access control as needed. • Participate in the after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving nuclear/radiological incident after-action issues. • Develop and maintain inventory of assets.
Response	• Provide trucks and operators to support removal of safe, packaged material to an appropriate site under the direction of state and federal authorities. • Provide assistance to the Police Department as needed for traffic management and access control. • Manage emergency debris removal from county roads and highways.
Recovery	• Participate in the after-action review. • Provide for debris removal of uncontaminated debris from county roads and highways.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

REFERENCES

- Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).
- National Oil and Hazardous Substance Contingency Plan (NCP).
- State of Maryland Emergency Operations Plan, 2007.
- Maryland Radiological Emergency Plan (Annex Q to EOP).
- National Response Framework, Nuclear/Radiological Incident Annex, 2008.
- Maryland Department of the Environment – Air Radiation Management Administration
- Department of Energy (DOE) National Nuclear Security Administration (NNSA)
- Oak Ridge Institute for Science and Education's Emergency Assistance Center/Training Site (REAC/TS)
- Interagency Modeling and Atmospheric Assessment Center (IMAAC)
- Nuclear Incident Response Team (NIRT)
- Federal Radiological Monitoring and Assessment Center (FRMAC)
- Advisory Team for Environment, Food and Health (A-Team)

ACRONYMS

AEA	Atomic Energy Act
CDC	Center for Disease Control
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
CRNE	Chemical, Radiological, Nuclear, Explosive
DEP	Department of Environmental Protection
DHHS	Department of Health and Human Services
DHMH	Department of Health and Mental Hygiene
DHS	Department of Homeland Security
DoD	Department of Defense
DOE	Department of Energy
DOT	Department of Transportation
ECC	Emergency Communications Center
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation

FRS	Fire and Rescue Services
FRMAC	Federal Radiological Monitoring and Assessment Center
HIRT	Hazardous Incident Response Team
HSPD	Homeland Security Presidential Decision
IC	Incident Command
ICP	Incident Command Post
ICS	Incident Command System
IMAAC	Interagency Modeling and Atmospheric Assessment Center
JIC	Joint Information Center
MCPD	Montgomery County Police Department
MDE ARMA	Maryland Department of the Environment – Air Radiation Management Administration
MEMA	Maryland Emergency Management Agency
NIMS	National Incident Management System
NCP	National Contingency Plan
NCR	National Capital Region
NIRT	Nuclear Incident Response Team
NNSA	National Nuclear Security Administration
NRF	National Response Framework
OCME	Office of the Chief Medical Examiner
OEMHS	Office of Homeland Security and Emergency Management
OSC	On-Scene Coordinator
RAP	Radiological Assistance Program
REAC/TS	Oak Ridge Institute for Science and Education's Emergency Assistance Center/Training Site
RDD	Radiological Dispersal Device
RERT	Radiological Emergency Response Team
RHP	Radiological Health Program
SNS	Strategic National Stockpile
UC	Unified Command
USCG	United States Coast Guard
WMD	Weapons of Mass Destruction

Severe Weather Incident Annex

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

Primary Agency	Office of Emergency Management and Homeland Security
Support Agencies	Fire and Rescue Services
	Department of General Services
	Department of Health and Human Services
	Montgomery County Police Department
	Department of Transportation
	Volunteer Center
Cooperating Organizations	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 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).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.

- 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 (3) days.

- 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 (3) 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 website 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 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.

- The 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 Emergency Operations Plan (EOP) 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

Primary Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain Severe Weather Annex to the Emergency Operations Plan. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Coordinate resolution of severe weather incidents after-action issues. • Monitor weather conditions and forecasts. • In coordination with the Public Information Office promote public readiness through community seminars and other appropriate venues. • Provide preparedness and safety information to the public via the Montgomery County website and other means.
Response	• Continue to monitor weather conditions and provide information to county departments and agencies. • Conduct pre-arrival teleconference to access possible impact and preparedness. • Ensure that the NWS is notified of significant damages resulting from suspected straight line winds, tornadoes and/or hail. • Activate and manage the EOC as appropriate. • Assist ESF #6 in the determination of the need to

	establish and open shelters. • 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.
Recovery	• Monitor the situation and provide information to other departments and agencies. • Manage recovery operations in accordance with EOP, Recovery Operations Annex. • Conduct an after-action review.
Mitigation	• Develop and maintain the Montgomery County Hazard Mitigation Plan. • Develop and maintain the hazard and risk analysis for Montgomery County as the baseline for developing a county mitigation strategy. • As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving severe weather incidents after-action issues.
Response	• Provide support as needed in conducting evacuations. • Conduct rescue operations. • Provide preliminary damage reports.
Recovery	• Provide support to recovery operations as outlined in *EOP, Recovery Operations Annex.*

	• Participate in the after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving severe weather incidents after-action issues.
Response	• As the primary agency for ESF #12, collect information related to energy supply, infrastructure and restoration. • Assess damage to county buildings, facilities, vehicles and equipment managed by the department.
Recovery	• Monitor the status of energy infrastructure, distribution and service restoration. • Monitor status of the repair and restoration of county facilities managed by the department. • Support the PDA by providing relevant data and technical assistance. • Participate in an after-action review of the damage assessment process.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies

	and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving severe weather incidents after-action issues.
Response	• Assist with damage assessment related to health hazards that may be caused by the disruption of sanitary waste disposal. • Issue health advisories in coordination with DHS and the Public Information Officer. • Establish and operate temporary shelters as needed. • As required, establish and operate a Family Assistance Center. • Monitor food safety and general sanitation and provide active disease surveillance and "contact" investigations, if warranted, at mass care/shelter facilities.
Recovery	• Provide support to recovery operations as outlined in the *EOP, Recovery Operations Annex*. • Participate in the after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Support Agency –Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments.

	• Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving severe weather incidents after-action issues.
Response	• Provide support as needed in conducting evacuations. • Manage traffic. • Monitor road conditions. • Provide support to the Sheriff's Office on security issues as needed for shelters and other response facilities. • Provide for security and access control for areas that are damaged and/or evacuated.
Recovery	• Provide support to recovery operations as outlined in *EOP, Recovery Operations Annex.* • Participate in the after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving severe weather incidents after-action issues. • Monitor traffic and transportation system conditions.
Response	• As lead agency for ESF #1, collect, analyze and distribute information on the impact and status of the county's transportation systems and infrastructure. • Conduct operations for snow and ice removal and

	mitigation. • Provide damage assessment reports for all county-maintained bridges and roads. • Coordinate with the Maryland Department of Transportation and other regional transportation organizations to obtain information on travel conditions and impacts to the transportation infrastructure. • Manage transportation services to support emergency operations. • Provide support and technical assistance for evacuations. • Maintain public transportation services.
Recovery	• Provide support to recovery operations as outlined in *EOP, Recovery Operations Annex*. • Participate in the after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Volunteer Center

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving severe weather incidents after-action issues.
Response	• Serve as primary agency for ESF #16 (Volunteer and Donations Management).
Recovery	• Coordinate with non-profit organizations, businesses, Regional Services Centers, state and federal agencies to implement the donations management system.

	• Coordinate with other volunteer organizations (VOADs and Volunteer Centers) in the National Capital Region to obtain additional resources when necessary. • As requested participate in the long-term recovery planning process. • Participate in the after-action review.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents

Cooperating Organization – American Red Cross

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving severe weather incidents after-action issues.
Response	• As needed, open and operate mass care shelters. • Provide for mass feeding operations as needed. • Provide for basic immediate needs of disaster victims such as food, clothing, and shelter. • Submit Red Cross disaster assessment results to Incident Command. • Assist with bulk distribution of supplies such as clean up kits.
Recovery	• Participate in the after-action review. • Provide support to recovery operations as outlined in the EOP, Recovery Operations Annex.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents

Cooperating Organization – Maryland-National Capital Parks and Planning Commission

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving severe weather incidents after-action issues.
Response	• None.
Recovery	• Provide guidance to long term recovery operations to ensure compliance with appropriate land use ordinances and master plans. • As requested participate in the long-term recovery planning process. • Participate in the after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – Montgomery County Public Schools

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines

	and standards. • Assist in resolving severe weather incidents after-action issues.
Response	• Determine need to close schools or modify hours (open late/dismiss early), • As needed provide for the emergency care of students and employees during normal school hours. • Provide facilities as needed to serve as temporary shelters. • Assess damage to school facilities.
Recovery	• Participate in the after-action review. • Provide support to recovery operations as outlined in =
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents

Cooperating Organization – Montgomery County Sherriff's Office

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving severe weather incidents after-action issues.
Response	• As primary agency for ESF #4, #10, and #9, collect, analyze and distribute information on the impact on the Sherriff's Office. • Provide security as needed for shelters and other response facilities.
Recovery	• Manage the repair and restoration of department facilities. • As requested participate in the long-term recovery

	planning process. • Participate in the after-action review. • Provide support to recovery operations as outlined in the EOP, Recovery Operations Annex.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents

Cooperating Organization – Montgomery County Municipalities

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving severe weather incidents after-action issues.
Response	• Provide available staff and resources, if required, to support response operations.
Recovery	• Provide guidance to long term recovery operations to ensure compliance with appropriate land use ordinances and master plans. • As requested participate in the long-term recovery planning process. • Participate in the after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – Utilities

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.

	• Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving severe weather incidents after-action issues.
Response	• Provide support for ESF #3 (Public Works and Engineering). • Provide available staff and resources, if required, to support response operations.
Recovery	• Manage the restoration of services related to infrastructure. • As requested participate in the long-term recovery planning process. • Participate in the after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – Volunteer Agencies

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving severe weather incidents after-action issues.
Response	• Provide available staff, resources, and facilities if

	required, to support response operations.
Recovery	• As requested participate in the long-term recovery planning process. • Participate in the after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

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

CAO	Chief Administrative Officer
DGS	Department of General Services
DHHS	Department of Health and Human Services
DOC	Department Operations Center
DOT	Department of Transportation
EAS	Emergency Alert System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FRS	Fire and Rescue Services
OEMHS	Office of Emergency Management and Homeland Security
MCEN	Montgomery County Emergency Network
MCPD	Montgomery County Police Department
NWS	National Weather Service
NOAA	National Oceanic and Atmospheric Administration
PDA	Preliminary Damage Assessment

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Terrorism Incident Annex

PRIMARY AGENCY: *Montgomery County Police Department*

Primary Agency	Montgomery County Police Department
Supporting Agencies	Department of Environmental Protection
	Fire and Rescue Services
	Department of General Services
	Department of Health and Human Services
	Office of Emergency Management and Homeland Security
	Department of Transportation
Cooperating Organization	Montgomery County Sheriff's Office

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 response operations following a terrorism incident and to provide a framework and guidelines for a comprehensive, coordinated, and integrated County response to terrorist incidents and/or threats of terrorism.

An effective and timely response to a terrorist incident focuses on life saving, protection of property and mitigating the impacts to the environment. This will require the County departments and agencies to understand their roles in a terrorist incident response and recovery roles, as outlined in this annex, in advance of the event.

Scope

- This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of response to terrorism incidents. This annex supplements the county EOP.

- This annex is applicable to all threats or acts of terrorism within or affecting Montgomery County including but not limited to:

  - Bombings.
  - Weapons of Mass Destruction (WMD) attacks involving chemical, biological, radiological, nuclear, or explosive (CBRNE) agents.
  - Hostage-taking and/or active shooter(s) situations.
  - Other methods that intend to cause mass casualties and/or harm to critical infrastructure or the environment.

- This annex:

  - Provides a concept of operations and describes the legal authorities and defines organizational roles and responsibilities for responding to terrorist incidents within or affecting the County.
  - Applies to Montgomery County departments, agencies, and cooperating organizations that have identified roles and responsibilities within the EOP.
  - Is County-wide in scope and includes coordination with and support to the municipalities located within the County.
  - Describes the concept of operations and legal authorities for responding to terrorist incidents within or affecting the County.
  - Focuses on the law enforcement and criminal investigation aspects of a terrorist incident and the coordination among the local, state, and federal governments.
  - Depending on the nature of the incident or threat this annex may be used in conjunction with the Radiological/Nuclear, Biological, and Mass Fatality Incident Annexes to the EOP that will provide the framework for managing the consequences of the incident.
  - The Emergency Support Functions (ESFs) identified in the EOP will be activated to provide support to emergency operations.

AUTHORITIES

In addition to the local, state, and federal authorities identified in the EOP, the following federal authorities are also applicable:

- Presidential Decision Directive 39 (classified). An unclassified version may be obtained from the Federal Bureau of Investigation (FBI).

- FBI Chemical/Biological Contingency Plan (classified). An unclassified version may be obtained from the FBI.

- FBI Nuclear Incident Contingency Plan (classified). An unclassified version may be obtained from the FBI.

- Department of Health and Human Services (DHHS) Health and Medical Services Support Plan for the Federal Response to Acts of Chemical/Biological Terrorism.

SITUATION

- Montgomery County is a densely populated county within the National Capital Region (NCR) increasing its potential as a target for terrorist attacks. There are numerous federal facilities in Montgomery County and numerous foreign dignitaries reside with the County. In addition, there are numerous private businesses that support these federal agencies.
- The complexity, scope, and potential consequences of a terrorist threat or incident require a rapid and decisive capability to resolve the situation. Such a threat or incident demands an extraordinary level of coordination of law enforcement, criminal investigation, protective actions, emergency management functions, and technical expertise across all levels of government. An incident may affect a single location or multiple locations, each of which may be an incident scene, a hazardous scene, and/or a crime scene simultaneously.

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).

- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.

- 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.

- The Chief Administrative Officer (CAO), in his/her role as the local Director of Emergency Management, or designee, is in charge of County personnel and resources in responding to terrorist incidents within Montgomery County.

- Terrorist attacks will most likely occur with little or no advance warning at any time of the day.

- A terrorist incident may vary in terms of its characteristics. The attack may involve single or multiple geographic areas, and may result in mass casualties. It may involve a hoax, a threatened incident that has not yet occurred, a single-event emergency situation that has ended, or a continuing crisis of unknown duration and extent. The suspected or actual involvement of terrorists adds a complicating dimension to incident management.

- A terrorist incident could involve hostages, active shooter(s) or other situations that must be resolved prior to activating all or parts of the emergency response operations.

- The resources and/or expertise of Montgomery County could quickly be depleted by a response to a major terrorist incident and its consequences. Therefore, extensive use of state and federal resources and intrastate mutual aid agreements must be anticipated. Resources from local, state, and federal agencies, as well as from other government and non-government agencies, will be made available upon request in accordance with the Montgomery County EOP.

- Specialized resources, as well as those normally used in disaster situations, will be needed to support the response to a terrorist incident. Such resources may not be located in Montgomery County.

- Montgomery County will provide liaison as needed to federal facilities established to respond to the incident in order to ensure a unified response.

- Residents will monitor the media in order to receive emergency information. Extensive media coverage and strong public fear can continue for a prolonged period.

- Widespread power and communications outages may require use of alternate methods of providing public information and delivering essential services. Communications may be problematic due to demands exceeding capacities.

- County public safety personnel may be exposed to life threatening danger from an attack using WMD. Such events may have major consequences that can overwhelm county and state capabilities and may seriously challenge existing federal response capabilities.

- Secondary weapons may be placed at the scene to intentionally endanger emergency response personnel, damage response resources, disrupt operations or to cause additional casualties or further property damage.

- The FBI is the lead agency for criminal investigations of terrorist acts or threats. The incident scene may have to be preserved as a crime scene by law enforcement personnel at the same time that response and rescue operations are underway.

- A terrorist incident involving damage or disruption to computer systems, telecommunications networks, internet systems and disturbance to vital networks for utilities, transportation or communication could endanger health and safety of the population and result in substantial economic losses.

CONCEPT OF OPERATIONS

General

- Based upon the scope and magnitude of the incident the Emergency Operations Center (EOC) will be activated and serve as the multi-agency support and coordination facility for the Montgomery County government during a terrorist-initiated emergency or disaster The EOC will provide coordination and deployment of County resources in support of the Incident Commander and the coordination and approval of all requests for assistance outside the County as outlined in the EOP.

- The initial notification of an incident will most likely be a 911 call to the Emergency Communications Center.

- The Montgomery County Police Department (MCPD) has the primary responsibility for handling the law enforcement aspects of the County's response to a terrorist incident. The lead agency responsible for managing the consequences on-scene in most instances will be Fire and Rescue Services. Depending on the nature of the attack, Fire and Rescue Services may assume incident command when there is no immediate information that the event is terrorism related or was intentional. In most cases there will be a joint response by Police and Fire and Rescue Services units, requiring a unified command. The County's emergency response will be conducted under the Incident Command System (ICS). If the event requires multi-agency and/or multi-jurisdictional involvement, a Unified Command (UC) will be established. The County's senior police and fire supervisors will establish an on-scene Incident Command (IC) and designate an Incident Command Post (ICP) location in order to manage the consequence of the incident. The ICP will be established in an area free of potential hazards that may be a result of the incident.

- The IC or UC staff will assign resources to save lives, protect property and to mitigate impacts to the environment.

- The MCPD will provide the initial response and evidence gathering relative to a possible criminal investigation originating within the County and will coordinate with other local, State and federal law enforcement organizations as appropriate. Based upon the initial investigation the MCPD will notify the FBI through the

Department chain-of-command. It is likely that this initial law enforcement effort will be augmented with federal law enforcement.

- Initial response is to prevent loss of life or personal injury. It may include evacuation or isolation of the incident. Evacuations will be conducted in accordance with the EOP. Temporary or short-term evacuation of a specific area or building may be directed as a consequence of a credible threat. Sheltering-in-place may be employed when it is in the best interest for people to remain indoors to be protected from potentially harmful agents.

- Based upon the scope and magnitude of the incident or threat the Director of Emergency Management will activate the EOC to provide overall coordination of the response, provide support to the IC, and request assistance from the state and federal governments as appropriate. ESFs will be activated as needed to support actual or anticipated requirements and will provide representatives to the County EOC upon activation. The EOC will maintain communications and coordination with local officials in all affected jurisdictions, the IC(s) and the federal Joint Operations Center (JOC) (if activated) during the response and recovery operations.

- The Montgomery County Public Information Office will establish and operate a Joint Information Center (JIC) as outlined in the ESF #15 External Affairs Annex to the EOP

- When the threat/incident information is validated by the FBI as a terrorist act, the FBI Field Office assigned to the case will deploy to the general location of the threat. If the initial assessment warrants, the FBI will begin a formal threat assessment process. This involves a joint assessment combining experts from the law enforcement and intelligence communities. The FBI will provide knowledge of psychological factors, historic and intelligence records, and technical factors such as weapons and methods – all aimed at establishing the credibility of the threat. Law enforcement at all levels of government will support the investigative process. A significant law enforcement component will be integrated into the UC established with the FBI serving as the lead investigative agency.

- The FBI will establish a command post to manage investigative and intelligence activities. Depending upon the scope and magnitude of the incident the FBI command post may evolve into a JOC if the threat or incident may involve a WMD or CBRNE material. The FBI will coordinate the necessary federal law enforcement

assets required to respond, mitigate and resolve the threat or the incident in coordination with the state and local law enforcement agencies. The Terrorism Incident Law Enforcement and Investigation Annex to the National Response Framework (NRF) provides detailed information on the organization and functions of the JOC. The JOC organization is provided below:

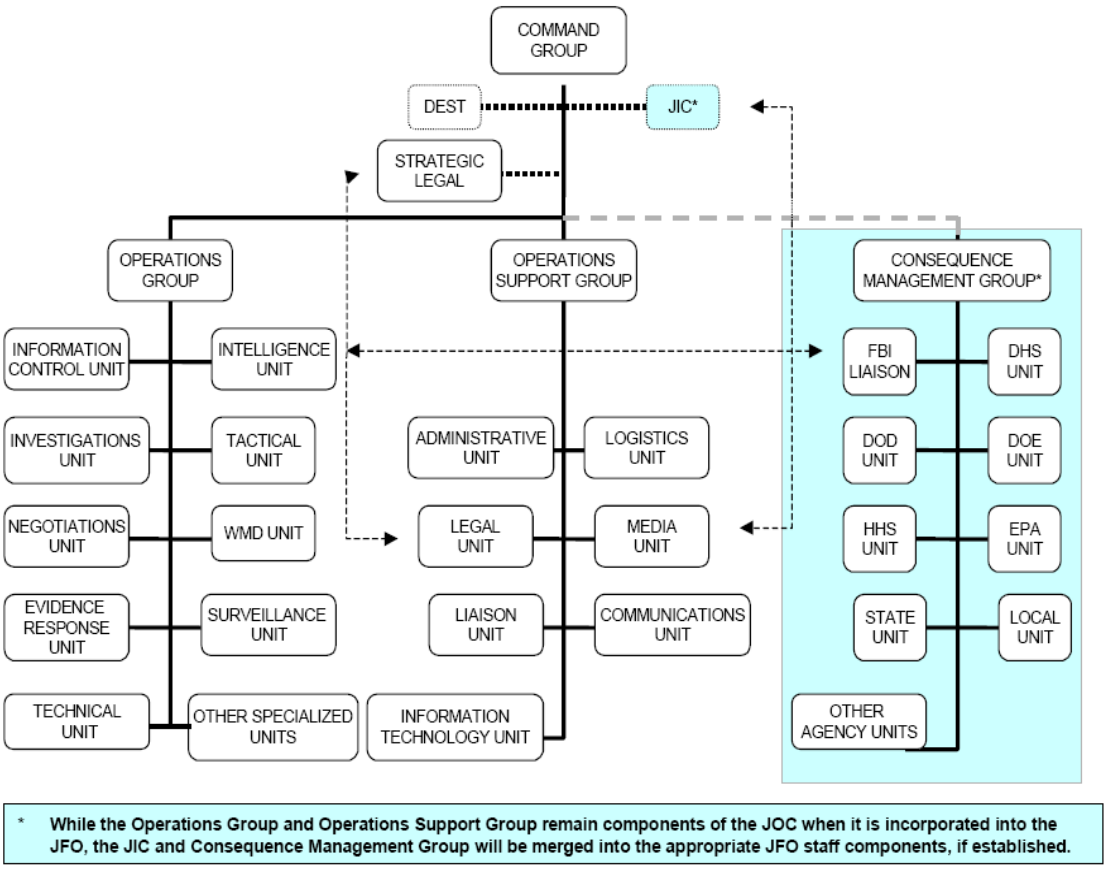

Figure 1 Joint Operations Center Organization
(Source: Terrorism Incident Annex of the NRP, 2004 *remains the same in the NRF)

- The FBI On-Scene Commander (OSC) of the JOC will most likely request the County and State authorities to assist in the crisis management response. The vested authority of the FBI, designated as the lead federal agency of crisis management of terrorist incidents does not preempt state and local agencies from conducting crisis management preparation within the scope of their responsibilities.

- If appropriate, additional FBI resources may be summoned. Among those that may become involved in the situation are:

- The Strategic Intelligence Operations Center (SIOC) - This is the FBI Headquarters center for command and control, located in Washington D.C.
- The Profiling and Behavioral Assessment Unit - This is a unit that develops psychological profiles and assists in the credibility assessment process, located in Quantico, Virginia.
- The Hazardous Materials Response Unit - This unit is trained and equipped to deal with chemical and biological agents that may be used in a terrorist act or threat.
- The Critical Incident Response Group (CIRG) - This is an organization which includes several units, some of which are listed above. Included is the Crisis Management Unit, which assists local FBI offices in developing procedures and organization to deal with major situations such as terrorist acts. The agencies' hostage negotiators are affiliated with CIRG.
- The Hostage Rescue Team - This unit is a highly mobile special weapons and tactics team.

- The County ICP will continue to operate and manage the County response to the consequences of the incident in accordance with the EOP. MCPD, Fire and Rescue Services, Department of Health and Human Services and the Office of Emergency Management and Homeland Security will provide liaisons to the JOC to ensure integration of operations. Other departments and agencies may also provide liaisons depending upon the nature of the incident and the response operations.

- Locating, accessing, rendering safe, controlling, containing, recovering, or disposing of a WMD that has not yet functioned, and disposing of CBRNE material will be done in coordination with appropriate departments and agencies involving the Department of Defense (DOD), Department of Energy (DOE), and the Environmental Protection Agency (EPA). The Nuclear/ Radiological and Biological Incident Annexes of the NRF describe the specialized resources, roles and responsibilities of the federal departments that are involved in the threat assessment, mitigation, response and recovery operations.

- In the event of mass fatalities as a result of the incident, the Mass Fatalities Incident Annex to the EOP will be activated to manage the fatalities.

- If the incident involves biological agents, the County response will be in accordance with the Biological Incident Annex. Mass immunization or prophylaxis will be

implemented as appropriate by the Montgomery County Health Department as outlined in the annex.

- If the incident involves radiological or nuclear devices the Radiological/Nuclear Incident Annex will be used to manage the County response.

- When in the determination of the Secretary of the Department of Homeland Security (DHS), in coordination with the Attorney General, the incident becomes a federal emergency or major disaster, DHS will establish a Joint Field Office (JFO) to coordinate the overall federal response. The JOC will become a section of the JFO. The JFO will be managed by a Federal Coordinating Officer (FCO) designated by the Federal Emergency Management Agency (FEMA). The FCO will ensure support is provided to the FBI as required and will lead the federal consequence management response.

- Upon determination that applicable law enforcement and/or intelligence goals and objectives are met and no further threat exists, the FBI Special-Agent-in-Charge may deactivate the JOC and direct a return to routine law enforcement operations. If a JFO is established it will continue to operate to coordinate federal recovery assistance. At that time, the Office of Emergency Management and Homeland Security will become the primary agency for Montgomery County and will manage recovery operations in accordance with the ESF #14 Long-Term Recovery Operations Annex to the EOP.

Federal Assistance

- In addition to the FBI as the lead agency for law enforcement and investigations for a terrorist incident or threat other federal departments and agencies have authorities, resources, capabilities and expertise that may support terrorism law enforcement and investigation operations. This includes, but is not limited to:

  Department of Energy (DOE) - DOE will coordinate nuclear aspects of assessment and search operations when the threat involves special nuclear material (fissile material) and, when requested, cases involving other radioactive materials. It will establish a National Security Area when incidents involving non-Department of Defense materials are involved.

  Department of Health and Human Services (DHHS) - Department of Health and Human Services is the primary federal agency for medical and health support

during a chemical/biological incident, as designated by the Health and Medical Services Support Plan for the Federal Response to Acts of Chemical and Biological Terrorism. It provides information and advice on health concerns attributable to chemical and biological discharges. See also the Biological and Chemical Incident Annexes for the role of Department of HHS.

***Department of Homeland Security/Federal Emergency Management Agency* (DHS/FEMA) -** DHS/FEMA is the designated primary federal agency for consequence management. They are responsible for ensuring that consequence management response and recovery activity is coordinated with the FBI. If the President of the United States directs DHS/FEMA to implement a Federal consequence management response, then DHS will implement portions of the NRP as required. If a major terrorist incident occurs without warning, DHS/FEMA and the FBI will initiate consequence management and crisis management concurrently. The DHS/FEMA will support the FBI as required and lead a concurrent federal consequence management response.

***Environmental Protection Agency* -** EPA can provide federal on-scene coordinators to incidents within its jurisdiction and can access federal funding to abate and mitigate incidents involving CBRNE releases. It has access to the federal Superfund Technical Assistance Response Team to support operations relating to the contamination of any environmental media. It can conduct environmental and water supply monitoring during events, and can assist in consequence assessment and protective action decisions. EPA can become the lead federal agency during the site restoration (recovery) phase of the incident.

- When the FBI activates a JOC, the agencies identified above normally will provide representatives to assist with the response.

- In the event that the President declares an emergency or major disaster declaration as a result of the incident, a full range of federal assistance becomes available under the NRF.

State Assistance

The State of Maryland will provide assistance as outlined in the State of Maryland Emergency Operations Plan, Annex D State Terrorist Incident Response Plan. Requests for assistance to the state will be through the County EOC to the State EOC.

ROLES AND RESPONSIBILITIES

Primary Agency –Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain the Terrorism Incident Annex to the Emergency Operations Plan. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Coordinate resolution of terrorism incident after-action issues. • Attempt to prevent the event from occurring by locating and eliminating the hazard, and identifying and apprehending the responsible party(s) in coordination with the FBI.
Response	• Provide on-scene unified incident command with Fire and Rescue Services. • Ensure notification of the FBI for suspected terrorist incidents. • Coordinate with the DHS and the Public Information Office to notify public of the threat, as well as implement and advise risk population of the necessary protective actions to take in context of anticipated event. • Provide support for explosive incidents. • Direct the activities of emergency evacuation, in conjunction with Fire and Rescue Services and the EOC (if activated). • Provide for the security of evacuated areas, critical facilities, resources, and the impacted area to protect the crime scene and to facilitate response and recovery efforts. • Coordinate evacuation operations on-scene. • Provide crowd control.

	• Provide traffic management. • Preserve the crime scene. • Conduct investigations in accordance with federal, state, and local laws. • If and where necessary, provide support to the FBI crisis management team in conjunction with other local police departments and the Maryland State Police. • Coordinate animal protection operations.
Recovery	• Monitor the situation and provide information to other departments and agencies. • Manage recovery operations in accordance with the EOP, Recovery Operations Annex. • Conduct an after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents

Support Agency – Department of Environmental Protection

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving terrorism incident after-action issues. • Develop and maintain a list of qualified contractors and consultants to sample surface and ground water, soil and air contaminants. • Develop and maintain a list of certified laboratories for testing water, ground and air samples.
Response	• Upon request provide available staff, resources, and facilities to support terrorism response/consequence management. • Provide limited control/mitigation service for the release of

Phase	Roles and Responsibilities
	hazardous materials. • Assist in developing short-term and long-term measures to minimize the impact on the environment. • Materials/waste and oversight for remediation efforts. • Conduct limited radiological monitoring and provide technical support for decontamination operations. • Assist in the collection of weather data as needed.
Recovery	• Participate in an after-action review. • Coordinate and assist with the long-term monitoring • Provide support to recovery operations as outlined in the ESF #14 Long-term Recovery Annex to the EOP.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents

Support Agency – Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving terrorism incident after-action issues.
Response	• Provide on-scene unified incident command with the MCPD. • Provide available staff, resources, and facilities to support emergency operations. • Provide staffing for appropriate positions within the Incident Command System. • Provide fire prevention and suppression services. • Provide emergency medical care, triage, and transportation. • Provide control/mitigation service for the release of hazardous materials/waste and oversight for remediation

Phase	Roles and Responsibilities
	efforts. • Provide explosive detection, render safe, and disposal. • Conduct radiological monitoring and decontamination operations. • Coordinate evacuation operations on-scene. • Conduct/coordinate search and rescue operations. • Initiate on-scene warning and alerting.
Recovery	• Participate in an after-action review. • Provide support to recovery operations as outlined in the ESF #14 Long-term Recovery Annex to the EOP.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving terrorism incident after-action issues.
Response	• Upon request provide available staff and resources to support terrorism response/consequence management. • Provide facilities to support emergency response operations. • Collect, analyze, and distribute information on the status of the County's infrastructure (facilities). •
Recovery	• Participate in an after-action review. • Provide support to recovery operations as outlined in the ESF #14 Long-term Recovery Annex to the EOP.

Phase	Roles and Responsibilities
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving terrorism incident after-action issues.
Response	• Provide available staff, resources, and facilities to support emergency operations. • Provide non-medical mass care by operating emergency shelters. • Conduct non-emergency medical care in shelters. • Provide public health services of epidemiology, infection control and mass dispensing of drugs and vaccinations specific to the incident.
Recovery	• Participate in an after-action review. • Provide mental health services including critical incident stress management, crisis care and referrals to victims of the incident. • Provide support to recovery operations as outlined in the ESF #14 Long-term Recovery Annex to the EOP.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	• Participate in planning, training and exercises for terrorism Develop and maintain supporting plans and procedures in

Phase	Roles and Responsibilities
	coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving terrorism incident after-action issues. • Monitor and track incidents and potential incidents 24/7.
Response	• Provide technical assistance and administrative support in the preparation and processing of emergency declarations, protective action guidelines, and related issues. • Serve as primary liaison to MEMA and the state EOC. • Determine level of EOC activation and issue notifications. • Manage EOC operations. • In coordination with the IC/UC determine need for conducting evacuations and opening temporary shelters. • Manage the overall emergency information collection process. • Facilitate the action planning process and publish the EOC action plan each operational period. • Record, process, and track requests for resources submitted to the EOC. • Deploy a DHS representative to act as the on-scene liaison officer at the incident scene. • Ensure the continued supply of resources required for response and recovery operations. • Coordinate the submission of all requests for Statewide Mutual Aid.
Recovery	• Participate in an after-action review. • Provide support to recovery operations as outlined in the ESF #14 Long-term Recovery Annex to the EOP.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving terrorism incident after-action issues.
Response	• Upon request provide available staff and resources, to support terrorism response/consequence management. • Provide emergency transportation to support emergency response operations. • Coordinate with the MCPD for road closures and provide support for traffic control. • Provide barricades, signs and other appropriate resources to assist the MCPD in establishing a secure perimeter. • As appropriate provide support for evacuation planning and implementation. • Collect, analyze, and distribute information on the status of the County's transportation infrastructure and services.
Recovery	• Participate in an after-action review. • Provide support to recovery operations as outlined in the ESF #14 Long-term Recovery Annex to the EOP.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – Montgomery County Sheriff's Office

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists.

Phase	Roles and Responsibilities
	• Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving terrorism incident after-action issues.
Response	• Upon request provide available staff, resources, and facilities to support terrorism response/consequence management • Assist with providing meals for displaced residents and emergency response personnel via contract services. • Provide security for shelters. • Assist with law enforcement. • Assist with crowd control. • Assist with security of emergency site, evacuated areas, vital facilities, and supplies. • Assist with evacuations. • Augment security at county owned and leased facilities. • Provide for security and evacuation as necessary for jails and courts.
Recovery	• Participate in an after-action review. • Provide support to recovery operations as outlined in the ESF #14 Long-term Recovery Annex to the EOP.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

REFERENCES

- National Response Framework, January, 2008.
- Terrorism Incident Law Enforcement and Investigation Annex to the National Response Framework, January 2008.
- State of Maryland Emergency Operations Plan, 2007.

ACRONYMS

CAO	Chief Administrative Office
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
CIRG	Critical Incident Response Group
DHHS	Department of Health and Human Services
DHS	Department of Homeland Security
DoD	Department of Defense
DOE	Department of Energy
ECC	Emergency Communications Center
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FRS	Fire and Rescue Services
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JFO	Joint Field Office
JIC	Joint Information Center
JOC	Joint Operations Center
JTTF	Joint Terrorism Task Force
MCPD	Montgomery County Police Department
NCR	National Capital Region
NIMS	National Incident Management System
NRF	National Response Framework
OSC	On-Scene Commander
SIOC	Strategic Intelligence Operations Center
UC	Unified Command
WMD	Weapons of Mass Destruction

Section 4 – Functional Annexes

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Animal Protection Annex

PRIMARY AGENCY: *Montgomery County Police Department, Animal Services Division*

Primary Agency	**Montgomery County Police Department, Animal Services Division**
Support Agencies	Department of General Services
	Department of Health and Human Services
	Office of Emergency Management and Homeland Security
	Department of Transportation (Non Co-located Shelters Only)
Cooperating Organizations	City of Gaithersburg Animal Control
	City of Rockville Animal Services Division
	Montgomery County Public Schools
	Montgomery County Sheriff's Office (Co-located Shelters Only)

INTRODUCTION

Purpose

The purpose of this annex is to outline the specific roles and responsibilities primary and support agencies and cooperating organizations ("agencies") in animal protection services following a disaster or emergency, and to provide a concept of operations for conducting animal protection services and support during operations. This annex applies to co-locate and non co-located shelter operations (definitions provided below).

Scope

This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of animal protection services. 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).

- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.

- 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.

- There are a number of threats that could impact Montgomery County including naturally occurring animal disease events or the intentional release of agricultural diseases. Additionally, natural disasters or other emergencies could require sheltering of domestic animals and/ or relocation of agricultural livestock. Each of these situations may generate the need for either emergency animal shelter operations or animal disease response operations in this area.

- Montgomery County has the responsibility to prepare for emergency animal shelter operations to protect local companion animal populations that may accompany residents displaced from their homes and others who evacuate into Montgomery County due to emergency situations.

- Animal shelter and care needs may range from very short term operations for a limited number of animals where the primary objective is to provide protection from the weather, and basic care, to more lengthy operations for a large number of animal evacuees.

- Selected animal shelters will be established in proximity to Montgomery County citizen shelters requiring close coordination, communications, and control with the Department of Health and Human Services (DHHS).

- Montgomery County has the responsibility to prepare to support operations of the Maryland Department of Agriculture (MDA) that has the responsibility for animal disease monitoring, diagnosis, prevention, quarantine, and isolation.

- Montgomery County Police Department, Animal Services Division, as 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 animal protection services that may be required to support emergency response operations; transport of critical supplies, equipment, shelter, and evacuate animals and their owners.

POLICY

- The Montgomery County Police Department (MCPD), Animal Services Division, as the primary agency for animal protection is responsible for coordination of the overall response operations. Police will collect, organize, analyze, summarize, and disseminate information provided by various sources including support agencies.

- The MCPD will report to the Emergency Operations Center (EOC) upon request from the Office of Emergency Management and Homeland Security (OEMHS). MCPD will coordinate with the Animal Services Division if emergency animal protection measures are required.

- The MCPD, Animal Services Division will:

    - Provide immediate care and control of animals; to minimize animal suffering and human anguish by providing temporary shelter for companion animals during an evacuation, emergency veterinary care to injured animals, and a system for returning animals to their owners after a large-scale disaster/event is over; a
    - Diagnose, prevent, and control animal-related diseases of public health significance in coordination with the MDA. Any injured animal which needs further medical care will be transferred off site to a veterinary clinic (or examined by the on-site veterinarian if one is available) as soon as possible.

- Co-located shelters are defined as a shelter where pet owners and their pets are housed or sheltered in the same building, or an adjacent building.

- Non co-located shelters will be defined as a shelter which houses only pets, with their owners being housed or sheltered elsewhere.

CONCEPT OF OPERATIONS

- Montgomery County is responsible for developing a plan for coordinating and providing animal and sheltering care services to animals affected by a disaster. The requirements for services may vary depending upon the nature, type, and level of the emergency. Montgomery County will work closely with volunteer organizations that provide animal shelter and care support to determine the availability of shelter and care services, encourage facility owners to sign agreements for use of those facilities, and encourage facility owners to allow their personnel to participate in shelter management training provided by the American Red Cross (ARC).

- The Animal Services Division will provide direct oversight to all emergency animal shelters run by organizations under contract by the County.

- As an incident or threat escalates, the primary agency will issue notifications to support agencies and agency emergency personnel in accordance with established protocols and checklists.

- Upon activation of the EOC, the MCPD will provide representation to coordinate animal protection requirements and issues.

- Once the EOC is activated, all requests for animal protection support from other county departments and agencies will be submitted to the EOC for coordination, validation, and/or action by the agencies identified in this annex.

- The EOC Manager in coordination with the MCPD Liaison at the EOC is expected to determine the need for opening animal sheltering operations based on the emergency situation that prevails, and may also recommend the closing of shelters when they are no longer required. The Animal Services Director or Designee may help coordinate these actions. This individual may further assign tasks and responsibilities to support animal shelter and care efforts.

- The Department of Transportation (DOT) will provide available transportation for evacuees between human shelters and non co-located shelters within the County, as requested by the EOC Manager. If needed and school is not in session, Montgomery County Public Schools (MCPS) may provide available transportation for evacuees between human shelters and non co-located shelters (humans only).

- The Montgomery County Sheriff's Office (MCSO) will provide security assistance at all co-located shelter facilities.

- The DHHS will coordinate with the Animal Services Division in identifying, preventing, and controlling human exposure to communicable diseases at co-located shelters.

- ESF #6 will encompass the full range of non-medical mass care services to include organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on disaster victims to family members, and coordinating bulk distribution of emergency relief items, to include at county shelter sites and co-located animal shelters.

- ESF #6 will be responsible for coordinating and providing sheltering assistance to those county residents with non-medical special needs cases at co-located shelter locations.

- Supplies and equipment for shelter support personnel will be provided by ESF #6.

- The County, in cooperation with volunteer disaster assistance organizations, will provide temporary shelter and essential life support services for companion animals displaced from their homes.

- The MCPD and the EOC Manager will determine which shelter site(s) to activate as emergency animal shelters. The specific facilities that will be used for animal care and sheltering during an emergency will depend on the needs of the situation, the status of available facilities, the location of the hazard area, and the anticipated duration of operations. Shelters are typically opened and closed based on need. When occupancy of existing shelters reaches 75 to 80 percent, consideration should be given to opening an additional facility.

- It is generally more effective in terms of resource utilization to operate a few medium to large shelters than a large number of small facilities.

- Individuals with animal shelter management training should manage the animal shelters. The Animal Services Division will maintain a listing of trained qualified managers in the local area.

- To ensure consistency in shelter activities, it is desirable that all shelters follow a general set of operating guidelines. The Director of the Animal Services Division will develop the standard operating guidelines for care and shelter operations.

- Animal Shelter Managers are expected to provide periodic reports on the number of occupants and capacity of the shelter to the MCPD Liaison in the EOC.

- Local government is responsible for providing the following support for shelter operations (refer to ESF #6 Mass Care and Sheltering):
    - Security and, if necessary, traffic control at shelters.
    - Transportation for food, shelter supplies, and equipment if the organization operating the shelter cannot do so.
    - Registering, tracking, and identifying animals.
    - Basic non-emergency medical attention for humans.

- Any animals still under the care of the Emergency Animal Shelter at the time of deactivation will be transferred to an appropriate fixed facility for the continued care of the animals by the Animal Services Division.
-
- Any animal not reclaimed from Montgomery County Animal Services Division within 10 days of the closing of the Emergency Animal Shelter will be considered abandoned and will become the property of Montgomery County Animal Services Division, who will make a disposition of the animal in accordance with applicable State and County laws and the procedures of the Montgomery County Humane Society. Every attempt will be made to reunite the animals with their owners.

ROLES AND RESPONSIBILITIES

Primary Agency – Montgomery County Police Department, Animal Services Division

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain the Animal Protection Annex to the Emergency Operations Plan. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Coordinate resolution of Animal Protection after-action issues. • The Animal Services Division is responsible for developing plans and procedures to provide shelter and care to an indeterminate number of companion animals and livestock during natural and man-made disasters. • Identify potential locations for fixed facility and temporary companion animal and livestock shelters. • Determine estimated capacities and functional capabilities for emergency animal shelters. • Identify the emergency electrical capabilities and sanitation requirements for these fixed facilities as well as any temporary animal shelters to be constructed. • Recruit volunteer groups and assign key staff personnel to assist with operations at the shelter facilities. • Identify local resources for veterinary services, animal medical supplies, and vaccines for use at these shelter facilities. • Identify local resources for pet and animal foods, cages, and flea sprays/dips for use at these shelter facilities.

	• Prepare/obtain brochures and handout materials on animal disaster planning for community distribution to promote citizen awareness. Have this information available on agency's web site.
Response	• When advised by the EOC that an evacuation is imminent, the assigned Animal Shelter Director will begin temporary shelter operations at selected sites. • The MCPD's media division will coordinate with the County Public Information Officer (PIO) to disseminate pet evacuation and shelter information through the appropriate media outlets. • Receive and care for evacuated pets and animals. Register each animal and maintain accurate records on their status. • The Animal Services Division will pick up and transport animals in the evacuation area(s) as needed. • Mobilize emergency veterinary teams for emergency medical care of injured animals. • Recruit volunteers to assist in the feeding and cleaning of the animals and shelter. • Provide timely situation reports to the EOC of Animal Control Services activities in the field and in the shelters. • Establish lost and found resource listings through media and web site.
Recovery	• Continue to provide for the shelter and care of displaced animals as long as required according to the applicable laws of the State of Maryland, local Laws/ordinances and established policies and procedures. • Release/reclaim animals from the shelters to the proper owners/custodians. • Conduct thorough search, locate, and rescue operations throughout the affected areas for lost, misplaced, abandoned, and/or injured companion and farm animals in conjunction with the MDA. • Continue to maintain lost and found resource listings. • Dispose of animals killed as a result of the disaster. Work in conjunction with the Departments of Solid

	Waste, Agriculture, and/or Debris Removal as necessary. • Consolidate temporary animal shelters as soon as possible. • Deactivate temporary animal shelters and transfer any remaining animals to fixed shelter facilities in the County as soon as possible. • Collect, consolidate and report disaster related expenses to the OEMHS. Include costs for temporary shelter operations, veterinary supplies, associated personnel costs and any related expenses.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving Animal Protection after-action issues.
Response	• Provide generators and associated maintenance to all shelter facilities. • Conduct maintenance and facilities management at all Montgomery County government shelter locations. • Provide fuel for emergency vehicles, portable equipment, and emergency generators.
Recovery	• Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving Animal Protection after-action issues.
Response	• Assist in the identification, prevention, and control of any diseases of animals which have public health significance, including epidemiological and environmental health activities.
Recovery	• Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving Animal Protection after-action issues.
Response	• Determine the need for opening shelters (Co-located or non co-located) in coordination with Animal Services

	Division. • Determine the need to close shelters in coordination with the Animal Services Division.
Recovery	• Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Transportation (non co-located shelters only)

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving Animal Protection after-action issues.
Response	• If requested, provide available transportation assets (buses and personnel) to help transport evacuees between human shelters and non co-located shelters, no less than two times per day that the shelters are in operation.
Recovery	• Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – City of Gaithersburg Animal Control

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and

	exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving Animal Protection after-action issues. • Identify local resources for veterinary services, animal medical supplies, and vaccines for use at these shelter facilities. • Identify local resources for pet and animal foods, cages, and flea sprays/dips for use at these shelter facilities.
Response	• Assist with care for evacuated pets and animals. • Assist with maintaining accurate records on animal status. • Assist with thorough search, locate, transport, and rescue operations throughout the affected areas for lost, misplaced, abandoned and/or injured companion and farm animals in conjunction with the Maryland Department of Agriculture.
Recovery	• Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organizations – City of Rockville Animal Services Division

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving Animal Protection after-action issues.

Response	• Assist in picking up and transporting animals in the evacuation area(s) within the City limits as needed.
Recovery	• Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization –Montgomery County Sheriff's Office (co-located shelters only)

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving Animal Protection after-action issues.
Response	• Provide security at all co-located shelter facilities.
Recovery	• Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – Montgomery County Public Schools (non co-located shelters only)

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of

	operations plan in accordance with county guidelines and standards. • Assist in resolving Animal Protection after-action issues.
Response	• If requested, provide available transportation assets (buses and personnel) to help transport evacuees (humans only) between human shelters and non co-located shelters, no less than two times per day that the shelters are in operation.
Recovery	• Participate in after-action review.
Mitigation	• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

REFERENCES

- Emergency Support Function #6, Montgomery County Maryland, Emergency Operations Plan.
- Montgomery County Emergency Response Plan for Animals. Animal Services Division.

ACRONYMS

ARC	American Red Cross
DGS	Department of General Services
DHHS	Department of Health and Human Services
DOT	Department of Transportation
EOC	Emergency Operations Centers
EOP	Emergency Operations Plan
MCPD	Montgomery County Police Department
MCPS	Montgomery County Public Schools
MCSO	Montgomery County Sherriff's Office
MDA	Maryland Department of Agriculture
NIMS	National Incident Management System
OEMHS	Office of Emergency Management and Homeland Security

Damage Assessment Annex

PRIMARY AGENCY: *Department of Permitting Services*

Primary Agency	Department of Permitting Services
Support Agencies	Department of Environmental Protection
	Fire and Rescue Services
	Department of General Services
	Department of Health and Human Services
	Office of Emergency Management and Homeland Security
	Montgomery County Police Department
	Department of Recreation
	Department of Transportation
	Department of Technology Services
	Volunteer Center
	Zoning and Administrative Hearing
Cooperating Organizations	Chevy Chase Village
	City of Gaithersburg
	Town of Poolesville
	City of Rockville
	City of Takoma Park
	American Red Cross
	Civil Air Patrol
	DC Water and Sewer Authority
	Maryland-National Capital Park and Planning Commission
	Montgomery County Auxiliary Communications Services
	Montgomery College
	Montgomery County Public Schools
	Washington Suburban Sanitary Commission

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 the damage assessment operations following a disaster or emergency and to provide a concept of operations for conducting assessment operations.

Scope

This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of damage assessment. 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).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- 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.
- Disasters due to technological failures, natural disasters, terrorist attacks, or other hazards may result in damage or the complete destruction of private or public buildings, roadways, bridges, telecommunications systems, natural gas lines, electrical power supply lines, water and sewage systems, dams and other critical infrastructure.

- Prompt assessment of the incident area(s) is essential to determine resource requirements and the need to request outside assistance.

- Rapid assessments will be conducted by on-scene Incident Commanders (ICs) within the first 24 hours to identify the scope of the incident and the potential resources needed for response.

- In the event of widespread areas that are damaged and/or when access by ground is severely limited, flyovers may be conducted to ascertain the extent of the damage.

- County departments, agencies and partner organizations will work together to gather and share intelligence regarding the status of critical infrastructure.

- Restricted access to the area as well as damage to utilities and communication systems may hamper the initial assessment process.

- Multiple damage assessments may be required prior to structures being reoccupied. The state, if requested, will conduct an assessment to determine the need for state resources or federal assistance. If warranted, the state will request a joint federal/state/local assessment to determine if federal assistance is warranted.

- Damage assessment may be a continuing process that begins with the on-scene IC and continues through the recovery phase.

POLICY

- The assessment or conduct of individual and public damage is the responsibility of Montgomery County, with the assistance of the municipalities and private organizations.

- In the event that the devastation is so extensive that local resources are overwhelmed, state damage assessment teams will be requested through the Maryland Emergency Management Agency (MEMA). DPS will determine the need to request state support and initiate the request through the Infrastructure Support Group at the Emergency Operations Center (EOC). In the event the EOC is not yet operational the request will be made to the OEMHS Manager.

- DPS is responsible for overall situation assessment. DPS will collect, organize, analyze, summarize, and disseminate assessment information provided by various sources. Within the structure of the EOC, the ESF #5 is responsible for the collection, analysis, and distribution of damage assessment information. At the EOC, DPS will be represented within the Infrastructure Support Group.

- For purposes of this annex, damage assessment includes the collection of information on the status of critical infrastructure such as electric power generation and distribution, telecommunications, transportation, medical services, water supply and distribution and sanitary services in addition to information on the number and types of residential, commercial, and/or industrial structures damaged or destroyed. The collection of this information requires the support of multiple county departments and agencies as well as partner organizations such as utility service providers.

- Damage assessments will be conducted in phases that are defined as follows:

  Rapid Assessment (RA) (also referred to as "Windshield Survey"): a quick survey of the area impacted by a disaster or emergency to ascertain the scope of the event and determine immediate life-threatening situations and imminent hazards. The RA is conducted by the IC supported by other public safety personnel on-scene normally within 24 hours of the incident.

  Initial Damage Assessment (IDA): an initial and/or detailed evaluation and inspection of residential and commercial structures damaged by the incident as well as an assessment of critical infrastructure including transportation, utilities, medical services, and communications. IDAs are led by DPS with support from the DOT, DGS, the Department of Recreation, MCPS, DEP, DHHS, Department of Information Technology, WSSC, and Montgomery College (see Damage Assessment Matrix on pages 16 to 19 for respective areas of responsibilities). An IDA normally will commence within 24 to 48 hours following an incident and make take up to 7 days to complete.

  Preliminary Damage Assessment (PDA): an on-site survey of the affected area(s) by federal and state officials to determine the scope and magnitude of damages caused by the event to ascertain if federal assistance may be required. Generally a PDA is conducted prior to an official request by the Governor for the declaration of an emergency or major disaster by the President. The PDA is conducted by the Federal Emergency Management Agency (FEMA) and the Maryland Emergency

Management Agency (MEMA) with support from the county. Primary support to the PDA will be coordinated through the EOC. There is no established timeframe for conducting a PDA but generally it would be 72 hours or more after the incident. A PDA is normally completed within 24 to 48 hours after it is initiated.

- The objectives of damage assessments are as follows:
  - Determine the immediate needs and priorities of disaster victims.
  - Evaluate the damage to housing, businesses, lifelines, and critical facilities.
  - Develop initial cost estimates of damage to housing, businesses, lifelines, and critical facilities.
  - Identify obstacles or interruptions to emergency operations or impediments to relief efforts.
  - Identify secondary threats such as unsafe buildings still occupied or areas at risk to rising floodwaters.
  - Estimate the economic impact of the disaster including damages to commerce and industry.
  - Monitor public health.
  - Determine the resources needed to respond to the disaster and identify the gaps that need to be filled from outside sources.
- Department and agencies assigned damage assessment responsibilities will develop appropriate internal procedures to accomplish their assigned tasks.
- Following a disaster, county departments will work together at the EOC to gather and share information regarding the status of critical infrastructure to maximize use of specialized resources and to provide a basis for requesting assistance. Information will be provided to ESF #5 in the Operations Support Group at the EOC for consolidation and analysis.
- Each department and agency tasked in this annex will ensure staff members are trained in their designated damage assessment roles and responsibilities.

- The DPS is the primary agency for initial damage assessment operations that include inspection and assessment of residential, commercial, and/or industrial structures.

- Other agencies are responsible for critical infrastructure assessments as outlined in the Damage Assessment Matrix (Section V).

CONCEPT OF OPERATIONS

- The damage assessment process begins with the rapid assessment conducted by on-scene public safety agency responsible for incident command. Public safety responders will immediately begin collecting assessment information such as numbers and types of injuries, fatalities, environmental hazards, street and bridge access, damage to buildings, power lines down and damage to critical infrastructure. This information will be provided to the IC for use in managing the incident and determining the need for additional resources. This information will also be provided to the ESF #5 representative at the EOC through the public safety agency's EOC representative. Prior to activation of the EOC, this information will be provided to the OEMHS.

- Based upon the scope and magnitude of the incident, the public safety agency responsible for incident command may designate a Rapid Assessment Supervisor to coordinate rapid assessments. For events with warning **s**uch as hurricanes and tropical storms, the Rapid Assessment Supervisor may be pre-designated and assessment teams may be organized as part of the pre-event planning.

- A rapid assessment is an assessment of the community which is initiated as soon as practical after a major event has occurred and conditions are safe enough to allow assessment teams to be deployed. The focus of this assessment is to quickly identify the affected area(s) and to determine the extent of damage to an area including critical facilities and infrastructure. The rapid assessment addresses the following:

  Access: Are streets passable or closed due to flooding, down tree limbs or other debris or power lines?
  Flooding: Is there flooding and if so what is the extent?
  Structural Damage: Are structures damaged and if so to what extent?
  Infrastructure and other related hazards: Are power lines down or damaged? Is electricity, water service or other utilities out in the area? Are there any significant releases of hazardous materials**?**

Roads, Highways, Bridges: Are they blocked and if so, how?
Victim Assessment: How many people are hurt and/or displaced? What are their major needs?

- The rapid assessment teams will compile information and provide it directly to the IC.

- In the event of damages over a wide geographical area or where access by ground teams is severely restricted due to flooding, debris, or other impediments, flyovers, using county-owned or acquired aircraft, may be used to conduct a rapid assessment to determine the scope and magnitude of the incident and the potential need for additional resources.

- OEMHS and DPS may provide an observer for each flyover to survey the impacted area and provide initial information as to the scope and magnitude as well as to identify additional hazards before they occur. OEMHS will provide observation forms and checklists.

- The rapid assessment is used to determine the overall impact of the incident, determine the need for outside resources and establish objectives for the current and future operational periods. The information collected is submitted by the IC to ESF #5 at the EOC. ESF #5 will summarize and distribute the information to the departments and agencies.

- The initial damage assessment of residential and commercial structures is initiated by the IC or at the direction of the Disaster Manager at the EOC. Prior to activation of the EOC, an initial damage assessment may be initiated by the Chief Administrative Officer (CAO) or the OEMHA Manager.

- DPS will deploy damage assessment teams who will report findings and status through the on-scene IC structure to the Infrastructure Support Team Leader. Damage assessment teams will conduct damage assessments in accordance with established procedures and protocols. The Infrastructure Support Team Leader will review and consolidate information from the field and enter the information into appropriate databases and maps. Information will also be provided to ESF #5 at the EOC through the Infrastructure Support Team.

- Based on the findings of the initial damage assessment, significantly damaged structures will be evaluated by specialty teams and may be posted: (1) Safe for Occupancy (2) Unsafe: Occupancy Prohibited

- Concurrent with initial damage assessment conducted by DPS, damage to county buildings, roads, bridges, school facilities, parks and water authority facilities will be assessed by those respective agencies and information submitted to ESF #5 at the EOC.

- Other county departments will coordinate with private sector and other sources to provide assessment of critical infrastructure and services as outlined in the Damage Assessment Matrix provided in Section V of this annex. The matrix provides timelines for providing initial assessments and updates. Reporting will continue until the infrastructure and/or services are restored.

- ESF#5 at the EOC will organize the information collected and prepare the county-wide Initial Damage Assessment report to MEMA. Information will also be used to prepare situation reports, briefings and other relevant documents.

- Depending upon the severity of the incident, the state may request the FEMA to conduct a joint federal/state PDA. The PDA is an on-site survey by state and federal officials to determine the impact and magnitude of damages and to determine if a federal disaster declaration may be warranted.

- Depending upon the types of damages, PDA teams will be organized to assess damage to private property (Individual Assistance - the federal program the provides disaster housing, grants and loans to aid individuals and households) or public property (Public Assistance – the federal program that provides aid to local and state governments to help pay the cost of rebuilding a community's damaged infrastructure) or separate teams to assess both. The Operations Support Group at the EOC will coordinate administrative and logistical support for the PDA process. Data collected by the county damage assessment process will be provided as appropriate to the joint state and federal PDA teams

DAMAGE ASSESSMENT MATRIX

The Montgomery County damage assessment process is based upon defined Essential Elements of Information (EEIs) that provide a framework for information collection and analysis. The matrix below defines the EEIs, identifies the specific information

requirements and sources, assigns responsibility for information collection and provides guidelines for reporting.

Essential Element of Information	Specific Information Required	Sources	Responsible Department	Reporting Requirement[4]
Status of Transportation	• Status of area airports • Status of major highways and primary roads • Status of critical bridges • Status of railways • Status of public transit systems • Is debris a major problem on major roadways or bridges • Estimated restoration of service (as applicable)	• MWTA • MWAA • MARC • FRS • PD	DOT Municipalities	**Initial report within 6 hours of the event with updates every 24 hours.**
Status of Communications	• Status of telecommunications service • Reliability of cellular service • Status of emergency alert system (TV/cable, radio) and capability to disseminate information • Estimated restoration. • Status of county communications and information system facilities and infrastructure.	• Service Providers • Department of Technology Services • Montgomery County Auxiliary Commun-ications Services	Department of Technology Services	**Initial report within 6 hours of the event with updates every 24 hours.**
Status of Medical Services and Infrastructure	• Status of medical facilities (hospitals/nursing homes) • Status of medical services	• Hospitals and medical facilities	DHHS	**Initial report within 6 hours of the event with updates every 24 hours.**

[4] If the initial report indicates no significant damage or impacts subsequent reports are not required.

Essential Element of Information	Specific Information Required	Sources	Responsible Department	Reporting Requirement[4]
Hazardous, Toxic and Radiological Issue	1. Are there reported or suspected hazardous or toxic release incidents? 2. What follow-up actions are planned or underway? 3. Are there actual or potential radiological incidents? 4. Are there SARA Title III EHS locations impacted and what materials do they contain?* 5. Are there actions being taken under the National Contingency Plan (NCP).	6. Individual Facilities 7. National Response Center 8. Incident Commander(s) 9. Rapid Assessment	DEP *OEMHS	**Initial report within 6 hours of the event with updates every 12 hours.**
Status of Energy Systems	• What is the status of electrical service? • What areas are impacted? • How many customers are affected? • What is the estimated time for restoration? • What is the status of natural gas service?	• PEPCO • Allegheny Power • Constellation Energy Services	DGS	**Initial report within 6 hours of the event with updates every 24 hours.**
Status of Schools	• Status of school facilities • Estimated damages • Estimated time for restoration or temporary repairs	• MCPS • Private Educational Institutions • Montgomery College	MCPS Private Educational Institutions, and Montgomery College	**Initial report within 6 hours of the event with updates every 24 hours.**

Essential Element of Information	Specific Information Required	Sources	Responsible Department	Reporting Requirement[4]
Status of Parks	• Status of county parks and facilities • Estimated damages	• Park facilities	MNCPPC Municipalities	**Initial report within 6 hours of the event with updates every 24 hours.**
Status of Water Supply and Distribution	• Status of water distribution system • Status of water treatment facilities • Status of potable water	• WSSC	DEP	**Initial report within 6 hours of the event with updates every 24 hours for localized incidents. For widespread incidents, initial report within 48 hours with updates every 24 hours.**
Status of Wastewater and Storm-water	• Status of wastewater collection • Status of wastewater treatment • Status of storm-water • Estimated time for restoration (if applicable) • Estimated damages	• WSSC • DCWASA	DEP Municipalities	**Initial report within 6 hours of the event with updates every 24 hours for localized incidents. For widespread incidents, initial report within 48 hours with updates every 24 hours.**
Status of Other County and Municipal Facilities	• Status of county buildings and facilities • Estimated time for restoration or temporary repairs • Estimated damages	• DGS	DGS Municipalities	**Initial report within 6 hours of the event with updates every 24 hours.**
Status of Fire and Rescue	• Status of operational readiness • Status of facilities • Status of personnel and equipment	• Fire Stations	DFRS	**Initial report within 6 hours of the event with updates every 24 hours.**
Status of Police	• Status of operational readiness	• Police Stations	MCPD	**Initial report within 6**

Essential Element of Information	Specific Information Required	Sources	Responsible Department	Reporting Requirement[4]
	• Status of facilities • Status of personnel and equipment • Status of public safety		Municipalities	**hours of the event with updates every 24 hours.**
Status of Water	• Status of water distribution system • Status of water treatment facilities • Status of potable water	• WSSC • Well and Septic	WSSC DPS - Well and Septic	**Initial report within 6 hours of the event with updates every 24 hours.**
Socio-economic Impacts	• Number of homes affected. • Estimated damages • Number and types of businesses affected. • Boundaries of the impacted area. • Estimated population impacted.[5]	• Incident Commander(s) • Flyovers • Rapid Assessment • Initial Damage Assessment • Damage Assessment Teams • American Red Cross	Agency responsible for Incident Command Permitting Services[6,7]	**Initial report within 12 hours with updates every 24 hours**
Access Points	• Is access blocked? • What are the best routes to use to access the area? • Are access controls in place?	• Incident Commander(s) • Rapid Assessment	DOT	**Initial report within 4 hours of the event with updates every 12 hours.**

[5] Field reports can provide the boundaries and the Planning Section will determine the estimated population affected as appropriate.
[6] Initial information on homes and commercial structures will be provided by the IC through the rapid assessment process. Permitting Services will provide detailed information as part of the initial damage assessment that evaluates individual homes and commercial structures.
[7] Permitting Services will assume lead responsibility once Damage Assessment Teams are deployed.

Essential Element of Information	Specific Information Required	Sources	Responsible Department	Reporting Requirement[4]
	• What credentials, if any, are needed for access	• Police		
Resource Shortfalls	• What are the actual or potential resource shortfalls in responding to the incident? • What are the actual or potential resource needs for the affected residents?	• Incident Commander(s)	OEMHS	**Initial report within 12 hours of the incident with updates every 12 hours.**
Safety Hazards	• Are there issues related to personal safety? • Is there a need for personnel protection equipment? • What are the safety hazards in conducting operations? • Are there any special vaccinations that may be required? • Are there environmental health hazards?	• Incident Commander(s) • Safety Officers • Health and Humans Services	Agency responsible for Incident Command	**Initial report within 4 hours of the event with updates every 12 hours.**

ROLES AND RESPONSIBILITIES

Primary Agency – Department of Permitting Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain the Damage Assessment Annex to the Emergency Operations Plan. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Coordinate resolution of damage assessment after-action issues.
Response	• Designate a Damage Assessment Coordinator to manage overall damage assessment activities. • Prepare and submit the damage assessment reports to MEMA. • Manage the overall damage assessment collection process. • Coordinate requests for geographical information system support to support damage assessment activities. • Ensure that inspected damaged buildings are posted as safe or unsafe. • Conduct structural evaluations and inspections of residential and commercial structures.
Recovery	• As necessary, re-inspect "tagged" buildings to revise or remove placards. • Assess the extent of damage to individual structures for purposes of establishing reimbursement eligibility and determining whether other federal, state, or local regulations come into effect during reconstruction or replacement. • Support the PDA by providing relevant data and

	technical assistance. • Conduct an after-action review of the damage assessment process and operations.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Environmental Protection

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving damage assessment after-action issues. • Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	• Assess damage to public water systems, waste disposal systems, and dams. • Provide technical assistance and guidance to damage assessment teams on environmental hazards. • Collect information on hazardous material related incidents.
Recovery	• Support the PDA by providing relevant data and technical assistance. • Participate in an after-action review of the damage assessment process.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Support Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving damage assessment after-action issues. • Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions. • Develop and maintain procedures for conducting rapid assessments for incidents when FRS is the lead agency.
Response	• Conduct rapid assessments for incidents when FRS is the lead agency. • Conduct damage assessments to determine extent of damage to FRS facilities and infrastructure. • Activate CERT for support in conducting windshield surveys and assessments and providing information to the Incident Commander.
Recovery	• Monitor status of restoration of FRS facilities and infrastructure. • Support the PDA by providing relevant data and technical assistance. • Participate in an after-action review related to damage assessment operations.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving damage assessment after-action issues. • Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	• Assess damage to county buildings and facilities managed by the department. • As the lead agency for ESF #12, collect information related to energy supply, infrastructure, and restoration.
Recovery	• Monitor the status of energy infrastructure, distribution, and service restoration. • Monitor status of the repair and restoration of county facilities managed by the department. • Support the PDA by providing relevant data and technical assistance. • Participate in an after-action review of the damage assessment process.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving damage assessment after-action issues. • Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	• Conduct rapid assessments for incidents when DHHS is the lead agency. • Collect information on the status of the medical infrastructure, medical services, and medical needs. • Assist with damage assessments related to health hazards caused by disruption of sanitary waste disposal, overgrowth of toxic molds (post flood), and the proliferation of rodents or insects capable of carrying diseases of public health concern. • Conduct damage assessment of food and other regulated establishments.
Recovery	• Continue to assist with damage assessments related to health hazards caused by disruption of sanitary waste disposal, overgrowth of toxic molds (post flood), and the proliferation of rodents or insects capable of carrying diseases of public health concern. • Continue to conduct damage assessment of food and other regulated establishments as necessary. • Participate in an after-action review related to damage assessment operations.

Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving damage assessment after-action issues. • Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions. • Provide technical assistance to DPS in developing operational procedures and checklists to support damage assessments. • Develop and maintain observation forms and checklists for flyover assessments.
Response	• Provide assistance to DPS in collecting, analyzing, and distributing damage assessment information. • As needed, request support from MEMA for state damage assessment support. • Prepare and distribute situation reports.
Recovery	• Coordinate with MEMA as appropriate to request a preliminary damage assessment. • Provide administrative support as necessary for the PDA. • Participate in an after-action review of the damage assessment process.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving damage assessment after-action issues. • Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions. • Develop and maintain procedures for conducting rapid assessments for incidents when the MCPD is the primary agency.
Response	• Conduct rapid assessments for incidents when the MCPD is the lead agency. • Conduct damage assessments to determine extent of damage to MCPD facilities and infrastructure. • Provide access control for damaged areas. • Coordinate security as needed for damage assessment teams. • Expedite access to damaged structures for damage assessment purposes. • Provide information on the status of law enforcement facilities and capabilities.
Recovery	• Monitor status of restoration of MCPD facilities and infrastructure • Continue to provide access control to damaged areas as required. • Support the PDA by providing relevant data and technical assistance. • Participate in an after-action review related to damage

	assessment operations.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Recreation

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving damage assessment after-action issues. • Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	• Assess damage to recreation facilities.
Recovery	• Support the PDA by providing relevant information related to recreation facilities. • Participate in an after-action review related to damage assessment operations.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises.

	• Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving damage assessment after-action issues. • Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	• Conduct rapid assessments for incidents when DOT is the lead agency. • As lead agency for ESF #1, collect, analyze and distribute information on the impact and status of the county's transportation systems and infrastructure. • Provide damage assessment reports for all county-maintained bridges and roads.
Recovery	• Monitor and provide information on the status and restoration of the transportation infrastructure. • Support the PDA by providing relevant data and technical assistance. • Participate in an after-action review related to damage assessment operations.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Technology Services

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving damage assessment after-action

	issues. • Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	• As the lead agency for ESF#2, collect, analyze, and distribute information on the impact and status of the telecommunications infrastructure. • Conduct an assessment of the county's communications and information management systems and infrastructure.
Recovery	• Monitor the status of the telecommunications infrastructure and services. • Monitor the status of the county's communications and information management systems and infrastructure.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Volunteer Center

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving damage assessment after-action issues. • Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions. • Recruit volunteers for Community Emergency Response Teams (CERT).
Response	• Provide additional volunteers, as needed, to support CERT in the damage assessment process.

Recovery	• Participate in an after-action review related to damage assessment operations.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Zoning and Administrative Hearing

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving damage assessment after-action issues. • Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	• Provide assistance in residential and commercial structural evaluations and assessments.
Recovery	• Participate in an after-action review related to damage assessment operations.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Partner Organization – Chevy Chase Village

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and

	exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving damage assessment after-action issues. • Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	• Provide representative to the EOC. • Collect, analyze, and distribute information on the damage to park facilities. • Conduct damage assessments of Village infrastructure. • Provide for emergency repairs for Village infrastructure. • Coordinate emergency debris removal operations within the village. • Coordinate requests for outside public works support through damage assessment at the EOC. • Provide public works assistance as requested by the primary agency. • Monitor the repair and restoration of park facilities.
Recovery	• Manage the repair and restoration of Village infrastructure and parks. • Manage debris removal operations within the Village. • Provide public works assistance as requested by the primary agency. • Participate in damage assessment after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Partner Organization – City of Gaithersburg

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and

	exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving damage assessment after-action issues. • Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	• Provide representative to the EOC. • Conduct damage assessments of City infrastructure. • Provide for emergency repairs of City infrastructure. • Coordinate emergency debris removal operations within the city. • Provide public works assistance as requested by the primary agency.
Recovery	• Manage the repair and restoration of city water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. • Manage debris removal operations within the city. • Provide public works assistance as requested by the primary agency. • Participate in damage assessment after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Partner Organization – Town of Poolesville

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines

	and standards. • Assist in resolving damage assessment after-action issues. • Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	• Provide a representative to the EOC when requested. • Conduct damage assessments of town water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. • Provide for emergency repairs for town water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. • Coordinate emergency debris removal operations within the town. • Provide public works assistance as requested by the primary agency.
Recovery	• Manage the repair and restoration of town water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. • Manage debris removal operations within the town. • Provide public works assistance as requested by the primary agency. • Participate in damage assessment after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Partner Organization – City of Rockville

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of

	operations plan in accordance with county guidelines and standards. • Assist in resolving damage assessment after-action issues. • Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	• Provide a representative to the EOC. • Conduct damage assessments of city water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. • Provide for emergency repairs for city water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. • Coordinate emergency debris removal operations within the city. • Provide public works assistance as requested by the primary agency.
Recovery	• Manage the repair and restoration of city water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. • Manage debris removal operations within the city. • Provide public works assistance as requested by the primary agency. • Participate in damage assessment after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Partner Organization – City of Takoma Park

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of

	operations plan in accordance with county guidelines and standards. • Assist in resolving damage assessment after-action issues. • Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	• Provide a representative to the EOC. • Conduct damage assessments of city water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. • Provide for emergency repairs for city water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. • Coordinate emergency debris removal operations within the city. • Provide public works assistance as requested by the primary agency.
Recovery	• Manage the repair and restoration of city water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. • Manage debris removal operations within the city. • Provide public works assistance as requested by the primary agency. • Participate in damage assessment after-action review.
Mitigation	• As appropriate, identify opportunities to mitigate the impact of future incidents.

Partner Organization – American Red Cross

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of

	operations plan in accordance with county guidelines and standards. • Assist in resolving damage assessment after-action issues. • Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	• Provide support by conducting private property damage assessments and providing the results to the Department of Permitting Services. • Collect and provide information related to the opening and operations of emergency shelters including shelter populations and trends.
Recovery	• Participate in an after-action review related to damage assessment operations.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Partner Organization – Civil Air Patrol

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving damage assessment after-action issues. • Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	• Provide air support resources for flyover damage assessments.
Recovery	• Participate in after-action review related to damage

	assessment operations.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Partner Organization – DC Sewer and Water Authority

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving damage assessment after-action issues. • Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	• Assess and provide information on the status of water treatment facilities.
Recovery	• Monitor the status of the repair and restoration on the status of wastewater services and facilities. • Support the PDA by providing relevant data and technical assistance.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Partner Organization – Maryland-National Capital Park and Planning Commission

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and

	exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving damage assessment after-action issues. • Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	• Collect, analyze, and distribute information on the damage to park facilities.
Recovery	• Monitor the repair and restoration of park facilities. • Support the PDA by providing relevant data and technical assistance. • Participate in an after-action review related to damage assessment operations.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Partner Organization – Montgomery College

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving damage assessment after-action issues. • Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions. • Develop and maintain procedures for conducting

	Montgomery College damage assessment functions.
Response	• Collect, analyze, and distribute information on the damage to Montgomery College facilities.
Recovery	• Support the PDA by providing relevant data and technical assistance. • Participate in an after-action review related to damage assessment operations. • Monitor the status of repair and restoration of Montgomery College facilities.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – Montgomery County Public Schools (MCPS)

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving damage assessment after-action issues. • Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions. • Develop and maintain procedures for conducting MCPS damage assessment functions. • Develop and provide training to MCPS staff designated to support damage assessment.
Response	• Assess damage to school facilities.
Recovery	• Monitor the status of repair and restoration of school facilities. • Support the PDA by providing relevant data and technical assistance.

	• Participate in an after-action review related to damage assessment operations.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Partner Organization – Washington Suburban Sanitation Commission

Phase	Roles and Responsibilities
Preparedness	• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards. • Assist in resolving damage assessment after-action issues. • Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	• Conduct damage assessments of water supply, distribution and control facilities, sanitary sewer systems, and related facilities and provide assessment information to the department of Permitting Services.
Recovery	• Monitor the status of the repair and restoration on the status of water supply, distribution and control facilities services, and facilities and provide updates to DPS. • Monitor the status and repair of sanitary sewer systems and facilities. • Support the PDA by providing relevant data and technical assistance.
Mitigation	• As appropriate identify potential opportunities for mitigating the impacts of future incidents.

REFERENCES

- State of Maryland Emergency Operations Plan, 2007.
- Montgomery County Emergency Operations Plan, 2008.

ACRONYMS

ARC	American Red Cross
CAO	Chief Administrative Officer
CAP	Civil Air Patrol
CERT	Community Emergency Response Team
DCWASA	District of Columbia Water and Sewer Authority
DEP	Department of Environmental Protection
FRS	Fire and Rescue Services
DGS	Department of General Services
DHHS	Department of Health and Human Services
DOT	Department of Transportation
DPS	Department of Permitting Services
EEI	Essential Element of Information
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FRS	Fire and Rescue Services
IC	Incident Command
IDA	Initial Damage Assessment
MCPD	Montgomery County Police Department
MCPS	Montgomery County Public Schools
MEMA	Maryland Emergency Management Agency
MNCPPC	Maryland-National Capital Park and Planning Commission
MWAA	Metropolitan Washington Airport Authority
MWTA	Metropolitan Washington Transit Authority
NIMS	National Incident Management System
OEMHS	Office of Emergency Management and Homeland Security
PDA	Preliminary Damage Assessment
PEPCO	Potomac Electric Power Company
PIO	Public Information Office
RA	Rapid Assessment
WSSC	Washington Suburban Sanitary Commission

Training and Exercises Annex

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

Primary Agency	Office of Emergency Management and Homeland Security
Support Agencies	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 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 Emergency Operations Plan (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 Program Manager 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.

- 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 Program Manager.

- 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.
    - FEMA Independent Study (IS)100 – Introduction to the Incident Command System

- FEMA Independent Study (IS) 200 – ICS for Resources and Initial Action Incidents
- 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. (Example - 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.
- EOC Management and Operations Course IS-275.

- FEMA Independent Study courses can be completed on-line or by mail at no cost. Information is available at the FEMA website (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 the Federal Emergency Management Agency (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.

Recommended Training

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
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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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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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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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					

Other Emergency Management Training

- The Maryland Emergency Management Agency (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.

- 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

- The Homeland Security Exercise and Evaluation Program 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
Preparedness	• Develop and maintain the Training and Exercise Annex to the EOP. • Chair the EMG Training and Exercise Committee. • Prepare, maintain, and distribute the Multi-Year. • Conduct Training and Exercise Planning Workshops and prepare, maintain and distribute the Multi-Year Training and Exercise Plan. • Develop and conduct exercises including quarterly EOP exercises. • Provide technical assistance to ESF primary agencies in developing and conducting training and exercises. • Coordinate county participation in regional, state, and federal exercises. • Manage and coordinate the Montgomery County CAP. • Prepare and distribute exercise after-action reports and identify issues to be addressed through the CAP. • Monitor Montgomery County compliance with National Incident Management System training requirements. • Schedule NIMS required training (ICS 300 and ICS 400).

	• Schedule and conduct *WebEOC* and other EOC related training.
Response	• **N/A**
Recovery	• **N/A**
Mitigation	• **N/A**

Support Agencies

Phase	Roles and Responsibilities
Preparedness	• Develop and conduct training and exercises in partnership with OEMHS. • Provide representatives as requested to the EMG Training and Exercises Committee. • Provide assistance to OEMHS in designing major exercises. • Participate in approved multi-agency exercises. • Ensure that agency personnel with identified emergency management responsibilities receive required training per each individual's training needs. • Participate in the exercise evaluation and after-action process. • Evaluate incident or ESF specific training and exercises and identify issues that need to be addressed through the CAP. • Maintain training records for agency staff members with emergency management assignments.
Response	• **N/A**
Recovery	• **N/A**
Mitigation	• **N/A**

Other Agencies

Phase	Roles and Responsibilities
Preparedness	• Ensure that agency personnel with identified emergency management responsibilities receive required training. • Maintain training records for agency staff members. • As appropriate participate in incident or ESF specific training and exercises. • As requested by OEMHS provide technical assistance in designing major exercises.

	• Participate in approved multi-agency exercises. • Participate in exercise after-action process.
Response	• **N/A**
Recovery	• **N/A**
Mitigation	• **N/A**

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

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