




OFFICE OF THE COUNTY EXECUTIVE
ROCKVILLE, MARYLAND 20850

Isiah Leggett
County Executive

MEMORANDUM

January 30, 2018

TO: Hans Riemer, Council President
FROM: Isiah Leggett, County Executive 
SUBJECT: Emergency Operations Plan 2017 Update

Attached please find the 2017 Update to the County Emergency Operations Plan (EOP). The attached plan is the culmination of approximately 18 months of collaboration between the County Office & Departments, non-profit response partners, private infrastructure owners & operators, and other key stakeholders. This plan aims to layout the roles and responsibilities for responding to emergencies, protecting our residents, and maintaining a safe and vibrant community.

Over the last several years, Montgomery County has faced several tremendous challenges, including the record snowfall of the January 2016 blizzard and the tragic Arliss Street explosion and fire. We have a responsibility to learn from these emergencies to improve our ability to serve and protect our residents. This updated plan represents one of many such efforts to ensure that our emergency response system remains effective and adaptive.

I appreciate Council's consideration of this plan update and look forward to its approval. My staff, including the Office of Emergency Management & Homeland Security who spearheaded the update, is available to assist Council in its review of the attached plan. Thank you for your ongoing support of the efforts to keep our community safe and reduce the impacts that future emergencies may have on our residents.

IL:es

Attachment: Montgomery County Emergency Operations Plan - 2017



Letter of Promulgation

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

Approved:

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Isiah Leggett
County Executive
Montgomery County, Maryland

Concur:

A handwritten signature in black ink, appearing to read "Timothy L. Firestine", written over a horizontal line.

Timothy L. Firestine
Chief Administrative Officer
Montgomery County, Maryland

Hans Riemer
Council President
Montgomery County, Maryland

Montgomery County, Maryland



Emergency Operations Plan

October 2017

Office of Emergency Management & Homeland Security





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Forward

This document is a result of the collaborative efforts among the Montgomery County Office of Emergency Management and Homeland Security (OEMHS) and the many other County departments, offices, community partners, private utilities, and representatives from the 19 municipalities constituting the Emergency Management Group (EMG) that have assigned emergency roles and responsibilities throughout the 17 emergency support functions (ESF) in this plan. The final plan incorporates comments and suggestions received from a variety of stakeholders including many cooperating 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 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 offices into seventeen 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: Earl Stoddard, Director,
Office of Emergency Management and Homeland Security

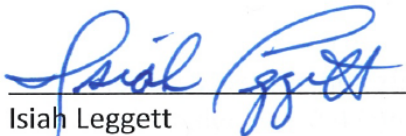
Questions or comments concerning this document should be directed to:
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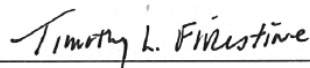
Letter of Promulgation

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 and its EMG is hereby promulgated.

Approved:


Isiah Leggett
County Executive
Montgomery County, Maryland

Concur:


Timothy L. Firestine
Chief Administrative Officer
Montgomery County, Maryland

Hans Riemer
Council President
Montgomery County, Maryland



Letter of Agreement

The Montgomery County Emergency Operations Plan ("EOP" or "the plan") is a multidisciplinary, 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, offices, and cooperating organizations as the Emergency Management Group (EMG) to save lives, and protect property and infrastructure. The plan assigns major roles and responsibilities to departments, offices, and cooperating organizations.

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

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


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




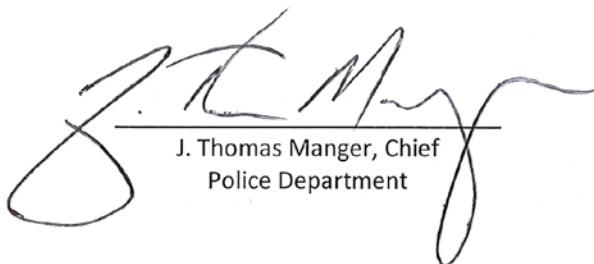
10. Develop and maintain an inventory of department/office resources applicable to accomplishing assigned emergency functions.
11. Provide qualified department and office representatives to serve as the EMG when Emergency Support Functions (ESF) and/or the Emergency Operations Center (EOC) is activated.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

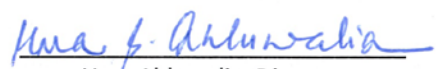


Signatories

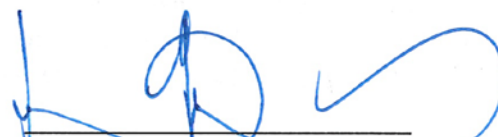

Earl P. Stoddard, Director
Office of Emergency Management
And Homeland Security

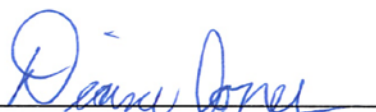

Scott E. Goldstein, Chief
Fire and Rescue Services

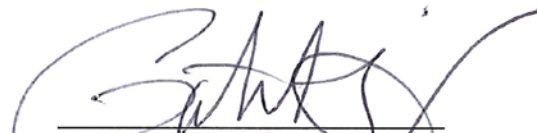

J. Thomas Manger, Chief
Police Department



Uma Ahluwalia, Director
Department of Health and Human Services



for Al Roshdieh, Director
Department of Transportation


David E. Dise, Director
Department of General Services


Diane Schwartz Jones, Director
Department of Permitting Services


Patrick Lacefield, Director
Office of Public Information


Patrice Bubar, Acting Director
Department of Environmental Protection


Sonny Segal, Chief Information Officer
Department of Technology Services



Executive Summary

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

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

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

The EOP is organized into two 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 (CE), the County Council, the Chief Administrative Officer (CAO), departments, offices, and cooperating organizations. Section One also contains background information on Montgomery County including demographic data, a description of the County, a summary of the County's Hazard Identification and Risk Assessment (HIRA), and a summary of major transportation features.

The core of Section One is the concept of operations subsection that describes how the county will prepare for, respond to and recover from a major incident. The CAO has overall responsibility for response and recovery operations. Within the EOP, delegations of authority, to on-scene commanders, the Director for OEMHS and department and office directors are clearly defined. The Incident Command System (ICS) is established as the County standard for conducting incident response. Based upon the scope and magnitude of the incident, the EOC may be activated to serve as the multi-agency support and coordination facility. The EMG, via OEMHS, will coordinate all requests for resources needed from other local, state and federal



sources from outside the County that are not covered by existing automatic mutual aid/mutual assistance agreements. The Disaster Manager (or OEMHS Director when the EOC/EMG is not activated) will also serve as the coordination point with the Maryland Emergency Management Agency (MEMA) in order to access Maryland, other states and federal assistance.

Section Two includes the emergency support function (ESF) that will address common emergency support function processes, see ESF table below. The ESFs define the mission and scope of each function as well as a brief concept of operations. These ESFs also identify specific department, office, and cooperating organization roles and responsibilities related to the ESF. Supporting data and references to other plans and operating procedures are included as appropriate.

ESF Titles and Functional Annex	Primary Agency(ies)
ESF #1 - Transportation	Department of Transportation
ESF #2 – Communications and Technology	Department of Technology Services
ESF #3 – Solid Waste, Debris Management, and Storm Water Management	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 – Resource Support and Logistics Management	Department of General Services
ESF #8 - Public Health and Medical Services	Department of Health and Human Services
ESF #9 - Search and Rescue	Fire and Rescue Services; Montgomery County Police Department
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	Office of Emergency Management and Homeland Security; Department of General Services
ESF #13 - Public Safety and Security	Montgomery County Police Department
ESF #14 - Community Recovery	Office of Emergency Management and Homeland Security
ESF #15 - External Affairs	Office of Public Information; Montgomery County Police Department
ESF #16 - Volunteer and Donations Management	Office of Emergency Management and Homeland Security
ESF #17 – Damage Assessment	Office of Emergency Management and Homeland Security; Department of Permitting Services



2017 EOP Updates

The 2017 revision of the EOP included input from Montgomery County After Action Reports; event audits; new County policies, plans, and operating procedures; County Departments; State Agencies; as well as local partners and community organizations. This plans also went through review and comment from the County's ADA Title II Compliance Manager and the Maryland Department of Disabilities.

This 2017 version of the EOP is an update from the previous 2013 version and includes many changes. Some of the major changes are listed in this section. Additional minor changes can be found towards the end of the document in Appendix A.

Major Updates

1. Updated and expanded the Montgomery County Situation and Risk Assessment.
2. Revised the External Notification and Warnings communications methods.
3. Added Roles and Responsibilities for newer offices, such as the Office of Procurement and the Office of Agriculture.
4. Added Roles and Responsibilities for additional State partners, such as the Maryland Department of Disabilities.
5. Updated the County's EOC activation level definitions in Table 2.
6. Updated and restructured the EOC organizational chart and added details on the responsibilities of those positions within the EOC.
7. Added more detail on the Emergency Management Function and its relationship to Incident Command and an Incident Management Team.
8. Renamed ESF #2 to "Communications and Technology" from the former "Communications" and updated roles and responsibilities accordingly.
9. Renamed ESF #3 from to "Solid Waste, Debris Management, and Storm Water Management" from the former "Public Works and Engineering" and updated roles, responsibilities, and concept of operations accordingly.
10. Updated ESF #6 "Mass Care, Emergency Assistance, Housing, and Human Services" to update roles, responsibilities, and concept of operations per the latest Shelter Operations Guide (SOG).
11. Revised ESF #14 "Community Recovery" to update roles, responsibilities, and concept of operations per the Pre-Disaster Recovery Plan.
12. Revised ESF #16 "Volunteer and Donations Management" to update roles, responsibilities, and concept of operations per the new Volunteer and Donations Management Plan.
13. Added ESF #17 "Damage Assessment" and updated roles, responsibilities, and concept of operations per the new Damage Assessment Plan.
14. Removed incident & functional annexes to reference stand-alone plans and to condense the roles, responsibilities, and concept of operations from those annexes into the appropriate ESFs to provide for a more "All-Hazards" EOP.



Plan Maintenance

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

Primary agencies are responsible for maintaining and updating their assigned ESFs and functional annexes. ESFs and annexes should be reviewed annually and/or after each activation of the plan. Proposed changes or updates to the ESFs will be coordinated with all other support agencies prior to submission to OEMHS.

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

Plan Distribution

The Office of Emergency Management and Homeland Security (OEMHS) is responsible for the distribution of the Emergency Operations Plan (EOP) and approved notices of changes. Copies of the EOP, either hard copy or electronic, will be distributed to all Montgomery County departments/offices, municipalities, the Maryland Emergency Management Agency (MEMA), and other cooperating organizations. Additional copies will be available from OEMHS if requested.



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Basic Plan



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I. Introduction

A. Purpose

This Emergency Operations Plan (EOP) defines the actions taken by Montgomery County government department, offices, and municipal representatives mobilized as the Emergency Management Group (EMG) to provide coordinated support, resources, public information, and to coordinate with state and federal agencies and other non-government organizations in the event of a significant disaster or emergency.

B. Scope and Applicability

The EOP:

1. Provides concept of operations and organizational roles and responsibilities for incidents within Montgomery County that have resulted from a declared local emergency or recommended declaration for federal emergency. However, it is not limited to only these types of incidents.
2. Applies, but is not limited to, Montgomery County departments/offices and cooperating organizations that have identified roles and responsibilities as the EMG.
3. Applies to all the risks identified in the Montgomery County Hazard Identification and Risk Assessment.
4. Establishes authority for direction and management of emergency operations.
5. Is countywide in scope and includes coordination and support from and 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.
9. Embraces a Whole Community approach to emergency management, incorporating all partners in Montgomery County.
10. Provides services for all residents, including but not limited to individuals with access and functional needs; cultural minority and limited English-speaking populations; children; elderly; and aims to ensure culturally acceptable and accessible services (including language accessibility).



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. Presidential Policy Directive 8, March 30, 2011.
- g. Title II of the Americans with Disabilities Act of 1990, as amended.
- h. Section 504 of the Rehabilitation Act of 1973.

2. State of Maryland:

- a. Annotated Code of Maryland, Public Safety Article, § 14-101, et. seq.
- b. Maryland Emergency Management Assistance Compact (MEMAC).
- c. Executive Order 01.012005.09, The State of Maryland Adoption of the National Incident Management System.
- d. Annotated Code of Maryland, Human Services Article, § 7-704.
- e. Annotated Code of Maryland, Human Services Article, § 7-705.
- f. Annotated Code of Maryland, Human Services Article, § 7-708.

3. Local:

- a. Chapter 2 of the Montgomery County Code, 1994, as amended.

D. Mission

It is the mission of Montgomery County EMG to plan, prevent, prepare and protect against natural and man-made hazards that may threaten, disrupt, or harm our communities, commerce and institutions and to effectively manage and coordinate the County's unified response and recovery from the consequences of such disasters.

E. Goal, Vision, and Objectives

1. Our vision is to have a comprehensive emergency management program that incorporates prevention, protection, preparedness, response, recovery, and mitigation to promote disaster resilient communities.
2. Our goal is to have emergency management programs that meets or exceeds all standards and target capabilities established by the National Preparedness Goal and the National Capital Region (NCR) Strategic Plan.



3. Our objectives include:
 - a. To have the EOP be 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.
 - b. To coordinate County plans, public information, resources and emergency operations support to minimize harm to residents, employees and visitors in Montgomery County before, during and after emergencies.
 - c. To coordinate the services, protection and contingency plans for sustained or restored County operations in designated and appropriate facilities.

F. Funding Sources and Budget for Emergency Operations

Annually, the County Executive submits a recommended operating budget for County departments and offices to County Council for review and approval of expenditures. Council determines available revenue sources and the amount required from taxes to balance revenues and expenditures. Council then approves the annual operating expenditures and appropriates funds to meet these expenditures.

The Office of Emergency Management and Homeland Security (OEMHS) is included in the County Executive's operating budget. Over the past five years, OEMHS' annual operating budget has been relatively stable and funded at the level of approximately \$1.1 – 1.3 million annually. Personnel costs represent approximately 80% of OEMHS's annual operating budget to sustain programs in planning, operations, finance and administration and public outreach. From time to time, grant funding and general funds have been used to supplement training and exercises, planning and public education.

Funds are not appropriated annually for emergencies which are typically unpredictable from year to year. The County does not maintain a disaster-specific budget embedded into OEMHS's operating budget, nor elsewhere. During announced events or responding to emergencies, the EMG is mobilized in the Emergency Operations Center (EOC) with the Chief Administrative Officer (CAO) serving as the EMG chair. Throughout emergencies, County departments are authorized to expend funds to provide resources needed to mitigate the incident and restore County services. Generally, supplemental appropriations for departments that incurred unanticipated but necessary emergency expenditures are not addressed until the end of the fiscal year at which time the source(s) of funding is determined. It is essential during the emergencies to document all departmental expenditures incurred. Depending upon the nature and level of the emergency, a supplemental appropriation may not be necessary.



as the expenditures may be absorbed within the department's existing appropriation. Supplemental appropriations for emergency expenditures by departments may be funded by the County's operating budget reserve or State or Federal emergency reimbursements requiring County Council to approve the supplemental appropriation and designate the source(s) of revenue.

G. Occupational Health

The safety of Montgomery County personnel is paramount during emergency operations. All applicable standards for occupational health and safety are rigorously followed by all departments within the County. Written policies on occupational health and safety are routinely provided to all county staff.

H. References

1. Metropolitan Washington Council of Governments Regional Emergency Coordination Plan (RECP), September 30, 2011.
2. Unified Regional Snow Emergency Plan for the Metropolitan Washington Area, November 2010.
3. The State of Maryland Emergency Operations Plan, 2009.
4. The State of Maryland Snow Emergency Plan.
5. Emergency Management Accreditation Program (EMAP) Standard, September 2010.
6. National Response Framework, January 2008.
7. Title II of the Americans with Disabilities Act of 1990.

II. Situation and Risk Assessment

Population

According to the 2015 American Community Survey (ACS) from the U.S. Census, Montgomery County is the most populated county in Maryland with 1,040,116 residents and a population density of about 1,978 per square mile.

About 14% of the population is at least 65 years old and about 23% of the population is under the age of 18.

According to the 2015 American Community Survey (ACS) from the U.S. Census, nearly 40% of the Montgomery County population speaks a language other than English at home. It is estimated that 15.6% of the population speaks Spanish at home and 3.8% speaks Chinese at home. At less than 3% of the population each, there are various other languages spoken at home within the County including but not limited to: French, African languages, Korean, Vietnamese and Persian.



An estimated 180,000 people in Montgomery County have a disability (according to the Commission on People with Disabilities) and based on U.S. Census Data. For residents of age 65 and older, an estimated 70% have a disability. Of those, 14% have a hearing difficulty, 7% have a vision difficulty, 27% have ambulatory difficulty, and 26% have an independent living difficulty.

For residents between the ages of 18 – 64 an estimated 8% of residents have a disability. Of those, 13% have a hearing difficulty, 8% have a vision difficulty, 26% have ambulatory difficulty, and 22% have an independent living difficulty.

For residents between the ages of 5 – 17 an estimated 5% of residents have a disability. Of those, 6% have a hearing difficulty, 11% have a vision difficulty, 7% have ambulatory difficulty, and 19% have a self-care difficulty.

These statistics from the Commission on People with Disabilities are estimates based on self-disclosure. Therefore, the number of people with disabilities or access and functional needs could be larger.

Physical Geography and Climate

Montgomery County is located entirely within the Piedmont Plateau region of Maryland and is about 491.25 square miles in land size. The County shares a border with Frederick County; Howard County; Prince Georges County; Washington, D.C.; Fairfax County, VA; and Loudon County, VA.

The County is within the larger Chesapeake Bay watershed. This means all of the water that comes through, or is from here, goes to the Chesapeake Bay. There are two major watersheds within the County: the Potomac River watershed, which covers 88% of the County, and the Patuxent River watershed, which covers the other 12%. Montgomery County has over 1,500 miles of streams.

Montgomery County lies within the norther portion of the humid subtropical climate zone, which is characterized by hot, humid summers and cool winters. Annual precipitation throughout the county is an average of 43 inches. Average annual snowfall within the County ranges from about 22 inches in the northwestern portion of the County and about 17 inches in the Southeastern portion.

The elevation of Montgomery County ranges from 52 feet above sea-level near the District Line and Potomac River to about 850 feet above sea-level in the northern portion of the County near Damascus. As such, the National Weather Service has divided Montgomery County into two separate zones for watches, warnings, or advisories for longer duration weather hazards such as winter weather, floods, and wind

events. These two zones are Northwest Montgomery County and Central and Southeast Montgomery County, see Figure 1.

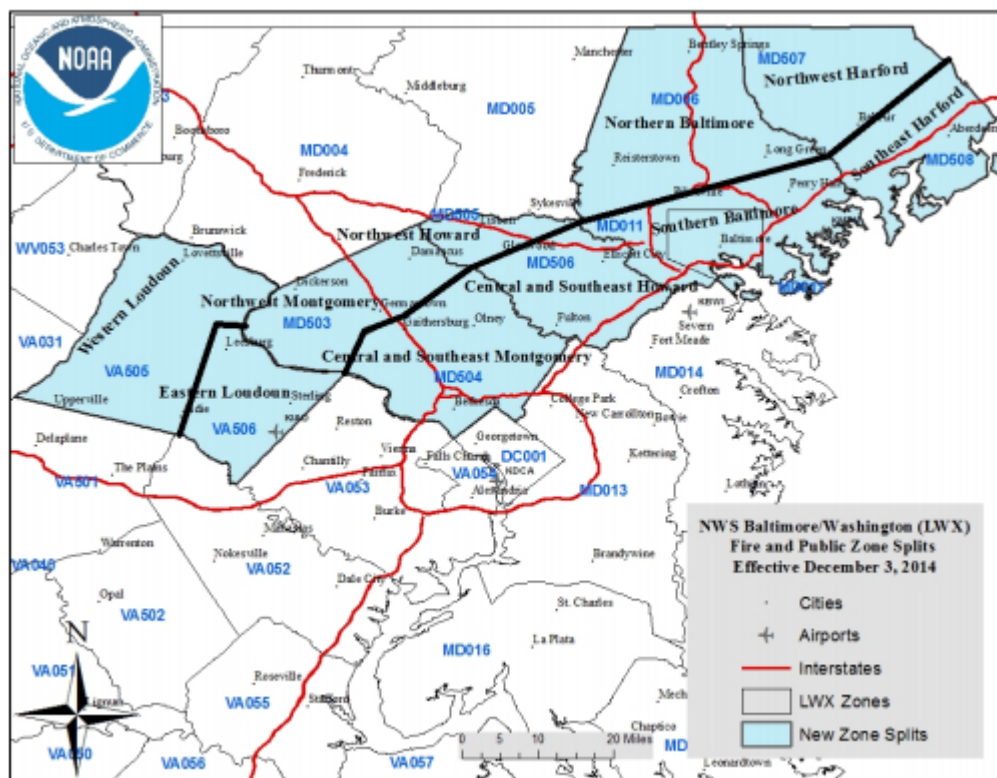
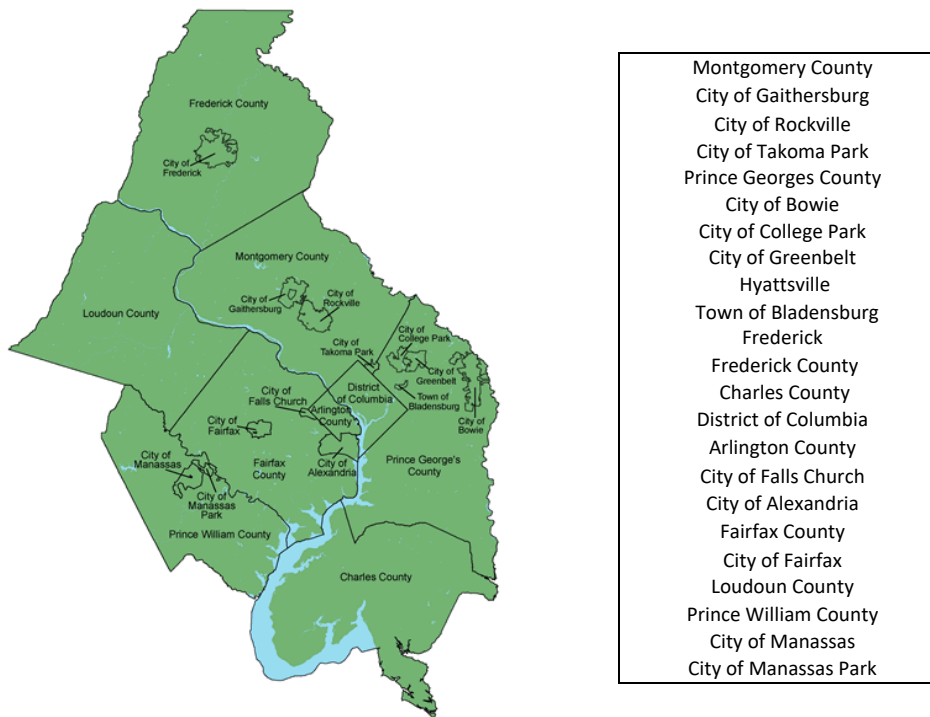


Figure 1. Revised WFO Baltimore/Washington (LWX) Fire and Public Zones, Effective December 3, 2014

The National Capital Region

Montgomery County is adjacent to Washington, D.C., and is one of 23 jurisdictions referred to as the National Capital Region (NCR) as defined by the Metropolitan Washington Council of Governments (MWCOC). The NCR is not an operational entity but provides a regional basis for collaboration, coordination, training, and exercises among the independent jurisdictions. Figure 2 depicts the jurisdictions that make up the NCR.



**Figure 2. The National Capital Region
As defined by the Metropolitan Washington Council of Governments**

Montgomery County Composition

The County Government is composed of the Executive and Legislative branches. The Executive Branch implements and enforces Montgomery County's laws and provides executive direction to the government. Its chief executive officer is the County Executive (CE). The Legislative Branch consists of the County Council and related agencies. Montgomery County is divided into five Council districts. The County Council includes nine members, with one elected to represent each of the five district and four members elected at-large.

There are 19 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. Rockville and Poolesville operate their own water treatment and distribution facilities.

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. Maryland is the fourth largest biotechnology cluster in the nation (according to *Genetic Engineering and Biotechnology News*, December 2011). 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 Hotels and Resorts, Robert Louis Johnson Companies (RLJ Cos), Choice Hotels, MedImmune, TV One, Hughes Network Systems, and GEICO are just a few of the large firms headquartered in Montgomery County.

Several federal government agencies are based in Montgomery County including U.S. 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 and the National Institute of Standards and Technology (NIST).

There are many transportation systems available in Montgomery County, including: The County's Ride On bus service, WMATA Metro bus service, WMATA Metro Rail service, the MARC Rail Service, Amtrak Rail Service, and various taxi services. The following Metro Stations are within Montgomery County: Bethesda, Forest Glen, Glenmont, Grosvenor-Strathmore, Medical Center, Rockville, Shady Grove, Silver Spring, Twinbrook, Wheaton, White Flint. The following MARC Rail Stations are in Montgomery County: Dickerson, Barnesville, Boyds, Germantown, Metropolitan Grove, Gaithersburg, Washington Grove, Rockville, Garrett Park, Kensington, and Silver Spring.

Montgomery County is home to several military installations including Adelphi Laboratory Center, Naval Surface Warfare Center, David Taylor Model Basin, National Naval Medical Center, Walter Reed National Medical Center, and Fort Detrick – Forest Glen Child, Youth, and School Services Annex.

Within Montgomery County there are six major hospitals: Washington Adventist, Shady Grove Adventist, Holy Cross Silver Spring, Holy Cross Germantown, Suburban, and MedStar Montgomery Medical Center.

The Montgomery County Public School district is the largest and most diverse school district in the State of Maryland. There are nearly 160,000 enrolled students.

Threat & Hazard Identification and Risk Assessment Summary

Montgomery County is vulnerable to various natural and technological hazards as detailed in the Montgomery County Threat & Hazard Identification and Risk Assessment (THIRA) 2017 (*see Table 1 below*). The scope and magnitude of these emergencies may

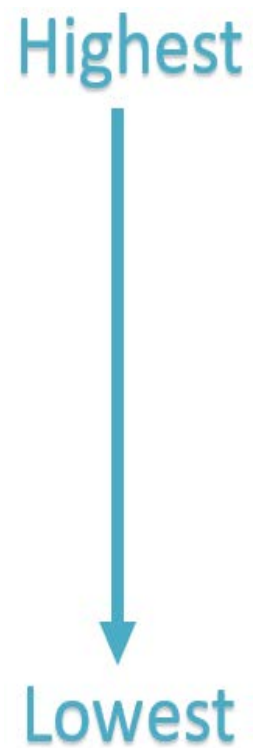


vary from minor impact requiring a minimum response to major impact requiring a significant response from a multitude of county departments and offices.

The Montgomery County THIRA 2017 identifies hazards that impact the county by evaluating the risk of a hazard. Risk is not just an assessment of probability, but rather it is defined by a combination of the following risk assessment categories: the likelihood of a hazard occurring in a given year; the level of impact a hazard would have when it occurs; the spatial extent of the impacts of a hazard; the warning lead times for a hazard event; and the duration of a hazard event. Montgomery County and its communities are vulnerable to a wide range of natural and technological hazards that threaten life and property. The hazards identified by the Montgomery County Emergency Management Group for inclusion in the Montgomery County THIRA 2017 are those determined to be of actual potential threat to Montgomery County and its municipalities and are consistent with the hazards identified by the State of Maryland and the Federal Emergency Management Agency (FEMA) for this part of the state and this region of the country. The following table lists those hazards identified by highest risk to the lowest risk based on the risk assessment categories. The hazards highlighted in yellow are addressed within Montgomery County Hazard Mitigation Plan 2013. The Hazard Mitigation Plan is a blueprint for coordinating and implementing the County's hazard mitigation policies, programs, and projects.

Table 1. Hazards facing Montgomery County Ranked by Highest to Lowest Risk

Hazards
Winter Storm
Cyber Attack / Malfunction
Improvised Nuclear Device / Nuclear Bomb / Radiological Dispersal Device
Utilities Infrastructure Attack / Failure
Extreme Heat
Thunderstorm
Flooding / Hurricane / Tropical Storm
Pandemic / Pandemic Influenza
Transportation Infrastructure Attack / Failure
Fire
Food / Water Contamination
Hazardous Materials
IED / Conventional Bomb
Impacts from Regional Incidents
Accidental Release of Communicable Diseases / Biological Attack
Radiofrequency / EMP (Solar / Nuclear) / Radiofrequency / EMP (Telecom Terrorism)
Armed Attack / Workplace Violence
Nuclear Reactor Incident
Dam Failure





III. Planning Assumptions

- Periodically, and on occasion without warning, disasters and emergencies will occur within the county requiring mobilization and reallocation of county resources.
- In the event of a disaster or emergency, the immediate response priority will be saving lives and protecting property and critical infrastructure.
- Montgomery County has the primary responsibility for emergency operations within its borders and will commit all available resources to save lives, minimize property damage, and carry out emergency response and short-term recovery operations utilizing local resources.
- The occurrence of one or more of the hazards outlined in the HIRA could result in a catastrophic situation that could overwhelm local and state resources and disrupt government functions.
- 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 advanced 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 (OEMHS). Outside assistance may be available through automatic mutual aid agreements with nearby jurisdictions, the Metropolitan Washington Council of Government (MWCOC) Mutual Aid Agreement (MAA), 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). 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 subject to their respective decision making process and priorities for committing resources for such purposes.
- 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. Residents with disabilities or access and functional needs are encouraged to develop personal preparedness plans which include communications with their personal support network and care providers, support for their disabilities or access and functional needs, and emergency



arrangements with their utility companies. Should residents with disabilities or access and functional needs become separated from their support network, they may require additional assistance. People with disabilities and others with access and functional needs will be integrated into all county emergency plans.

- 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 resentment or complaints from residents and communities regarding priorities used for the allocation of 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 (NIMS).
- Depending upon the scope and magnitude of the incident, concurrent implementation of the County Continuity of Operations (COOP) and Emergency Operations plans may be necessary.
- The Base Plan, the Emergency Support Functions, and all of the incorporated annexes comply with ADA Title II, Section 504. The departments and/or organizational leads identified throughout this plan shall perform their responsibilities in a manner compliant with ADA Title II, and Section 504.



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

A. Implementation of the Emergency Operations Plan (EOP) through the Emergency Management Group (EMG) and Activation of the Emergency Operations Center (EOC)

- The implementation of the EOP through the EMG and activation of the EOC will occur simultaneously. The level of EOC/EMG 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 EMG representatives during major emergencies.
- The Chief Administrative Officer (CAO) or his designee has the authority to order a full activation of the EOC/EMG for a declared State of Public Emergency, or whenever the CAO deems appropriate.
- The county EOC may be partially activated by the CAO or designee with selective EMG representatives from activated ESFs and staff from the Office of Emergency Management and Homeland Security (OEMHS) to provide an appropriate level of inter-agency coordination in preparation and monitoring of a significant or special event. They may also monitor an emerging incident in anticipation of the need for a full EOC activation. Staffing for a partial activation will be identified based on the needs of the incident.
- Any department/office head or incident commander (IC) may request through the OEMHS Director that select ESFs or the EOC be activated to support emergencies when resource requirements of their respective department or office to mitigate the incident exceed their available resources and automatic mutual aid arrangements.
- While emergencies fall under the jurisdiction of the County, the IC or their respective department or office head may request select ESFs and/or the EOC to be activated to provide additional resources beyond what is available through County department and automatic mutual aid for an emergency occurring within a municipal boundary. Municipal representatives may be included in ESF or EOC activations. Further, any municipal manager may request, through the OEMHS Director, that select ESFs be activated to monitor and support special events held within the municipal boundaries.



- The EMG representatives mobilized for EOC or ESF activations will be by senior level department, office, and organization representatives who have the authority to commit resources and coordinate support for emergencies and who are qualified, as defined by local, state, and federal guidelines and Montgomery County departmental and municipality standard operating guidelines (SOGs).
- All EMG department points-of-contact will be notified of the EOC/EMG activation through OEMHS. All activation announcements will be released through the Montgomery County Internal Alert System. The primary list of representatives is maintained and updated in that notification system. In turn, department points of contacts will be responsible for their respective internal notification processes of department or office heads, EMG representatives on call for activation, successive EMG representatives and on-duty operational officers for continuity of operations.
- Upon notification of an EOC activation, internal department policies and procedures will be implemented as necessary and the appropriate EMG representative(s) shall report to the EOC at the appointed time and be prepared to carry out their department/office roles and responsibilities as defined within the EOP.
- EMG representatives may staff four levels of EOC/EMG activations depending upon the nature and scope of the incident or potential incident, See Table 2. The EOC/EMG may also be activated or the EMG may be convened for a significant planned event in order to monitor events, provide situational awareness, and provide for an effective response if necessary. The OEMHS Director will designate the level of activation and will ensure appropriate notifications are completed.
- Departments and offices will provide appropriate EMG representation to the EOC based upon the level of activation. EMG representatives shall be prepared to staff the EOC until they are relieved by their departmental personnel or the EOC is deactivated.
- WebEOC will be used to monitor and coordinate all EOC/EMG activations. EMG representatives to the EOC are required to update WebEOC as appropriate to ensure a 'common operating picture' (COP) of Montgomery County response operations is maintained.



Table 2. Montgomery County EOC/EMG Activation Levels

EOC/EMG Activation Levels	Description
Normal Operations	Normal day-to-day operations of the County.
Enhanced Monitoring	One (1) or more ESFs providing situational awareness, coordination, and/or planning activities for a potential incident or special event.
Partial Activation	Four (4) or more ESFs providing significant situational awareness, coordination, and planning activities for a special event or any situation that poses an imminent threat to any part of the County.
Full Activation	Nine (9) or more ESFs providing situational awareness, coordination, and planning activities for a situation that requires extensive response, recovery, and/or resource coordination.

- Depending on the situation, other department, municipal, or related private or nonprofit 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 EMG representatives is required in the EOC 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 offices providing EMG representatives 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, office, 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, office, and organization to ensure the position is staffed as required for the duration of the emergency.
- EMG representatives must have the authority to make decisions; obtain and coordinate resource allocations and deployment; synthesize and provide



accurate information; and advise the CAO and County Executive, their respective department heads on the status and nature of the emergency; whether or not it may escalate or diminish; consequences of the incident, including projected and current damage assessment and continuity of government operations; programs in operation and resources deployed to support the Incident Commander (IC); current and projected resource requirements; protective actions for residents and responders; public information requirements and timing; project emergency event duration; and recommendations for emergency declarations.

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

B. Internal Emergency Notifications to County Departments, 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's 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 Montgomery County Internal Alert System and other communications capabilities as applicable.
- Each department and office will designate three (3) points-of-contact (POC) to OEMHS for the purpose of emergency notifications. The POCs will ensure that the information in the Montgomery County Internal Alert System for their staff is current.
- The Public Information Officer (PIO) will provide assistance to all departments 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 offices will develop, test, and maintain internal notification procedures and contact rosters as part of their Continuity of Operations (COOP) 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 county will take steps necessary to provide effective communication. Examples are listed in Table 3.
- 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” notification system provides the capability to distribute text and voice notifications and emergency alerts via electronic mail, cellular phone, landline, or pager to residents who subscribe to the system. This is a voluntary opt-in system and residents may be charged for text or voice cell phone alerts by their service carrier. This notification system is accessible to individuals with disabilities.
- Montgomery County has the capability to rapidly send recorded telephone messages to Yellow Page & White Page phone numbers within a specified geographic area via the Alert Montgomery notification system. This system includes TTY capability for providing information to residents with hearing disabilities. This system is operated by the Office of Emergency Management and Homeland Security. Department directors and the Disaster Manager may direct the use of this system to provide emergency information to residents.



- Montgomery County has the capability to send Wireless Emergency Alerts (WEA). WEA is a public safety system that allows customers who own certain wireless phones and other enabled mobile devices to receive geographically-targeted, text-like messages alerting them of imminent threats to safety in their area. The alerts from authenticated public safety officials are sent through FEMA's Integrated Public Alert and Warning System (IPAWS) to participating wireless carriers, which then push the alerts from cell towers to mobile devices in the affected area. Consumers do not need to sign up for this service. WEA allows government officials to send emergency alerts to all WEA-capable devices if their wireless carrier participates in the program. WEA Alerts are free.
- 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 (MWWOG) as a means of receiving and distributing information to government officials about incidents with regional implications for the NCR.
- Montgomery County, via the Department of Transportation or the State Highway Administration, 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. NOAA 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 (OPI) 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 will support the Public Information Officer (PIO) in developing the PSAs.
- Table 3 provides a summary of the warning systems that are used within the county.



Table 3. 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	<ul style="list-style-type: none"> County Executive CAO Director, OEMHS 	<ul style="list-style-type: none"> OEMHS
Wireless Emergency Alerts (WEA)	Countywide Wireless phone carriers	<ul style="list-style-type: none"> County Executive CAO Director, OEMHS 	<ul style="list-style-type: none"> OEMHS
News Media (If Stations are accommodating, we may also have the option to break into newscast. This is employed only at discretion of the program manager)	Metro Area	<ul style="list-style-type: none"> County Executive CAO MCPD Chief FRS Chief Director, Department of Health and Human Services Director, OEMHS 	<ul style="list-style-type: none"> Office of Public Information
Cable TV Channel 6 Emergency Message System	County Cable Providers	<ul style="list-style-type: none"> County Executive CAO MCPD Chief FRS Chief Director, OPI Director, OEMHS Director of DHHS 	<ul style="list-style-type: none"> OPI OEMHS
Alert Montgomery	Countywide Registered subscribers ONLY	<ul style="list-style-type: none"> County Executive CAO MCPD Chief FRS Chief Director, OPI Director, OEMHS 	<ul style="list-style-type: none"> OEMHS
Telephone voice alerts to White Page & Yellow Page data	Countywide or specific geographic areas can be targeted	<ul style="list-style-type: none"> County Executive CAO Department Directors 	<ul style="list-style-type: none"> Manager, OEMHS
Regional Incident Communication and Coordination System (RICCS)	National Capital Region Internal Communications system	<ul style="list-style-type: none"> County Executive CAO MCPD Chief FRS Chief Director, OPI Director, OEMHS 	<ul style="list-style-type: none"> Director, OPI Manager, OEMHS
NOAA Weather Radios		<ul style="list-style-type: none"> County Executive CAO 	<ul style="list-style-type: none"> National Weather Service MEMA OPI
Variable Message Signs	County	<ul style="list-style-type: none"> County Executive CAO MCPD Chief FRS Chief Director, OPI Director, OEMHS 	<ul style="list-style-type: none"> State Highway Administration DOT



Washington Area Warning Alert System (WAWAS)	National Capital Region	<ul style="list-style-type: none">• MCPD Chief• FRS Chief• Director, OEMHS	<ul style="list-style-type: none">• MCPD Chief• FRS Chief• Manager, OEMHS
National Warning Alert System (NAWAS)	Maryland	<ul style="list-style-type: none">• MCPD Chief• FRS Chief• Director, OEMHS	<ul style="list-style-type: none">• MCPD Chief• FRS Chief• Manager, OEMHS
County Website	County	<ul style="list-style-type: none">• County Executive• CAO• MCPD Chief• FRS Chief• Director, OEMHS• Director, OPI	<ul style="list-style-type: none">• Director, OPI
Loudspeakers	Local Neighborhoods	<ul style="list-style-type: none">• Incident Commander	<ul style="list-style-type: none">• Public Safety Personnel
Door-to-Door	Individuals	<ul style="list-style-type: none">• Incident Commander	<ul style="list-style-type: none">• Public Safety Personnel
Telephone	Individuals	<ul style="list-style-type: none">• Incident Commander	<ul style="list-style-type: none">• Public Safety Personnel
Radio	Metro Area	<ul style="list-style-type: none">• County Executive• CAO• MCPD Chief• FRS Chief• Director, Department of Health and Human Services• Director, OEMHS	<ul style="list-style-type: none">• Office of Public Information
Social Media	Social Media participants	<ul style="list-style-type: none">• County Executive• CAO• Department Directors• Department Chiefs• Department Managers	<ul style="list-style-type: none">• Department Social Media Managers

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 and principle spokesperson for the county during emergency events.
- Issues Declaration of Public Emergency and related orders as required.



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

B. Montgomery County Council

- Collectively the County Council may establish broad policy for the County Executive and senior staff but defers to the County Executive the implementation, operation and administration of such policies during an emergency.
- As necessary, approve the extension of a state of emergency beyond the originally declared three-day period.
- Consider and appropriate, either in the annual budget appropriation or by interim resolution, such sums as they may declare to be necessary or expedient for public defense in time of actual or impending war, insurrection, riot or other emergencies such as floods, fires, disasters or epidemics of disease, and for the defense of the county or the safeguarding of its people or property.
- In cooperation with the Council Administrator, maintains notification plans and COOP Plan for their Council Office.
- Collectively or individually provide emergency-related information to the public in coordination with the Office of Public Information.
- Collectively or individually disseminate timely information received from the public to the Emergency Management Group (EMG).



C. Chief Administrative Officer

- Serves as the Chair for the Montgomery County Emergency Management Group and performs the functions identified in Chapter 2 of the County Code.
- Orders activation of the EOC/EMG and notifies the County Executive of such actions.
- Appoints a Disaster Manager and delegates certain CAO powers to the Disaster Manager.
- Authorizes emergency procurement and delegates contracting authority as appropriate to Office of Procurement in the EOC to facilitate all necessary procurements essential to the emergency. Advises the County Executive throughout the disaster or emergency.
- Determines the boundaries of the disaster (limited, county-wide).
- Recommends Declaration of Public Emergency to the County Executive.
- Serves as liaison with the County Council and notifies Council of EOC activations.
- The CAO, Disaster Manager, or designee, authorizes issuance of public warnings over the Emergency Alert System, cable television, or other media networks.
- Ensures coordination with other jurisdictions and all municipalities located within Montgomery County.
- Develops long-range response and recovery strategies in coordination with the Disaster Manager, EOC Manager, and/or Senior Management Team in the EOC.
- Proposes emergency legislation, if needed.
- Organizes and directs the EMG through regularly constituted government using equipment, supplies, and facilities of existing departments and offices 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.
- 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

- Performs the roles and responsibilities of the CAO in his/her absence or as directed by the CAO regarding the EMG and emergency management activities.



- Assigned to the EOC during an emergency to provide oversight and management on behalf of the CAO.

E. Director, Office of Emergency Management and Homeland Security

- Serves as the Governor's duly appointed Emergency Management Director for Montgomery County.
- 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 facility.
- 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 the Office of Emergency Management and Homeland Security (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, the Federal Emergency Management Agency (FEMA), Maryland Emergency Management Agency (MEMA), and the Metropolitan Washington Council of Governments (MWCOG) on behalf of the Disaster Manager.
- Coordinates requests for state and federal assistance through the MEMA 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 departments, offices, municipalities, and other supporting agencies, and, when requested by MEMA, 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 that 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 for reimbursement or mitigation under a federal disaster declaration.

- Coordinates damage assessments with state and local offices.
- Provides training on the county's Incident Command System in accordance with National Incident Management System (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 Council (LEPC) that provides information relative to Hazardous Materials that reside and/or travel through the county.

F. County Departments and Offices

County department and office directors have responsibility to manage their departments and offices 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 tables provide a list of overall duties and assigned responsibilities for emergency operations in Montgomery County that may vary depending on type and scope of incident. The first table provides the primary, support, and cooperating agencies by ESF, followed by a list of roles and responsibilities by agency. Details on Emergency Support Function (ESF) roles and responsibilities can be found within the ESFs to this plan in section 2.



Table 4. Primary and Support, and Cooperating Agencies – Emergency Support Functions and Functional Annex

Montgomery County Departments and Offices

Community Use of Public Facilities

Primary Agency	Support Agency
	ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services
	ESF #14 Community Recovery
	ESF #16 Volunteers and Donations Management
Total: 0	Total: 3

County Attorney's Office

Primary Agency	Support Agency
	ESF #3 Solid Waste, Debris Management, and Storm Water Management
	ESF #5 Emergency Management
	ESF #8 Public Health and Medical Services
	ESF #10 Oil and Hazardous Materials Response
	ESF #12 Energy
	ESF #13 Public Safety and Security
	ESF #14 Community Recovery



	ESF #15 External Affairs
Total: 0	Total: 8

Department of Correction and Rehabilitation

Primary Agency	Support Agency
	ESF #5 Emergency Management
	ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services
	ESF #7 Resource Support and Logistics Management
	ESF #8 Public Health and Medical Services
	ESF #13 Public Safety and Security
	ESF #14 Community Recovery
Total: 0	Total: 6

Department of Environmental Protection

Primary Agency	Support Agency
ESF #3 Solid Waste, Debris Management, and Storm Water Management	ESF #1 Transportation
	ESF #4 Firefighting
	ESF #10 Oil and Hazardous Materials Response



	ESF #11 Agriculture and Natural Resources
	ESF #14 Community Recovery
	ESF #17 Damage Assessment
Total: 1	Total: 6

Department of Finance

Primary Agency	Support Agency
	ESF #1 Transportation
	ESF #5 Emergency Management
	ESF #7 Resource Support and Logistics Management
	ESF #14 Community Recovery
	ESF #17 Damage Assessment
Total: 0	Total: 5

Fire and Rescue Services

Primary Agency	Support Agency
ESF #4 Firefighting	ESF #2 Communications and Technology
ESF #9 Search and Rescue	ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services
ESF #10	ESF #8



Oil and Hazardous Materials Response	Public Health and Medical Services
	ESF #13 Public Safety and Security
	ESF #14 Community Recovery
	ESF #15 External Affairs
	ESF #17 Damage Assessment
Total: 3	Total: 7

Department of General Services

Primary Agency	Support Agency
ESF #7 Resource Support and Logistics Management	ESF #1 Transportation
ESF #12 Energy	ESF #2 Communications and Technology
	ESF #3 Solid Waste, Debris Management, and Storm Water Management
	ESF #4 Firefighting
	ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services
	ESF #8 Public Health and Medical Services
	ESF #10 Oil and Hazardous Materials Response
	ESF #14 Community Recovery



	ESF #17 Damage Assessment
Total: 2	Total: 9

Department of Health and Human Services

Primary Agency	Support Agency
ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services	ESF #3 Solid Waste, Debris Management, and Storm Water Management
ESF #8 Public Health and Medical Services	ESF #4 Firefighting
ESF #11 Agriculture and Natural Resources	ESF #14 Community Recovery
	ESF #15 External Affairs
	ESF #16 Volunteer and Donations Management
	ESF #17 Damage Assessment
Total: 3	Total: 6

Department of Housing and Community Affairs

Primary Agency	Support Agency
	ESF #14 Community Recovery
Total: 0	Total: 1



Department of Housing Opportunities Commission

Primary Agency	Support Agency
	ESF #14 Community Recovery
Total: 0	Total: 1

Intergovernmental Relations

Primary Agency	Support Agency
	ESF #14 Community Recovery
Total: 0	Total: 1

Department of Liquor Control

Primary Agency	Support Agency
	ESF #1 Transportation
	ESF #7 Resource Support and Logistics Management
	ESF #8 Public Health and Medical Services
Total: 0	Total: 3

Office of Agriculture

Primary Agency	Support Agency
	ESF #11 Agriculture and Natural Resources
Total: 0	Total: 1



Office of Consumer Protection

Primary Agency	Support Agency
	ESF #11 Agriculture and Natural Resources
Total: 0	Total: 1

Office of Emergency Management and Homeland Security

Primary Agency	Support Agency
ESF #5 Emergency Management	ESF #2 Communications and Technology
ESF #12 Energy	ESF #3 Solid Waste, Debris Management, and Storm Water Management
ESF #14 Community Recovery	ESF #4 Firefighting
ESF #16 Volunteer and Donations Management	ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services
ESF #17 Damage Assessment	ESF #7 Resource Management and Logistics Management
	ESF #8 Public Health and Medical Services
	ESF #9 Search and Rescue
	ESF #10 Oil and Hazardous Materials Response
	ESF #11 Agriculture and Natural Resources



	ESF #15 External Affairs
Total: 5	Total: 10

Office of Human Resources

Primary Agency	Support Agency
	ESF #5 Emergency Management
Total: 0	Total: 1

Department of Permitting Services

Primary Agency	Support Agency
ESF #17 Damage Assessment	ESF #3 Solid Waste, Debris Management, and Storm Water Management
	ESF #4 Firefighting
	ESF #5 Emergency Management
	ESF #8 Public Health and Medical Services
	ESF #14 Community Recovery
Total: 1	Total: 5

Office of Procurement

Primary Agency	Support Agency
	ESF #1 Transportation
	ESF #2



	Communications and Technology
	ESF #4 Firefighting
	ESF #7 Resource Management and Logistics Management
	ESF #8 Public Health and Medical Services
	ESF #14 Community Recovery
Total: 0	Total: 6

Montgomery County Police Department

Primary Agency	Support Agency
ESF #9 Search and Rescue	ESF #1 Transportation
ESF #13 Public Safety and Security	ESF #2 Communications and Technology
ESF #15 External Affairs	ESF #4 Firefighting
	ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services
	ESF #7 Resource Management and Logistics Management
	ESF #8 Public Health and Medical Services
	ESF #10 Oil and Hazardous Materials Response
	ESF #11 Agriculture and Natural Resources



	ESF #14 Community Recovery
	ESF #17 Damage Assessment
Total: 3	Total: 10

Office of Public Information

Primary Agency	Support Agency
ESF #15 External Affairs	
Total: 1	Total: 0

Public Libraries Department

Primary Agency	Support Agency
	ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services
	ESF #16 Volunteer and Donations Management
Total: 0	Total: 2

Recreation Department

Primary Agency	Support Agency
	ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services
	ESF #8 Public Health and Medical Services
Total: 0	Total: 2



Regional Service Centers

Primary Agency	Support Agency
	ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services
	ESF #8 Public Health and Medical Services
	ESF #14 Community Recovery
	ESF #16 Volunteer and Donations Management
Total: 0	Total: 4

Department of Technology Services

Primary Agency	Support Agency
ESF #2 Communications and Technology	ESF #5 Emergency Management
	ESF #14 Community Recovery
	ESF #17 Damage Assessment
Total: 1	Total: 3

Department of Transportation

Primary Agency	Support Agency
ESF #1 Transportation	ESF #2 Communications and Technology
	ESF #3



	Solid Waste, Debris Management, and Storm Water Management
	ESF #4 Firefighting
	ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services
	ESF #7 Resource Management and Logistics Management
	ESF #8 Public Health and Medical Services
	ESF #10 Oil and Hazardous Materials Response
	ESF #13 Public Safety and Security
	ESF #14 Community Recovery
	ESF #15 External Affairs
	ESF #17 Damage Assessment
Total: 1	Total: 11

Volunteer Center

Primary Agency	Support Agency
	ESF #14 Community Recovery
	ESF #16 Volunteer and Donations Management
Total: 0	Total: 2



Zoning and Administrative Hearing

Primary Agency	Support Agency
	ESF #17 Damage Assessment
Total: 0	Total: 1

Cooperating Municipalities and Organizations

Chevy Chase Village

Cooperating Organization	ESF #1 – Transportation
	ESF #3 – Solid Waste, Debris Management, and Storm Water Management
	ESF #13 – Public Safety and Security
	ESF #14 – Community Recovery
	ESF #17 – Damage Assessment
Total:	5

City of Gaithersburg

Cooperating Organization	ESF #1 – Transportation
	ESF #3 – Solid Waste, Debris Management, and Storm Water Management
	ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services
	ESF #13 – Public Safety and Security
	ESF #14 – Community Recovery
	ESF #17 – Damage Assessment
Total:	6

Town of Poolesville

Cooperating Organization	ESF #1 – Transportation
	ESF #3 – Solid Waste, Debris Management, and Storm Water Management



	ESF #14 – Community Recovery
	ESF #17 – Damage Assessment
Total:	4

City of Rockville

Cooperating Organization	ESF #1 – Transportation
	ESF #3 – Solid Waste, Debris Management, and Storm Water Management
	ESF #13 – Public Safety and Security
	ESF #14 – Community Recovery
	ESF #17 – Damage Assessment
Total:	5

City of Takoma Park

Cooperating Organization	ESF #1 – Transportation
	ESF #3 – Solid Waste, Debris Management, and Storm Water Management
	ESF #13 – Public Safety and Security
	ESF #14 – Community Recovery
	ESF #17 – Damage Assessment
Total:	5

American Red Cross in the National Capital Region (ARC)

Cooperating Organization	ESF #4 – Firefighting
	ESF #6 – Mass Care
	ESF #8 – Public Health and Medical Services
	ESF #16 – Volunteer and Donations Management
	EF #17 – Damage Assessment
Total:	5



First Energy/Potomac Edison

Cooperating Organization	ESF #1 – Transportation
	ESF #12 – Energy
	ESF #17 – Damage Assessment
Total:	3

Baltimore Gas and Electric

Cooperating Organization	ESF #1 – Transportation
	ESF #12 – Energy
	ESF #17 – Damage Assessment
Total:	3

Civil Air Patrol

Cooperating Organization	ESF #17 – Damage Assessment
Total:	1

DC Water and Sewer Authority

Cooperating Organization	ESF #3 – Solid Waste, Debris Management, and Storm Water Management
	ESF #17 – Damage Assessment
Total:	2

Potomac Electric Power Company

Cooperating Organization	ESF #1 – Transportation
	ESF #12 – Energy
	ESF #17 – Damage Assessment
Total:	3



Maryland National Capital Park and Planning Commission

Cooperating Organization	ESF #3 – Solid Waste, Debris Management, and Storm Water Management
	ESF #13 – Public Safety and Security
	ESF #14 – Community Recovery
	ESF #17 – Damage Assessment
Total:	4

Montgomery College

Cooperating Organization	ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services
	ESF #8 – Public Health and Medical Services
	ESF #17 – Damage Assessment
Total:	3

Montgomery County Auxiliary Communications Service

Cooperating Organization	ESF #2 – Communications and Technology
Total:	1

Montgomery County Public Schools

Cooperating Organization	ESF #1 – Transportation
	ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services
	ESF #7 – Resource Support and Logistics Management
	ESF #8 – Public Health and Medical Services
	ESF #17 – Damage Assessment
Total:	5

Montgomery County Sheriff's Office

Cooperating Organization	ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services
	ESF #8 – Public Health and Medical Services



	ESF #13 – Public Safety and Security
	ESF #14 – Community Recovery
Total:	4

Washington Suburban Sanitary Commission

Cooperating Organization	ESF #3 – Solid Waste, Debris Management, and Storm Water Management
	ESF #17 – Damage Assessment
Total:	2

Washington Metropolitan Area Transit Authority

Cooperating Organization	ESF #1 – Transportation
Total:	1

Washington Gas

	ESF #12 – Energy
	ESF #17 – Damage Assessment
Total:	4

State Agencies

Maryland State Police

Cooperating Organization	ESF #13 – Public Safety and Security
Total:	1



Roles and Responsibilities

**Table 5. Roles and Responsibilities During Emergency Operations
by County Departments and Offices**

Agency	Roles and Responsibilities
All Agencies	<u>Preparedness</u> <ul style="list-style-type: none">• Develop and maintain internal and external notification rosters and contact lists.• Participate in all-hazards planning, training, and exercises.• Develop and maintain internal departmental plans and procedures.• Develop and maintain supporting plans and procedures in coordination with other County offices and departments.• Train department staff for emergency assignments including the provision of functional needs support services.• Develop and maintain a department-specific continuity of operations plan in accordance with County guidelines and standards.• Participate in all WebEOC trainings, drills and exercises.• Develop and maintain inventory of departmental resources available to support emergency operations.• Train staff with response and recovery responsibilities in the requirements of Chapter 7 under Title II of the American Disabilities Act (ADA).• Train all staff with recovery responsibilities on the contents of the Pre-Disaster Recovery Plan.• Coordinate and share information with other County departments and offices.
	<u>Response</u> <ul style="list-style-type: none">• Ensure office or department provides adequate staff to support the EOC.• Update the WebEOC position log and monitor throughout the incident.• Update the WebEOC Situation Report board.• Monitor and respond appropriately to tasks assigned through WebEOC.
	<u>Recovery</u> <ul style="list-style-type: none">• Participate in the incident after action review, conducted by OEMHS or the Primary Agency.
	<u>Mitigation</u> <ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.
Community Use of Public Facilities	<ul style="list-style-type: none">- Provide available staff, resources, and facilities to support emergency operations.
County Attorney's Office	<ul style="list-style-type: none">- 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 Correction and Rehabilitation Services	<ul style="list-style-type: none">- 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	<ul style="list-style-type: none">- Provide hazardous materials technical advice and assistance to the Fire



Environmental Protection	<p>and Rescue Services (FRS) and provide support to hazardous materials response by providing limited detection, monitoring, and sampling and analysis operations.</p> <ul style="list-style-type: none"> - Assist with surveying the damage to public water systems, waste disposal systems, and dams. - Coordinate with the Department of Permitting Services, to survey the damage to other public facilities that are government owned or operated. - Coordinate Debris Management, Solid Waste, and Storm Water Management activities.
Department of Finance	<ul style="list-style-type: none"> - Provide assistance and/or financial advice to Montgomery County departments and offices for the tracking of expenses directly related to the disaster, provide advice on strategies to manage risk, and provide guidance in the preparation and review of federal reimbursement forms, financial reports, and applications.
Office of Procurement	<ul style="list-style-type: none"> - Acquire/Procure resources in support of response and recovery operations - Provide available staff, resources, and facilities to support emergency operations
Fire and Rescue Services	<ul style="list-style-type: none"> - Develop and maintain resources for emergency response to all situations including but not limited to: hazardous material, water rescue, structural/trench collapse, confined space, and rope rescue. - Manage hazardous material incident clean-up operations including coordinating the county's efforts in decontaminating public and private properties and the environment.
Department of General Services	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - Provide human services such as temporary housing and mental health assistance to individuals and families impacted by disasters. - Provide coordination with the state on public health services such as epidemiology, infection control, and mass dispensing of drugs and vaccinations specific to an outbreak or attack.
Department of Housing and Community Affairs	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - Provide available staff, resources, and facilities to support emergency operations
Intergovernmental Relations	<ul style="list-style-type: none"> - Provide available staff, resources, and facilities to support emergency operations and manage recovery operations. - Provide assistance in communicating with state and federal elected officials and coordinate any state and elected officials' statements with the those of the County Executive or the Maryland State Governor as needed.
Department of Liquor Control	<ul style="list-style-type: none"> - 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



	<p>food and water storage areas, and reception areas.</p> <ul style="list-style-type: none"> - Provide assistance, if needed, for providing large scale cold storage for victims as a temporary morgue until such time that the Medical Examiner or Disaster Mortuary Operational Response Team (DMORT) teams take possession of the victims.
Management and Budget Office	<ul style="list-style-type: none"> - Provide available staff, resources, and facilities to support emergency operations. - Coordinate with county departments and offices 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 Agriculture	<ul style="list-style-type: none"> - Provide available staff, resources, and facilities to support emergency operations - Provide disaster funds for commercial farmers, if those funds are available from FEMA.
Office of Consumer Protection	<ul style="list-style-type: none"> - Provide consumer affairs services during response and recovery operations.
Office of Emergency Management and Homeland Security	<ul style="list-style-type: none"> - Coordinate the county response and recovery operations during an emergency. - Manage the EOC and implement the EOP. - 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 departments/offices, and cooperating organizations to perform identified roles and responsibilities. - Coordinate emergency management mutual aid agreements dealing with adjacent jurisdictions and non-government organizations.
Office of Human Resources	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - Provide available staff, resources, and facilities to support emergency operations. - Co-coordinate damage assessment operations with the Office of Emergency Management and Homeland Security in support of emergency operations. - Coordinate inspections in support of emergency operations.
Montgomery County Police Department	<ul style="list-style-type: none"> - Provide law enforcement services such as traffic management, crowd control, evacuation coordination, investigations, site security, and scene management. - Coordination pet sheltering through the Animal Services Division.
Office of Public Information	<ul style="list-style-type: none"> - Serve as the "single voice" of county government for the coordinated release of information – via spokespeople, electronic and print communications, and designated subject matter experts – to county employees, the public and the media during emergencies.



Public Libraries Department	<ul style="list-style-type: none"> - Provide facility space to assist the Office of Emergency Management and Homeland Security 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	<ul style="list-style-type: none"> - Provide professional staff to organize and supervise recreational activities in shelters. - Provide community recreation and senior centers for shelters as needed.
Regional Services Centers	<ul style="list-style-type: none"> - Make the Regional Service Center (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. - Provide support to the Donations Management Coordinator (DMC) in the management of volunteers and distribution of donated goods and services.
Department of Technology Services	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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 (MDOT), Washington Metropolitan Area Transit Authority (WMATA), and Metropolitan Washington Airports Authority (MWAA) and other regional transportation organizations.
Volunteer Center	<ul style="list-style-type: none"> - Coordinate with the nonprofit community by gathering information on status and needs, and provide updates to the nonprofit community in coordination with ESF #15. - Communicate needs to potential volunteers through existing volunteer databases or contact lists. - Provide available staff, resources, and facilities to support emergency operations.
Zoning and Administrative Hearing	<ul style="list-style-type: none"> - Provide support to damage assessment operations.



**Table 6. Roles and Responsibilities During Emergency Operations
by Cooperating Municipalities and Organizations**

Agency	Roles and Responsibilities
The Village Manager, Chevy Chase Village	<ul style="list-style-type: none"> - Provide available staff, resources, and facilities to support emergency operations. - Coordinate damage assessment operations with Department of Permitting Services (DPS)/Office of Emergency Management and Homeland Security (OEMHS) or the Planning Group if the EOC is activated. - Provide damage assessment reports to DPS/OEMHS 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	<ul style="list-style-type: none"> - Provide available staff, resources, and facilities to support emergency operations. - Coordinate damage assessment operations with DPS/OEMHS or the Planning Group if the EOC is activated. - Provide damage assessment reports to DPS/OEMHS 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	<ul style="list-style-type: none"> - Provide available staff, resources, and facilities to support emergency operations. - Coordinate its damage assessment operations with DPS/OEMHS 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.



	<ul style="list-style-type: none">- Provide damage assessment reports to DPS/OEMHS or the Planning Group if the EOC is activated, as requested.- 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	<ul style="list-style-type: none">- Provide available staff, resources, and facilities to support emergency operations.- Coordinate damage assessment operations with DPS/OEMHS or the Planning Group if the EOC is activated.- Provide damage assessment reports to DPS/OEMHS 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	<ul style="list-style-type: none">- Provide available staff, resources, and facilities to support emergency operations.- Coordinate damage assessment operations with DPS/OEMHS or the Planning Group if the EOC is activated.- Provide damage assessment reports to DPS/OEMHS 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



	<p>in an emergency or disaster within the county.</p> <ul style="list-style-type: none"> - Make available equipment, facilities, vehicles, and available personnel for mass care, feeding, and logistical support during an emergency.
American Red Cross in the National Capital Region (ARC)	<ul style="list-style-type: none"> - 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) - 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 departments 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)	<ul style="list-style-type: none"> - Provide information to the EOC on the status of electrical power service and facilities via the Internet. - Restore electrical service with consideration to county priorities.
Constellation Energy Services	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - Provide air support resources to support response and recovery operations. - Assist in conducting aerial damage assessments.
DC Water and Sewer Authority (DC WASA)	<ul style="list-style-type: none"> - Ensure continuous wastewater collection services. - Emergency mitigation and damage assessment on the wastewater collection and treatment infrastructure.
First Energy/Potomac Edison	<ul style="list-style-type: none"> - 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.
Potomac Electric Power Company (PEPCO)	<ul style="list-style-type: none"> - 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 (M-NCPPC)	<ul style="list-style-type: none"> - Provide public works services as requested in support of emergency operations. - Provide available staff, resources, and facilities to support emergency operations.
Montgomery College	<ul style="list-style-type: none"> - 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)	<ul style="list-style-type: none"> - This includes: Amateur Radio Emergency Service (ARES) and other affiliated volunteer communications organizations. - Provide supplementary communications and dispatch radio operators and technical support personnel to the EOC as well as to designated field 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 departments and non-county agencies, as requested. - Provide flood watch reports for lowland flooding and for bridge/road



	<p>closings/conditions, field reports about weather, flooding, damage, road, or bridge closings, and other situations.</p> <ul style="list-style-type: none"> - Assist with Rapid Assessment or “windshield surveys” as described in the Damage Assessment ESF.
Montgomery County Public Schools (MCPS)	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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 (WSSC)	<ul style="list-style-type: none"> - 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 and/or the Office of Emergency Management and Homeland Security. - Ensure the continued supply of potable water and provide for emergency water supply and assist with distribution.
Washington Metropolitan Area Transit Authority (WMATA)	<ul style="list-style-type: none"> - 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, Metro bus, and Metro Access systems. - Provide transportation support as needed for evacuations.
Washington Metropolitan Area Transit Police	<ul style="list-style-type: none"> - Coordinate law enforcement and security issues with the Montgomery County Police and other law enforcement authorities.
Washington Gas	<ul style="list-style-type: none"> - 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.

**Table 7. Roles and Responsibilities During Emergency Operations
by State Agencies**

Agency	Roles and Responsibilities
Maryland Emergency Management Agency	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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 Strategic National Stockpile (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)	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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 (MCAP). - 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.
Maryland Department of Disabilities	<ul style="list-style-type: none"> - Provides subject matter expertise pertaining to people with disabilities and others with access and functional needs. - Technical assistance and support for assistive technology.



(MDOD)	<ul style="list-style-type: none"> - Inventory of AT available for temporary loan during mass care/sheltering activities. - Assist public information/media officers, as requested, to remediate documents and social media for accessibility.
Other State Departments and Agencies	<ul style="list-style-type: none"> - 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.

Table 8. Roles and Responsibilities During Emergency Operations by Regional Entities

Agency	Roles and Responsibilities
Metropolitan Washington Council of Governments (MWCOC)	<ul style="list-style-type: none"> - 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 23 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. <ul style="list-style-type: none"> o The NCR is not an operational entity. However, the MWCOG champions emergency planning, training, and exercises among the NCR jurisdictions. - MWCOG includes Human Services and Public Safety Policy Committee and a 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 offices are assigned responsibilities within the RECP primarily to provide information to the lead RESF in the event the RECP is activated.

**Table 9. Roles and Responsibilities During Emergency Operations
by Federal Partners**

Agency	Roles and Responsibilities
U.S. Department of Homeland Security (DHS)	The Homeland Security Act of 2002 established the U.S. 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. The Office of Disability Integration and Coordination offers guidance, tools, methods and strategies to integrate and coordinate emergency management inclusive of individuals with access and



	functional needs. 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.
U.S. Department of Defense (DoD)	The U.S. 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 Chief Administrative Officer (CAO), or designee, may direct county departments and offices to respond to emergencies or disasters as outlined in the Emergency Operations Plan (EOP). This action may take place with or without a formal declaration of emergency. The expectation is that local resources will be used and exhausted first to mitigate the incident. Many emergencies are resolved in this manner and no reimbursement of costs are requested. The CAO, or designee, may re-direct and deploy county resources and assets as necessary to prepare for, adequately respond to, and quickly recover from emergency incidents.

For significant events in Montgomery County or a neighboring jurisdiction, the EMG may be convened for a meeting, a conference call, and/or an Emergency Operations Center (EOC) activation to monitor the situation, to coordinate activities among the departments and offices, and to ensure that the EMG 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 offices 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 offices 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, offices, 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.
- The Office of Emergency Management and Homeland Security (OEMHS) will notify county departments, offices, municipalities, and cooperating organizations of the date and time for such emergency declarations and its termination.
- A local emergency declaration and any order issued under it, takes effect immediately at the date and time of the declaration. 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 three days unless during that period the County Council approves its continuation. If the Council is not able to meet during the three-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. The table below presents the three major categories of disaster aid available under a Major Disaster Declaration.



Table 10. Types of Federal Disaster Assistance

Type of Assistance	Description
Individual Assistance	<p>Aid provided to individuals and households in the following forms:</p> <ul style="list-style-type: none">• 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.
Public Assistance	<p>Aid provided 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.</p>
Hazard Mitigation	<p>Funding for measures designed to reduce future losses to public and private property.</p>

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 SBA 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 U.S. Environmental Protection Agency, U.S. Coast Guard, or the U.S. 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 county's health officer may declare a public health emergency in concert with State Health Officer and County Executive. Declaration of public health emergencies requires coordination with the County Executive to utilize resources of the County Department Health and Human Services and other County departments.
- The local emergency declaration may be based upon reports of an actual event or on the forecast or prediction of emergency conditions. OEMHS 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 OEMHS Director will immediately notify the Maryland Emergency Management Agency (MEMA).
- 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 CE, CAO, 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 onsite 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. 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 offices 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 (NIMS), identifies authorities for emergency response, defines command and control structures and lines of authority, describes the roles and organization of the Emergency Operations Center (EOC), and outlines how emergency operations will be conducted under the Emergency Operations Plan (EOP).

Montgomery County has the responsibility to respond to protect lives and property and to assist in recovering from the emergency. The county will use a whole community approach by being 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 anticipated to be exceeded, the county will request assistance from other jurisdictions as well as other state and federal resources.

Montgomery County has adopted the federally-mandated 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, ESFs, and annexes as appropriate.

Montgomery County follows Chapter 7 under Title II of the Americans with Disabilities Act and FEMA's *Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters* as a best practice.

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

- 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, or designee, 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 the Director of the Office of Emergency Management & Homeland Security

- As the Governor's duly appointed Emergency Management Director and in concert with delegation from the CAO and Chapter 2 of the County Code, the Director of OEMHS has the authority to coordinate response and recovery operations for a disaster.



Authority of On-Scene Incident Commanders

- The CAO 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 (IC) and establish standard operating procedures (SOP) to guide management of emergency operations. Upon arrival at an emergency, the senior fire, police, health, environmental, or emergency management 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 department response may evolve into an operation requiring a multi-department and multi-agency response to meet actual or expected needs and it is the responsibility of the IC to request such support in a timely manner.

Authority of County Department and Office Directors

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

C. Overview of Emergency Operations

Incident Command System

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 (ICS) 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. Figure 3 below depicts the standard ICS organization for field operations.



Figure 3. Incident Command System Structure for Field Operations

Once an emergency or disaster has occurred or is imminent the responding department or office 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.

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, Fire and Rescue Services will respond and establish on-scene command. The IC may request assistance from other departments such as the Police Department 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 the need for mutual aid assistance;
- Restricting movement of traffic/people and unnecessary access to affected areas;



- As necessary, establishing a Unified Command (UC); and
- Developing and implementing Incident Action Plans (IAP).

Unified Command

The IC, as necessary, may request additional resources through established mutual aid agreements with neighboring jurisdictions. For incidents when there is more than one department with incident jurisdiction or when the incident crosses political jurisdictions a UC will be established. Departments work together through the designated members of the UC to establish common objectives and strategies under a single 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.

Area Command

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.

All-Hazards Incident Management Team

An all-hazards Incident Management Team (IMT) is a comprehensive resource that augments incident operations by providing infrastructure support, surge, or when requested is capable of transitioning to take over on-scene command and control functions as designated by the National Incident Management System (NIMS). The purpose of the Incident Management Team is to aid and augment the management of incidents of significant size and scope that overwhelm the abilities of local emergency services by strengthening command, control and communications, whenever an IMT is requested.

- A Type 1 IMT is a self-contained, all-hazard team recognized at the National and State level. A Type 1 IMT is deployed as a team of 35-50 to manage incidents of national significance and other incidents requiring



many local, regional, state, national, and Federal resources over multiple operational periods.

- A Type 2 IMT is a self-contained, all-hazard team recognized at the National and State level that is deployed as a team of 20-35 to manage incidents of regional significance and other incidents requiring many local, regional, state, and national resources.
- A Type 3 IMT is a multi-agency/multi-jurisdictional team used for extended incidents. It is formed and managed at the local, state or tribal level and includes a designated team of trained personnel from different departments, organizations, agencies and jurisdictions.
- A Local IMT is a single and/or multi-agency team for expanded incidents typically formed and managed at the city or county level or by a pre-determined regional entity. The Local IMT may be dispatched to manage or help manage incidents requiring a significant number of local and mutual aid resources.

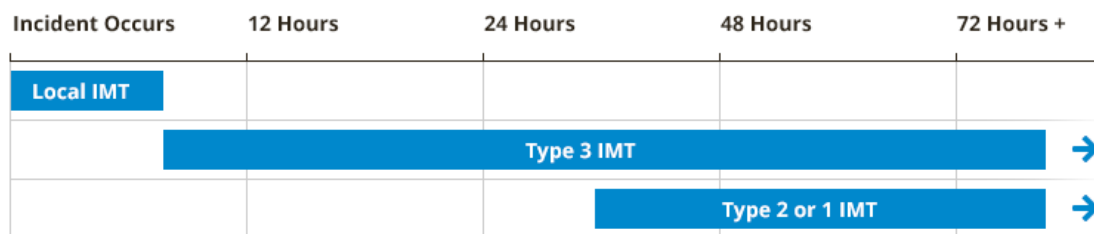


Figure 4. Incident Management Team Typical Timeframe for Response and Operations

A local IMT could plan and manage large scale preplanned incidents such as international golf tournaments, major fireworks displays, county blizzard operations, the County Fair, etc. It could also manage large scale spontaneous incidents such as major law enforcement incidents (Beltway Sniper Investigation) and major fire/rescue incidents (2011 wildfire in Boyds and 2016 Arliss Street explosion). These preplanned and spontaneous incidents involved using county resources to an extent far beyond normal day to day operations. Many of them require a multiagency response by the county; therefore, a multidisciplinary IMT could facilitate the management of these occurrences.

Upon arrival, the IMT's Incident Commander (IC) meets with the local IC and the County Executive to determine what they expect from the IMT, and to obtain any necessary delegation of authority. The incoming IC then briefs the rest of the incoming IMT about their role. The IMT integrates as requested into the current Incident Command System (ICS) structure. The IMT generally sets the objectives, priorities and tactical goals for inside of the incident footprint. Whereas the Emergency Management Function or EOC coordinates and



supports the needs of the on-scene Incident Commander while focusing on the greater overarching impact of the emergency on the community.

The interface between the Incident Management Team and the Emergency Management Function can be a critical component to managing a large-scale incident that spans an extended period. This interaction occurs seamlessly when an emergency management liaison is sent on-scene to work with the Incident Management Team (IMT) and a IMT liaison is sent to work in the EOC.

Montgomery County will utilize any type of IMT deemed necessary to provide the necessary support and coordination as dictated by the size and scale of the emergency incident.

Multiagency Coordination System

The Multiagency Coordination System (MACS) is a process that allows all levels of government and all disciplines to work together more efficiently and effectively. Multiagency coordination occurs across the different disciplines involved in incident management, across jurisdictional lines, or across levels of government. MAC Systems may be put in motion regardless of the location, personnel titles, organizational structure, or when activated.

The primary function of a Multiagency Coordination System (MACS) is to coordinate activities supporting or related to an incident. The most common functions of the MACS are to provide:

- Overall Situational Assessment
- Incident Prioritization
- Critical resource acquisition and allocation
- Policy support
- Coordination with Elected, Appointed and Senior Officials (Senior Policy Group)
- Information management and Common Operating Picture

The two most commonly used elements of MACS are Emergency Operations Centers (EOCs) and Multiagency Coordination (MAC) Groups. EOCs are the entity from which the coordination of information and resources to support incident management at the Incident Command Post (on-scene or field level activities) occurs. MACS coordination is a responsibility of the Disaster Manager.

Multiagency Coordination (MAC) Groups

MAC Groups are policy setting entities typically comprised of department and office directors, administrators, executives, or their designees who are authorized to represent or commit department resources and funds. In Montgomery County, in a full EOC/EMG activation the **Senior Management**



Team (defined in Section D) functions as the MAC Group. For partial (or lower) activations of the EOC/EMG, a MAC group may be established and comprised of activated ESF Primary Agency Directors, the County Executive or designee, and additional partners as requested by the Disaster Manager.

Emergency Management Function

The Emergency Management Function does not exist to direct partners how to carry out their operations; but rather, it exists to ensure that their activities are in line with the incident priorities and that these activities are coordinated with the missions of other partners. The Emergency Management Function is enhanced coordination, communications, information sharing, and resource support provided to Incident Command or the Incident Management Team by the Emergency Management Group based on the needs and requests of the IC or IMT. The Emergency Management Function is scalable dependent upon the needs and footprint of the incident.

The core missions of the Emergency Management Function are to Supporting any established IC; Coordinate ESFs; Triage resource requests and make decisions for allocation of scarce resources; and Promoting situational awareness with departments and elected officials.

There are many different tools that the Emergency Management Function could use to provide enhanced support to incident command, such as but not limited to: on-scene liaisons, situation reports, WebEOC, conference calls, and the Emergency Operations Center. These tools can be used individually or in a combination to support the needs and requests of the IC or IMT. For instance, an incident may only need support from the Emergency Management Function by having coordinated conference calls for information sharing; whereas another incident may require support by means of an EOC activation, conference calls, a WebEOC incident, and situation reports.

Coordination, logistical support, and resource management on scene by the Emergency Management Function can be beneficial as it allows for direct communications and interface between the Emergency Management Function and the Incident Command function.

The Emergency Management Function exists to serve the needs of the IC or IMT, see Figure 5. The level of support provided by the Emergency Management Function will be determined by the Disaster Manager in concert with the

needs/requests of Incident Command and in consultation with the County Executive, CAO, and/or other Department Directors as appropriate.

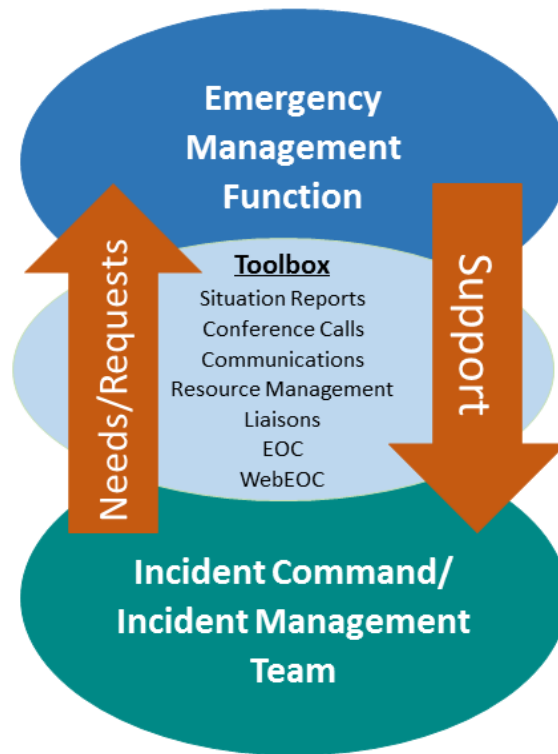


Figure 5. Emergency Management/Incident Command Interface

Montgomery County organizes the various departments, offices, and cooperating organizations into 17 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, 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 17 ESFs and the primary agencies are shown in Table 11.



Table 11. Montgomery County Emergency Support Functions

ESF #	Title	Primary Agency(ies)
1	Transportation	Department of Transportation
2	Communications and Technology	Department of Technology Services
3	Solid Waste, Debris Management, and Storm Water Management	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	Resource Support and Logistics Management	Department of General Services
8	Public Health and Medical Services	Department of Health and Human Services
9	Search and Rescue	Fire and Rescue Services; Montgomery County Police Department
10	Oil and Hazardous Materials Response	Fire and Rescue Services
11	Agriculture and Natural Resources	Department of Health and Human Services
12	Energy	Office of Emergency Management and Homeland Security; Department of General Services
13	Public Safety and Security	Montgomery County Police Department
14	Community Recovery	Office of Emergency Management and Homeland Security
15	External Affairs	Office of Public Information; Montgomery County Police Department
16	Volunteer and Donations Management	Office of Emergency Management and Homeland Security
17	Damage Assessment	Office of Emergency Management and Homeland Security; Department of Permitting Services

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 ESF to the EOP as well as supporting operating procedures. The ESF will be developed in accordance with Office of Emergency Management and Homeland Security (OEMHS) guidelines.



More detailed information on each of the ESFs is provided in the corresponding emergency support functions.

Additional information on primary and support agency and cooperating organization responsibilities for functional annexes can be found in Section 3 of this plan.

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

D. 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 mobilization of the Emergency Management Group (EMG) in the activated EOC. The CAO or his designee has the authority to order a full activation of the EOC for a declared State of Emergency. Many of the departments represented in the EMG will have procedures for coordinating their department's response, such as a department operations center (DOC). These DOCs are typically off-site and they are designed to provide support to the IC and to coordinate not only resources, assessment and information regarding the department's emergency operations but also for continuity of its operations serving the public. In these circumstances, the EMG representative at the EOC serves as a department liaison for the DOC. DOCs will coordinate their activities with the EOC and will provide regular status updates on emergency operations, assessments and resource requirements through their department's representative.

Departments that do not have an EMG 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. During emergencies, DOC functions include managing department resources, managing administrative functions relevant to the incident, coordinating exchange of equipment, enhancing department continuity of operations, and determining current and projected resource needs, and planning for demobilization and restoration.

If a further expansion of EMG representatives is required due to evolving operations and escalating complexity of the emergency incident, 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 CAO and CE.



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 EMG representatives mobilized in the EOC coordinate 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 Area Command(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 operations resource requests.

The EOC will establish operational periods as a basis for the incident action planning process in support of the IC. Typically, during 24-hour operations the operational periods are 0700 to 1900 and 1900 to 0700. 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 ESFs 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 NCR 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; and
- Coordinate the development and dissemination of emergency information to the residents of the County.

The EOC/EMG organization structure is depicted in Figure 6 on the next page.

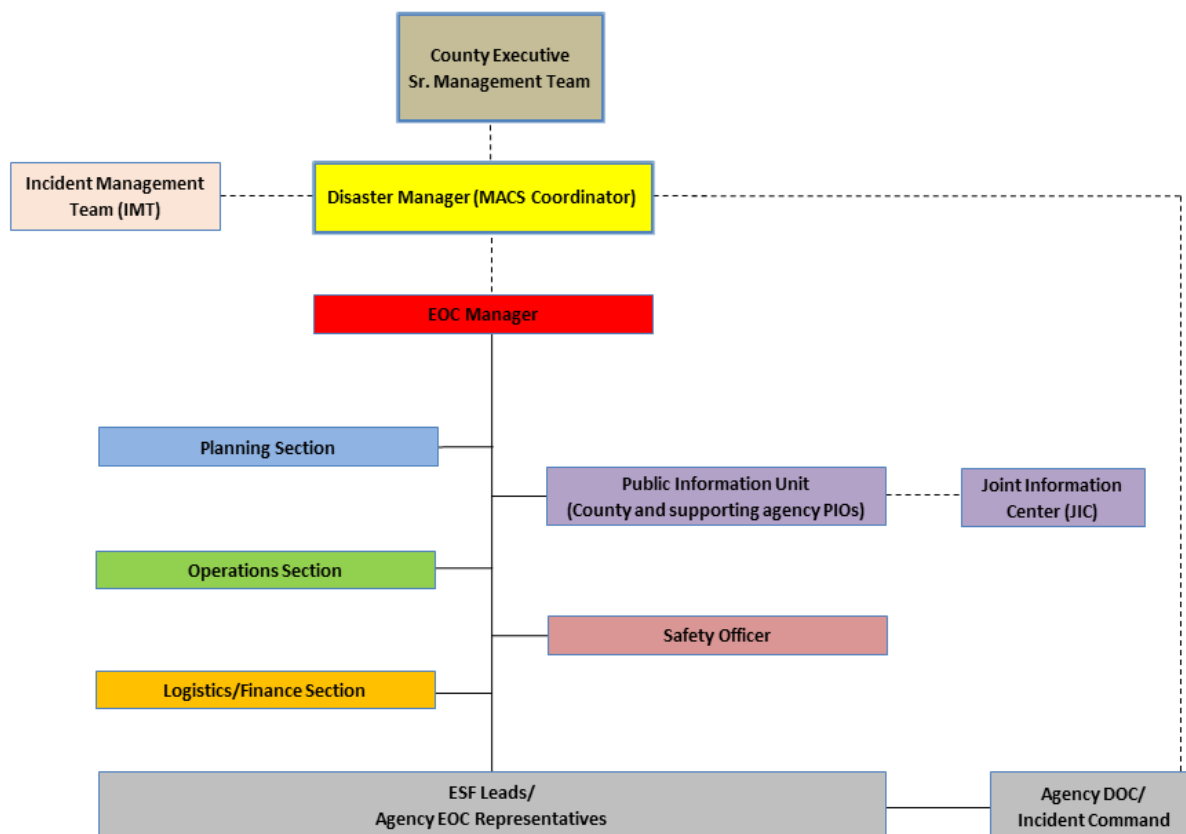


Figure 6. Emergency Operations Center/Emergency Management Group Organization Structure

EMG 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 may request assistance from the state as outlined in the Maryland Emergency State Response 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 FEMA.

The Emergency Management Group

The Emergency Management Group is a group for situational awareness comprised of all primary agencies, supporting agencies, and cooperating



organizations with a role in Montgomery County's Emergency Operations Plan. These stakeholders include county personnel with roles defined herein the EOP, state and federal partners, and private partners that assist the county in achieving the National Preparedness Goal promulgated by the US Department of Homeland Security. The CAO, or designee, chairs the EMG.

Senior Management Team

The Senior Management Team (SMT) provides valuable input and policy direction which influences operations. The execution of the policy provided by the SMT is carried out by the Disaster Manager, Section Chiefs, and EOC representatives. The Senior Management Team serves as a policy- and strategic-level deliberative body during ongoing or long-term emergency situations to analyze critical information, and supports the County Executive by identifying emergent needs and providing policy recommendations for action, including public messaging. The Senior Management Team works to ensure consistent information is being shared across the various County offices/departments and is comprised of the CAO, Disaster Manager, select County Executive Staff, and Department Directors. The SMT is chaired by the County Executive, or the CAO in the CE's absence.

During a disaster, the EMG, or Senior Management Team, is responsible for developing and implementing strategic decisions. The EMG Chair will:

- Recommend emergency policy decisions to CE;
- Direct the implementation of emergency policy decisions;
- Provide strategic direction and priorities for emergency support operations including multi-department and multi-agency coordination into a unified system and providing timely information to the public to prevent harm
- Provide direction to departments, offices, and cooperating organizations performing emergency activities;
- Authorize issuance of public evacuation recommendations; and
- Resolve resource and policy issues.

Disaster Manager

The Disaster Manager is responsible for the staffing and operations of the EOC and directs the activities of the OEMHS staff supporting the EOC. The Disaster Manager ensures that EMG/Senior Management Team policies and priorities are implemented. The Disaster Manager serves as the MACS Coordinator to ensure all departments, levels of government, and disciplines to work together more efficiently and effectively. The Disaster Manager also establishes EOC/EMG objectives based upon coordination with the IC(s) and directs strategic and contingency planning efforts to address incident-related concerns and issues. The Disaster Manager establishes the operational periods for the



EOC/EMG 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.

EOC Manager

Should there be a time when the Disaster Manager is needed outside of the activated EOC, an EOC manager will be designated by the Disaster Manager to ensure continuous operations of the EOC.

Planning Section

The Planning Section is responsible for the overall collection, evaluation, and dissemination of all information concerning the incident, and oversees efforts to understand the current situation, predict further events and damages, and to prepare EOC action plans and Situation reports. The Planning Section reports to the Planning Section Chief. The Planning Section Chief reports to the Disaster Manager, or EOC Manager if designated.

Operations Section

The Operations Section carries out the operational objectives of the incident and provides organizational cohesion by ensuring efficient coordination between all elements at the state, local and federal levels of the response effort. The Operations Section ensures that ESFs coordinate operational activities as they carry out the operational objectives set forth by the Disaster Manager and as established within the EOC Emergency Action Plan. The Operations Section reports to the Operations Section Chief. The Operations Section Chief reports to the Disaster Manager, or EOC Manager if designated.

Logistics/Finance Section

The Logistics/Finance Section is responsible for ensuring that food and drink are available for all EOC personnel and participating staff. The Logistics/Finance Section orders supplies for the EOC as needed and manages the acquisition and allocation of internal and external resources requested through the EOC. The Logistics/Finance Section is responsible for collecting, documenting, analyzing, and reporting the costs associated with County response operations and with damages incurred during the incident. The Logistics/Finance Section reports to the Logistics/Finance Section Chief. The Logistics/Finance Section Chief reports to the Disaster Manager, or EOC Manager if designated.

Public Information Unit

The Public Information Unit manages external and internal communications, identifies public information needs, and manages the **Joint Information Center (JIC)** when necessary. The Public Information Unit begins with a single Public



Information Officer (PIO) but can expand to incorporate additional Unit members as the situation dictates. Depending on the nature and scope of the emergency, a Public Information Unit may be established at the discretion of the Disaster Manager or designee. The Public Information Unit Reports to the Disaster Manager, or EOC Manager if designated.

EOC Safety Officer

The Safety Officer is responsible for maintaining a safe EOC working environment and reports to the Disaster Manager, or the EOC Manager if designated.

ESF Leads

ESF leads are individuals from departments/offices which have a primary role in their corresponding ESFs. They coordinate operational and planning objectives, as laid out in the EOC Action Plan, with their supporting agencies. ESF leads are departmental representatives who have authority to make decisions on behalf of their department and authorize/direct departmental resources. They share information between their Department (and DOC if activated) and the EOC. ESF leads report to the Disaster Manager, or EOC Manager if designated.

E. 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 Office of Public Information is the primary agency for establishing and staffing a JIC under the JIS as described in ESF #15 (External Affairs).

For small-scale emergency response operations, normally involving only one department 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 primary 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 Office of Public Information. As an incident or threat escalates and a local emergency is declared, the Public Information Office will assume responsibility for all public information. The Office of Public Information in coordination with the CAO will determine the need to activate a JIC. If activated, the JIC will operate as the coordination center for all public information activities related to the incident.



F. 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, public safety and welfare be maintained and government services continued.

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 system is the continued capability to communicate official requests, situation reports, and other emergency information throughout the event.

To ensure the continuity of government services, the following elements are addressed in the Continuity of Operations Plan for each Montgomery County Department and Office:

- Line of succession (minimum three "deep") for essential 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; and
- Provision for relocation to alternate operating facilities.

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

G. Continuity of Government (COG)

Montgomery County maintains a Continuity of Government (COG) plan. The overall purpose of the COG plan is to ensure the continuity of essential functions under all circumstances that may disrupt normal operations. One of the key objectives for the COG plan is to reduce the consequences of a disaster to full normal operations. The COG plan will make clear what provisions the County must undertake to sustain operations resulting from a weather-related emergency, public health epidemic, or a manmade disaster that may result in the County's infrastructure being threatened.



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 EMG convened, 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 offices supported by local mutual aid and segments of the private sector. During this phase, an incident command post may be established, the EMG may be convened, 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; and
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 Department and Fire and Rescue Services have standing inter-departmental agreements and memoranda of understanding (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 Department and Fire and Rescue Services have additional automatic mutual aid agreements with regional and state partners. Maryland, other state and non-governmental agency resources 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 Section 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 automatic 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 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 SEOC 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.

Figure 7 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.

Flow of Requests and Assistance During Large Scale Incidents

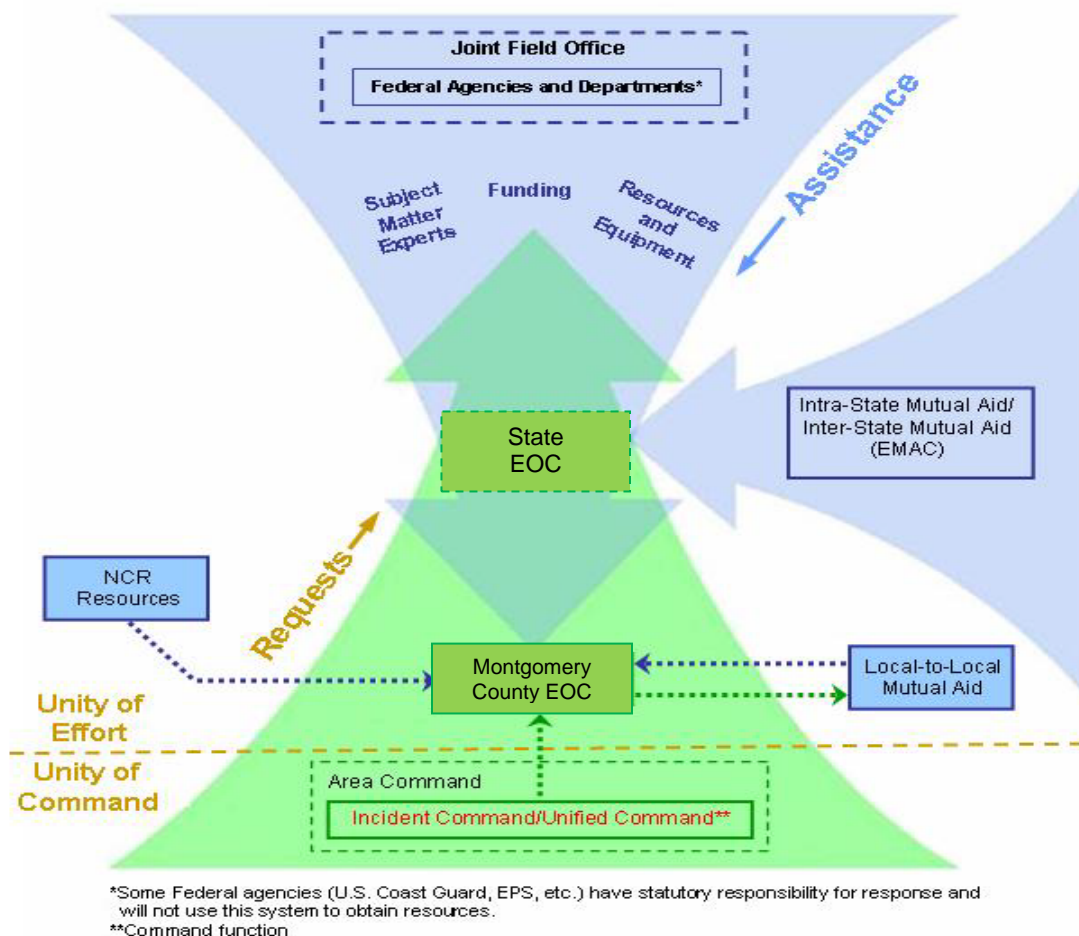


Figure 7. Resource Assistance Process



J. Evacuations

Montgomery County can experience a number of hazards including 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. This includes supporting evacuation for the general population, people with disabilities, and others with access and functional needs.

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; and
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 and offices as required to establish temporary shelters or reception centers provide for notification to the affected 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 Department 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. Access and Functional Needs

The Community Services Group, under the leadership of the Department of Health and Human Services (DHHS), in partnership 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 incident. As



needed, accessible transportation services will be arranged through the Department of Transportation for the general population, people with disabilities, and other with access and functional needs.

Individuals with access and functional needs may need assistance due to any condition (temporary or permanent) that limits their ability to take action during an emergency. To have access and functional needs does not require that the individual have any kind of diagnosis or specific evaluation. Many individuals within the whole community will have access and functional needs during an emergency. Access and functional needs may be:

- Children and adults with physical, mobility, sensory, intellectual, developmental, cognitive, or mental health disabilities
- Older Adults with or without disabilities
- Children with or without disabilities
- People with chronic or temporary health conditions
- Women who are pregnant
- Individuals with Limited English Proficiency, low literacy, or other communication needs
- Individuals with low incomes
- Individuals without access to transportation
- Individuals experiencing homelessness
- Individuals with pharmacological dependence

During mass care events and emergency sheltering operations, emergency response staff are expected to respond to a wide range of resident social, health, and medical needs. Children and adults with disabilities will have equal access and opportunity to all emergency programs and services. Shelter disaster health services are based on the American Red Cross "Disaster Health Services Protocol," the Montgomery County DHHS "Shelter Disaster Health Services Protocol for Nursing Personnel," and the provision of functional needs support services (FNSS) as outlined in FEMA's "Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters." Some shelter residents will present unique needs during an emergency and thus require planned communication, registration, transportation, and sheltering strategies to meet their needs.

Montgomery County will be guided by the tenets of functional need support services which are services that enable individuals to maintain their independence in a general population shelter. These vital services include making reasonable modification to shelter policies, practices, and procedures; access to and use of durable medical equipment and consumable medical supplies; assistance with activities of daily living (ADLs) through personal assistance services; and provision of



other goods and services as needed to support resident health and independence. If the medical care needs of a resident are beyond the nursing and certified nursing assistant services provided through the County's Shelter Disaster Health protocols, an appropriate alternate placement will be developed in consultation with the resident and, when appropriate, family members or caregivers.

L. Short-Term and Long-Term 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 & The Montgomery County Pre-Disaster Recovery Plan) 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 in accordance with current permitting standards. 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. OEMHS is the primary agency for ESF 14 Community Recovery and will assume incident command upon the approval of the CAO.



OEMHS, as the primary agency for ESF 14 Community Recovery, will manage smaller scale recovery operations within Montgomery County that do not require the activation of the Montgomery County Recovery Organization as detailed in the Pre-Disaster Recovery Plan. The formal transition from response to recovery and the transfer of incident command to OEMHS will be announced to all departments and offices using existing notification protocols and procedures. Detailed department/office roles and responsibilities for Recovery can be found within the Montgomery County Pre-Disaster Recovery Plan.

I. Training and Exercises

The Office of Emergency Management and Homeland Security (OEMHS) is responsible for the overall coordination of emergency management training and exercises. The OEMHS Training and Exercise Program Manager (PM) manages the training and exercise program on behalf of the OEMHS Manager. The Training and Exercise PM will chair the Emergency Management Group (EMG) Training and Exercise Committee.

Each department and agency assigned roles and responsibilities in the County Emergency Operations Plan will ensure that staff members are trained for their emergency roles and responsibilities and provided the opportunity to participate in exercises as appropriate.

Emergency Support Function (ESF) primary agencies, in partnership with OEMHS, will develop and conduct specific training and exercises in cooperation with their designated support agencies. Each department and agency will maintain a roster of trained personnel with emergency operations center responsibilities.

The OEMHS Training and Exercise PM will continuously monitor emergency management related training offered at the state, regional and federal levels and disseminate appropriate information to County departments and agencies through the EMG. Training courses conducted by OEMHS and primary Emergency Support Function agencies will be evaluated to identify shortcomings and future training needs.

Required EMG Training

The following courses are requirements for all department and agency representatives to the EOC:

- WebEOC – classroom training offered through OEMHS;
- EOC101 – classroom training offered through OEMHS;
- Federal Emergency Management Agency (FEMA) Independent Study (IS)100 – Introduction to the Incident Command System;



- FEMA Independent Study (IS) 700 – Introduction to the National Incident Management Systems (NIMS);
- Annual participation in EOC exercises or activations.

Exercises

HSEEP is a capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning. The intent of HSEEP is to provide common exercise policy and program guidance capable of constituting a national standard for all exercises.

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

Additional Information on Montgomery County's Training and Exercise Policies can be found within the Montgomery County Office of Emergency Management and Homeland Security Multi-year Training and Exercise Plan.



VIII. Acronyms

AAR	After Action Report
ADA	Title II of the Americans with Disabilities Act
AEOC	Alternate Emergency Operations Center
AR	Area Command
ARC	American Red Cross in the National Capital Region
ARES	Amateur Radio Emergency Service
BG&E	Baltimore Gas and Electric
CAO	Chief Administrative Officer
CAP	Corrective Action Program
CDC	Centers for Disease Control and Prevention
CE	County Executive
CERT	Community Emergency Response Team
CISM	Critical Incident Stress Management
COAD	Community Organizations Active in Disaster
COG	Continuity of Government
COOP	Continuity of Operations
DAC	Disaster Assistance Centers
Dam EAP	Dam Emergency Action Plan
DC Water	District of Columbia Water and Sewer Authority
DEP	Department of Environmental Protection
DGS	Department of General Services
DHHS	Department of Health and Human Services
DHHS-PHS	Department of Health and Human Services – Public Health Services
DHR	Maryland Department of Human Resources
DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DOC	Department Operation Centers
DoD	Department of Defense
DOT	Department of Transportation



DPS	Department of Permitting Services
DRC	Disaster Recovery Center
DTS	Department of Technology Services
EAP	EOC Action Plan
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
ESCV	Emotional Spiritual Care Volunteers
ESF	Emergency Support Function
FAC	Family Assistance Centers
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FDA	Food and Drug Administration
FEI	Fire and Explosives Investigation
FEMA	Federal Emergency Management Agency
FNSS	Functional Needs Support Services
FRS	Fire and Rescue Services
GAR	Governor's Authorized Representative
GIS	Geographic Information Systems
HIRA	Hazard Identification and Risk Analysis
HMGP	Hazard Mitigation Grant Program
HSD	Homeland Security Directorate
IAP	Incident Action Plan
IC	Incident Command
ICP	Incident Command Post
ICPs	Infection Control Practitioners
ICS	Incident Command System
IDA	Initial Damage Assessment
IMT	Incident Management Team



IP	Improvement Plan
JFO	Joint Field Office
JFHQ-NCR	Joint Forces Headquarters-National Capital Region
JFSOC	Joint Family Services Operations Center
JIC	Joint Information Center
JIS	Joint Information Systems
LEPC	Local Emergency Planning Council
LOA	Letter of Agreement
MACS	Multiagency Coordination System
MACC	Multiagency Coordination Center
MACP	Mortuary Affairs Collection Point
MCACS	Montgomery County Auxiliary Communications Service
MCCF	Montgomery County Correctional Facility
MCM	Medical Countermeasures
MCPD	Montgomery County Police Department
MCPS	Montgomery County Public Schools
MDE	Maryland Department of the Environment
MDH	Maryland Department of Health
MDOD	Maryland Department of Disabilities
MDOT	Maryland Department of Transportation
MDW	Military District of Washington
ME	Medical Examiner
Medevac	Medical Evacuation
MEMA	Maryland Emergency Management Agency
MEMAC	Maryland Emergency Management Assistance Compact
MIEMSS	Maryland Institute for Emergency Medical Services Systems
M-NCPPC	Maryland-National Capital Park and Planning Commission
MOU	Memorandum of Understanding
MRC	Medical Reserves Corp
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
NPI	Non-Pharmaceutical Interventions
NRC	National Response Center
NRF	National Response Framework
NTSB	National Transportation Safety Board
NWS	National Weather Service
OCME	Maryland Office of the Chief Medical Examiner
ODIC	Office of Disability Integration and Coordination
OEMHS	Office of Emergency Management and Homeland Security
OPI	Office of Public Information
OSC	Federal On-Scene-Coordinator
PDA	Preliminary Damage Assessment
PEPCO	Potomac Electric Power Company
PDRP	Pre-Disaster Recovery Plan
PHCC	Public Health Command Center
PIO	Public Information Officer
POC	Point of Contact
PODS	Points of Distribution
PPE	Personal Protective Equipment
PSA	Public Service Announcements
PSCC	Public Safety Communications Center
RA	Rapid Assessment
RECP	Regional Emergency Coordination Plan
RESF	Regional Emergency Support Function
RICCS	Regional Incident Communication and Coordination System
RSC	Regional Services Center
RSF	Recovery Support Function
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act of 1986
SBA	Small Business Administration
SEOC	State Emergency Operations Center



SMT	Senior Management Team
SNS	Strategic National Stockpile
SOG	Standard Operating Guidelines
SOP	Standard Operating Procedure
SOU	Statement of Understanding
UAC	Unified Area Command
UC	Unified Command
USDA	United States Department of Agriculture
US&R	Urban Search and Rescue
VDMC	Volunteer and Donations Management Coordinator
VDMP	Volunteer and Donations Management Plan
VDMT	Volunteer and Donations Management Team
VMC	Volunteer Mobilization Center
VOAD	Voluntary Organizations Active in Disaster
VRC	Volunteer Reception Center
WAWAS	Washington Area Warning Alert System
WMATA	Washington Metropolitan Area Transit Authority
WMD	Weapons of Mass Destruction
WSSC	Washington Suburban Sanitary Commission



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Emergency Support Functions



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ESF #1 Transportation

Emergency Support Function #1 Transportation	
Agency Role	Agency Name
Primary Agency	Department of Transportation
Support Agencies	Department of Environmental Protection
	Department of Finance
	Department of General Services
	Department of Liquor Control
	Office of Emergency Management and Homeland Security
	Montgomery County Police Department
	Office of Procurement
Cooperating Organizations	Chevy Chase Village
	City of Gaithersburg
	Town of Poolesville
	City of Rockville
	City of Takoma Park
	First Energy
	Baltimore Gas and Electric
	Montgomery County Public Schools
	Potomac Electric Power Company
	Washington Metropolitan Area Transit Authority

Introduction

ESF Mission

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



Purpose

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

Assumptions

- The planning assumptions stated in the Montgomery County EOP also apply to this ESF.
- All emergency response and recovery operations conducted under this ESF will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this ESF.
- Montgomery County is subject to both natural and human-caused hazards that could cause an emergency or disaster (*for a complete list of hazards, see the Montgomery County EOP Basic Plan & Hazard Mitigation Plan*). An emergency or disaster situation caused by any of these hazards could require a coordinated effort of transportation resources and the restoration of public transportation services.
- The agencies identified in this ESF, in coordination with regional partners such as Washington Metropolitan Area Transit Authority (WMATA) and the Maryland Department of Transportation (MDOT) will collect, analyze, and distribute information on the impact and status of the transportation infrastructure.
- The primary agency will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation.
- This ESF 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 ESF 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 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 offices will be submitted to the EOC for coordination, validation, and/or action by the agencies identified in this ESF.
- DOT will monitor the status of the County transportation systems and infrastructure in coordination with regional transportation organizations and MDOT and provide periodic updates to the EOC.
- The agencies identified in this ESF 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 ESF will provide transportation services based upon the priorities established by ESF #1 in coordination with the Disaster Manager at the EOC. This may include providing transportation to residents affected by evacuations or relocations, transportation of equipment and supplies, or transportation for emergency response personnel.
- The agencies identified in this ESF will ensure all critical facilities will be accessible to the general public, individuals with disabilities, and others with access and functional needs.
- 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	<ul style="list-style-type: none">• Develop and maintain ESF #1 to the Emergency Operations Plan.• Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations.• 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	<ul style="list-style-type: none">• Maintain public transportation services.• Collect, analyze and distribute information on the status of the County's accessible transportation systems, resources, and infrastructure.• As necessary, provide for emergency repairs for County and



	<p>locally-maintained roads and bridges.</p> <ul style="list-style-type: none"> • 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 (DEP). • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Environmental Protection

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Assist in the resolution of ESF #1 after-action issues.
Response	<ul style="list-style-type: none"> • Co-manage emergency debris removal operations on County roads with the Department of Transportation.
Recovery	<ul style="list-style-type: none"> • Co-manage debris removal on County roads with the Department of Transportation. • Participate in ESF #1 after-action review.
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Finance

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Assist in the resolution of ESF #1 after-action issues.
Response	<ul style="list-style-type: none"> • Provide appropriate Project Codes to track ESF #1 expenses directly related to the disaster or emergency.
Recovery	<ul style="list-style-type: none"> • Provide appropriate Project Codes to track ESF #1 expenses



	directly related to recovery operations. <ul style="list-style-type: none">• Participate in ESF #1 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Maintain status and availability of transportation resources.• Assist in the resolution of ESF #1 after-action issues.
Response	<ul style="list-style-type: none">• Provide vehicles, site access, fuel and maintenance support for emergency transportation.
Recovery	<ul style="list-style-type: none">• Provide vehicles, site access, fuel and maintenance support for recovery operations.• Participate in ESF #1 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Liquor Control

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Assist in resolution in ESF #1 after-action issues as appropriate.
Response	<ul style="list-style-type: none">• Provide transportation resources as requested by the primary agency to support emergency operations.
Recovery	<ul style="list-style-type: none">• Provide transportation resources as requested to support recovery operations.• Participate in ESF #1 after-action review.
Mitigation	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Assist in resolving ESF #1 after-action issues.• Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations.
Response	<ul style="list-style-type: none">• 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 (MEMA).• Provide technical assistance in conducting evacuation operations.



Recovery	<ul style="list-style-type: none">• Participate in ESF #1 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Assist in resolving ESF #1 after-action issues.
Response	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Participate in ESF #1 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Office of Procurement

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Assist in the resolution of ESF #1 after-action issues.
Response	<ul style="list-style-type: none">• As necessary, procure and provide transportation related support and services.
Recovery	<ul style="list-style-type: none">• Participate in ESF #1 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization–Chevy Chase Village

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Assist in resolution in ESF #1 after-action issues as appropriate.
Response	<ul style="list-style-type: none">• Coordinate resources to assist with Transportation.• 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	<ul style="list-style-type: none">• Provide Transportation to support operations in Chevy Chase.• 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	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact



	of future incidents.
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Cooperating Organization– City of Gaithersburg

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">Assist in resolution in ESF #1 after-action issues as appropriate.
Response	<ul style="list-style-type: none">Provide transportation, as requested, 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	<ul style="list-style-type: none">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	<ul style="list-style-type: none">As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization– Town of Kensington

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">Assist in resolution in ESF #1 after-action issues as appropriate.
Response	<ul style="list-style-type: none">Provide transportation, as requested, 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	<ul style="list-style-type: none">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	<ul style="list-style-type: none">As appropriate, identify opportunities to mitigate the impact of future incidents.



Cooperating Organization– Town of Poolesville

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Assist in resolution in ESF #1 after-action issues as appropriate.
Response	<ul style="list-style-type: none">• Provide transportation, as requested, 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization– City of Takoma Park

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Assist in resolution in ESF #1 after-action issues as appropriate.
Response	<ul style="list-style-type: none">• Coordinate resources to assist with Transportation.• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.



Cooperating Organization– City of Rockville

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Assist in resolution in ESF #1 after-action issues as appropriate.
Response	<ul style="list-style-type: none">• Provide transportation, as requested, 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization– First Energy

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Assist in resolving ESF #1 after-action issues.
Response	<ul style="list-style-type: none">• Provide representative to the EOC as requested• Provide technical assistance in mitigating electrical hazards during emergency debris removal operations.
Recovery	<ul style="list-style-type: none">• Participate in ESF #1 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization– Baltimore Gas and Electric

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Assist in resolving ESF #1 after-action issues.
Response	<ul style="list-style-type: none">• Provide representative to the EOC as requested• Provide technical assistance in mitigating electrical hazards during emergency debris removal operations.
Recovery	<ul style="list-style-type: none">• Participate in ESF #1 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.



Cooperating Organization– Montgomery County Public Schools

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Maintain inventory of transportation assets.• Assist in resolving ESF #1 after-action issues.
Response	<ul style="list-style-type: none">• Provide transportation assets, as requested, 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	<ul style="list-style-type: none">• Provide transportation assets to support recovery operations.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization– Potomac Electric Power Company

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Assist in resolving ESF #1 after-action issues.
Response	<ul style="list-style-type: none">• Provide representative to the EOC as requested.• Provide technical assistance in mitigating electrical hazards during emergency debris removal operations.• As necessary, activate the Potomac Edison Road Closure Process and coordinate priorities with the EOC.
Recovery	<ul style="list-style-type: none">• Participate in ESF #1 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization– Washington Metropolitan Area Transit Authority

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Assist in resolution in ESF #1 after-action issues as appropriate.
Response	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Participate in ESF #1 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.



References

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



ESF #2 Communications and Technology

Emergency Support Function #2 Communications and Technology	
Agency Role	Agency Name
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
	MC311
	Office of Procurement
Cooperating Organizations	Montgomery County Auxiliary Communications Service; Amateur Radio Emergency Service; and other affiliated voluntary communications organizations

Introduction

ESF Mission

The primary, support and cooperating agencies of Emergency Support Function (ESF) #2 Communications and Technology provide support in prevention, preparedness, response, recovery and mitigation activities related to communications. This includes maintaining the County's communication infrastructure, restoring communications following a disaster or event, and providing communication support during day to day response operations.

Purpose

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



Scope

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

ESF #2 encompasses the full range of communications, technology, 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 and technology 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 ESF.
- All emergency response and recovery operations conducted under this ESF will be in accordance with the National Incident Management Systems (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this ESF.
- Montgomery County is subject to both natural and human-caused hazards that could cause an emergency or disaster (*for a complete list of hazards, see the Montgomery County EOP Basic Plan & Hazard Mitigation Plan*). An emergency or disaster situation caused by any of these hazards could require a coordinated effort of communications and technology resources and the restoration of communication services.
- 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 ESF will conform to Federal Communications Commission (FCC) regulations.
- Fire and Rescue Services (FRS) may request the use of the National Capital Region (NCR) radio cache.

Concept of Operations

- Upon activation of the Emergency Operations Center (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 and other technology issues.
- ESF #2 will support the EOC as required to activate and maintain communications capability for emergency management operations.
- ESF #2 will respond to technological incidents per the Montgomery County Department of Technology Services Incident Response Plan.
- ESF #2 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. This request may come from FRS point of contact. ESF #2 will manage all assigned



requests for communications or other technology 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), and other affiliated voluntary communications organizations.
- 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 Chief 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 Chief. 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	<ul style="list-style-type: none">• Develop and maintain ESF #2 to the EOP.• Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations.• 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.• Develop and maintain the County's DTS Incident Response Plan.• Coordinate resolution of ESF #2 after-action issues.
Response	<ul style="list-style-type: none">• 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 and technology resources.• Coordinate efforts to restore county technology infrastructure in the event of cyber-terrorism.• In the event that the county technology infrastructure cannot be quickly restored, coordinate efforts to enact any alternative technological resources.• Collect, analyze, and distribute information on the status of the County's technology infrastructure and capabilities.



Recovery	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #2 after-action issues.• Develop and maintain inventory of department communications resources.• Maintain the NCR radio cache for Maryland.
Response	<ul style="list-style-type: none">• Provide communications resources as requested by the primary agency.• Provide NCR radio cache when requested.• Allocate emergency portable communications equipment.
Recovery	<ul style="list-style-type: none">• Provide communications resources as requested by DTS.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #2 after-action issues.
Response	<ul style="list-style-type: none">• Provide vehicles, site access, fuel and maintenance support for emergency transportation.
Recovery	<ul style="list-style-type: none">• Provide vehicles, site access, fuel and maintenance support for recovery operations.• Participate in ESF #2 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
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Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF #2 after-action issues. • Administer the MCACS.
Response	<ul style="list-style-type: none"> • Activate and manage the EOC. • Activate the MCACS. • Provide assistance in identifying resources available through regional, state and federal sources.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #2 after-action review.
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF #2 after-action issues. • Develop and maintain inventory of department communications resources.
Response	<ul style="list-style-type: none"> • Provide communications resources as requested by the primary agency. • Provide available communications resources as requested by DTS.
Recovery	<ul style="list-style-type: none"> • Provide available communications resources as requested by DTS. • Participate in ESF #2 after-action review.
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF #2 after-action issues. • Develop and maintain inventory of department communications resources.
Response	<ul style="list-style-type: none"> • Provide available communications resources as requested by DTS.
Recovery	<ul style="list-style-type: none"> • Provide available communications resources as requested by



	DTS. <ul style="list-style-type: none">• Participate in ESF #2 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – MC 311

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Assist in resolving ESF #2 after-action issues.• Develop and maintain supporting plans and procedures.
Response	<ul style="list-style-type: none">• Provide appropriate information coming through the call center to EOC representatives.• Relay necessary information to those contacting the call center.• Provide available staff, resources, and facilities to support emergency operations.
Recovery	<ul style="list-style-type: none">• Participate in ESF #2 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Office of Procurement

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Assist in the resolution of ESF #2 after-action issues.
Response	<ul style="list-style-type: none">• As necessary, procure and provide transportation related support and services.
Recovery	<ul style="list-style-type: none">• Participate in ESF #2 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

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

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain a cadre of volunteers who are qualified and equipped to provide a wide range of supplemental telecommunications services supporting the community during disasters and civil emergencies.• Assist in resolving ESF #2 after-action issues.• Develop and maintain inventory of communications resources.
Response	<ul style="list-style-type: none">• Provide available communications resources as requested by the primary agency.
Recovery	<ul style="list-style-type: none">• Provide available communications resources as requested by the primary agency.



	<ul style="list-style-type: none">• Participate in ESF #2 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

References

- State of Maryland Response Operations Plan (SROP), 2015
- Montgomery County Emergency Operations Plan
- Montgomery County Department of Technology Services Incident Response Plan



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ESF #3 Solid Waste, Debris Management, and Storm Water Management

Emergency Support Function #3 Solid Waste, Debris Management, and Storm Water Management	
Agency Role	Agency Name
Primary Agency	Department of Environmental Protection
Support Agencies	County Attorney's Office
	Department of General Services
	Department of Health and Human 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 and Planning Commission
	Washington Suburban Sanitary Commission
	Maryland Department of the Environment Dam Safety Division
	Montgomery County Revenue Authority

Introduction

ESF Mission

The primary, support and cooperating agencies of Emergency Support Function (ESF) #3 Solid Waste, Debris Management, and Storm Water Management provide support in prevention, preparedness, response, recovery and mitigation activities related to the County's Solid Waste, Debris Management, and Storm Water Management needs. Their



mission includes providing technical assistance, debris removal operations support, storm water management, and solid waste support.

Purpose

The purpose of this ESF is to outline specific roles and responsibilities of primary and support agencies and cooperating organizations ("agencies") public works and engineering operations following a disaster. Additionally, the purpose of this ESF is also to provide debris clearance and removal support. Additional information on Debris Management can be found in the Montgomery County Debris Management Plan.

Scope

- This ESF is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of Solid Waste, Debris Management, and Storm Water Management operations under ESF #3. This ESF 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.
- 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 solid waste, debris management, and storm water management 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 ESF.
- All emergency response and recovery operations conducted under this ESF will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).



- Agencies will provide the services listed in the Roles and Responsibilities section of this ESF.
- Montgomery County is subject to both natural and human-caused hazards that could cause an emergency or disaster (*for a complete list of hazards, see the Montgomery County EOP Basic Plan & Hazard Mitigation Plan*). An emergency or disaster situation caused by any of these hazards could require a coordinated effort of solid waste resources, debris removal services, and storm water management.
- 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), separately incorporated municipalities, and all federal, state, and local government agencies and organizations are welcome to participate in the Montgomery County Debris Management Plan and make use of associated contracts and facilities when the plan is executed. This is provided they sign a Memorandum of Understanding (MOU) which commits them to following the necessary procedures for establishing proper monitoring and documentation for debris removed in their respective areas of jurisdiction. The MOU also requires payment for ongoing expenses. Jurisdictions eligible to apply directly to the Federal Emergency Management Agency (FEMA) for reimbursement must do so. The County will assist those entities that cannot apply directly to FEMA for aid.
- 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 Emergency Operations Center (EOC), DEP maintains situational awareness on critical infrastructure related to solid waste, debris management, and storm water management.
- 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 DEP and the Director of DOT will each designate a Debris Manager from their department who will be responsible for co-managing and deploying all



County and contracted debris removal resources in coordination with 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 Office of Emergency Management and Homeland Security (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	<ul style="list-style-type: none">• Develop and maintain ESF #3 of the Emergency Operations Plan.• Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations.• Coordinate resolution of ESF #3 after-action issues.• Develop and maintain inventory of DEP assets.• Develop and maintain Montgomery County Debris Management Plan.• Provide technical assistance to OEMHS in reviewing Dam EAPs.• Develop and maintain Dam EAPs for high and significant hazard dams managed by the Department of Environmental Protection (DEP), as required by the Maryland Department of the Environment (MDE).• Conduct annual updates of the Dam EAPs for County managed facilities, and provide periodic exercises of these plans, as required.• Assist OEMHS with maintaining the Dams Program Standard



	Operating Guide for County-owned and DEP-operated dams.
Response	<ul style="list-style-type: none">• Co-manage emergency debris removal on County roads with the Department of Transportation (DOT).• Implement debris management plan and coordinate debris removal operations, including ensuring debris removed from routes, parking, curbs, and architectural elements critical to individuals with disabilities.• 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. (Public Storm Drain systems are maintained by MCDOT, MSHA, MCPS, MNCPPC.)• Monitor County-owned and operated dams during storm events or other dam emergencies and provide info to ESF #5.• Perform emergency mitigation on County-owned and DEP-managed dams as appropriate.• Coordinate the emergency response with MDE.• 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	<ul style="list-style-type: none">• 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 for dam incidents on County owned facilities.• 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.• Conduct an ESF #3 after-action review.
Mitigation	<ul style="list-style-type: none">• Make recommendations for mitigating codes or ordinances where applicable.



Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #3 after-action issues.• Develop and maintain internal operational procedures and checklists for conducting debris removal functions.• Develop and maintain inventory of assets.
Response	<ul style="list-style-type: none">• Assess damage to County buildings and facilities managed by the department.• Provide support for debris removal through existing landscape contractors. DGS/DFM maintains a list of County properties and has the responsibility for debris removal and monitoring of utility restoration at these locations.• Coordinate with contractors to demolish condemned DGS maintained public property, where appropriate.
Recovery	<ul style="list-style-type: none">• Monitor status of the repair and restoration of County facilities managed by the department.• Participate in the ESF #3 after-action review.
Mitigation	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #3 after-action issues.
Response	<ul style="list-style-type: none">• Review information related to the health and safety of drinking and/or public use water.• Assist with notification of boil water alerts to residents and businesses.
Recovery	<ul style="list-style-type: none">• Participate in the ESF #3 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – County Attorney's Office

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #3 after-action issues.



Response	<ul style="list-style-type: none">• Prepare waivers and legal clearances for debris removal.• Review contracts and agreements.
Recovery	<ul style="list-style-type: none">• Prepare waivers and legal clearances for debris removal.• Review contracts and agreements.• Participate in the ESF #3 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #3 after-action issues.
Response	<ul style="list-style-type: none">• Conduct rapid assessments for incidents when DOT is the primary 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #3 after-action issues.
Response	<ul style="list-style-type: none">• 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 the Maryland Emergency Management Agency (MEMA) for ESF #3 operations.
Recovery	<ul style="list-style-type: none">• Provide administrative support as necessary to the DEP.• Participate in the ESF #3 after-action review.



Mitigation	<ul style="list-style-type: none">As appropriate, identify opportunities to mitigate the impact of future incidents.
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Support Agency – Department of Permitting Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">Participate in planning, training and exercises related to ESF #3.Assist with the resolution of ESF #3 after-action issues.
Response	<ul style="list-style-type: none">Provide assistance as requested by the primary agency for response operations.Ensure that well and septic systems are functioning.
Recovery	<ul style="list-style-type: none">Provide technical engineering assistance as requested by DEP for recovery operations.Participate in ESF #3 after-action review.
Mitigation	<ul style="list-style-type: none">As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – Washington Suburban Sanitary Commission

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.Assist in resolving ESF #3 after-action issues.Maintain up-to-date maps of water and sewer lines and related infrastructure.Develop and maintain Dam EAPs for the Washington Suburban Sanitation Commission (WSSC) operated dams.Assist with resolution of ESF #3 after-action issues.
Response	<ul style="list-style-type: none">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 Washington Suburban Sanitary Commission (WSSC) facilities and operations.Communicate information related to the health and safety of drinking and/or public use water with DEP and DHHS.Monitor conditions at WSSC owned dams and provide information to OEMHS/EOC.



	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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.• Assess WSSC owned dams to determine when it may be safe for evacuees to return.• Participate in ESF #3 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – DC Water and Sewer Authority

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #3 after-action issues.
Response	<ul style="list-style-type: none">• Provide representation to the EOC when requested.• Monitor status of District of Columbia Water and Sewer Authority (DC Water) facilities and operations.• Provide damage assessment and status of wastewater collections services.• Emergency mitigation and repairs for wastewater collection services and infrastructure.
Recovery	<ul style="list-style-type: none">• Repair and restoration of wastewater collection services and infrastructure.• Participate in ESF #3 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – City of Gaithersburg

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.



	<ul style="list-style-type: none"> • Assist in resolving ESF #3 after-action issues. • Develop and maintain Dam EAPs for City operated dams.
Response	<ul style="list-style-type: none"> • 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. • Coordinate with contractors to demolish condemned public property maintained by the City of Gaithersburg, where appropriate. • Provide public works assistance as requested by the primary agency. • 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	<ul style="list-style-type: none"> • 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. • Assess City owned dams to determine when it may be safe for evacuees to return. • Participate in ESF #3 after-action review.
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – City of Takoma Park

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF #3 after-action issues.



Response	<ul style="list-style-type: none">• Provide representative to the EOC.• Coordinate with utilities for 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 the EOC.• Coordinate with contractors to demolish condemned public property maintained by the City of Takoma Park, where appropriate.• Provide public works assistance as requested by the primary agency.
Recovery	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – City of Rockville

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #3 after-action issues.
Response	<ul style="list-style-type: none">• 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



	<p>through the EOC.</p> <ul style="list-style-type: none">• Coordinate with contractors to demolish condemned public property maintained by the City of Rockville, where appropriate.• Provide public works assistance as requested by the primary agency.
Recovery	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – Town of Poolesville

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #3 after-action issues.
Response	<ul style="list-style-type: none">• 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 the EOC.• Coordinate with contractors to demolish condemned public property maintained by the Town of Poolesville, where appropriate.• Provide public works assistance as requested by the primary agency.
Recovery	<ul style="list-style-type: none">• 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. <ul style="list-style-type: none">• Participate in ESF #3 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – Chevy Chase Village

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #3 after-action issues.
Response	<ul style="list-style-type: none">• 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 the EOC.• Coordinate with contractors to demolish condemned public property maintained by Chevy Chase Village, where appropriate.• Provide public works assistance as requested by the primary agency.
Recovery	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – Maryland-National Capital Park and Planning Commission

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• 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 Dam EAPSs for the Maryland-National Capital Park and Planning Commission (MNCPPC) operated dams.



Response	<ul style="list-style-type: none">• Provide public works assistance as requested by the primary agency.• Monitor conditions at MNCPPC owned dams and provide information to OEMHS/EOC.• Provide representative to the EOC.• Conduct damage assessments of MNCPPC facilities and infrastructure.• Provide for emergency repairs for MNCPPC facilities and infrastructure.• Coordinate emergency debris removal operations at MNCPPC facilities.• Coordinate with contractors to demolish condemned public property maintained by M-NCPPEC, where appropriate.• 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	<ul style="list-style-type: none">• Provide public works assistance as requested by the primary agency.• Assess MNCPPC owned dams to determine when it may be safe for evacuees to return.• Participate in ESF #3 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – Maryland Department of the Environment Dam Safety Division

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #3 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 Dam EAPs.
Response	<ul style="list-style-type: none">• Provide technical assistance in evaluating the dam and supporting structures to determine if the situation allows for the safe return of evacuees.



Recovery	<ul style="list-style-type: none">• Participate in after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – Montgomery County Revenue Authority

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #3 after-action issues.• Develop and maintain Dam EAPs for dams operated by the Montgomery County Revenue Authority.
Response	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Assess Authority owned dams to determine when it may be safe for evacuees to return.• Participate in after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

References

- Montgomery County Emergency Operations Plan
- Montgomery County Debris Management Plan (rev. 2012)
- Maryland Dam Safety Manual, 1996 (rev. 2003).
- Montgomery County Dams Program Standard Operating Guide
- Emergency Action Plans for state regulated dams classified as “high” or “significant” risk.
- MD Env Code § 5-503.1 (2017)
- Debris Management Services Contracts: #1052746 -AC, AshBritt, Inc.; #1052747 – BC, Ceres Environmental Services, Inc.; #1052748 – CC, Crowder Gulf, 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.



ESF #4 Firefighting

Emergency Support Function #4 Firefighting	
Agency Role	Agency Name
Primary Agency	Fire and Rescue Services
Support Agencies	Department of Environmental Protection
	Department of General Services
	Department of Health and Human Services
	Department of Transportation
	Office of Emergency Management and Homeland Security
	Montgomery County Police Department
	Office of Procurement
Cooperating Organizations	Department of Permitting Services
	American Red Cross

Introduction

ESF Mission

The mission of Emergency Support Function (ESF) #4 Firefighting is to detect and suppress fires within the County. The primary, support, and cooperating agencies of ESF #4 Firefighting are tasked with supporting fire response operations which include fire prevention and suppression as well as lifesaving and life sustaining operations.

Purpose

The purpose of this ESF 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 ESF is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of firefighting operations within ESF #4 in the EOP. This ESF 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 (FRS) 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 ESF.
- All emergency response and recovery operations conducted under this ESF will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- ESF #4 will establish a unified command structure in order to coordinate the activities of all support agencies.
- Agencies will provide the services listed in the Roles and Responsibilities section of this ESF.
- Montgomery County is subject to both natural and human-caused hazards that could cause an emergency or disaster (*for a complete list of hazards, see the Montgomery County EOP Basic Plan & Hazard Mitigation Plan*). An emergency or disaster situation caused by any of these hazards could require a coordinated effort of firefighting 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 ESF 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 generally 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 automatic and 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 may require a coordinated multi-jurisdictional response to suppress fires and manage mass casualties that are a result of the incident(s). When firefighting resources are damaged or are fully deployed, reserve units and standby personnel supplement deployments while mutual aid replenishes the reserves.
- Water systems may be inoperable or significantly damaged by a disaster or emergency and may challenge conventional firefighting techniques requiring fire and rescue to use its water supply plan involving tankers, supplemented with automatic aid support.
- 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.

Concept of Operations

- ESF #4 operates under the Emergency Services Group at the Emergency Operations Center (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 EOC activation, FRS will provide representation to the Emergency Services Group to coordinate support to the IC and assist in identifying strategic level firefighting and fire suppression requirements and potential resource needs that they IC may request.
- At the EOC, ESF #4 will evaluate and analyze information received to update assessments of the situation and conditions being encountered by the fire operations and to convey information collected by other ESF's in the EOC that may be relevant to strategic and tactical decisions being made by the IC. If requested by the IC, ESF #4 will undertake contingency planning to meet anticipated and unanticipated demands and needs of situation. ESF #4 will coordinate with other County ESFs to coordinate resource support 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, not included in mutual aid agreements, made by the IC and communicated through the EOC will be coordinated by the Disaster Manager to the State Emergency Operations Center (SEOC). Once the SEOC commits to providing such assistance, ESF #4 will coordinate directly as needed with the state ESF #4 counterparts in fulfilling the requests to support the IC.
- 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. The timing for receiving such federal assistance will be communicated to the IC.
- 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.



- ESF #4 will ensure that all FRS costs and expenditures related to the emergency are documented in accordance with guidance provided by the Office of Emergency Management and Homeland Security (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.
- Upon the de-activation of the EOC, ESF #4 representative at the EOC will ensure any open actions or issues are transferred to FRS for coordination and completion or resolution in support of the IC.
- 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	<ul style="list-style-type: none">• Develop and maintain ESF #4 of the EOP.• Coordinate resolution of ESF #4 after-action issues.
Response	<ul style="list-style-type: none">• Provide representative to the EOC to serve as the primary for ESF #4.• Provide fire detection and suppression.• Provide emergency medical services and triage, treatment, 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 Montgomery County Police Department (MCPD) Homicide Section.• 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 ESF #4 Leader.• Establish and operate staging areas as necessary.



Recovery	<ul style="list-style-type: none">Regulate and supervise burn sites for debris removal as needed with direct assistance from Maryland Department of Natural Resources.Conduct ESF #4 after-action review.
Mitigation	<ul style="list-style-type: none">As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.Assist in resolving ESF #4 after-action issues.
Response	<ul style="list-style-type: none">Provide vehicles, site access, fuel, and maintenance support for emergency transportation.As necessary, provide materials, supplies, services, and equipment needed to support emergency field operations.
Recovery	<ul style="list-style-type: none">Provide vehicles, site access, fuel, and maintenance support for recovery operations.Participate in ESF #4 after-action review.
Mitigation	<ul style="list-style-type: none">As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Environmental Protection

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.Assist in resolving ESF #4 after-action issues.
Response	<ul style="list-style-type: none">Provide support for debris removal
Recovery	<ul style="list-style-type: none">Participate in ESF #4 after-action review.
Mitigation	<ul style="list-style-type: none">As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Health and Human Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.Assist in resolving ESF #4 after-action issues.
Response	<ul style="list-style-type: none">Support temporary sheltering as appropriate (in cases of structural fires)
Recovery	<ul style="list-style-type: none">Participate in ESF #4 after-action review.



Mitigation	<ul style="list-style-type: none">As appropriate, identify opportunities to mitigate the impact of future incidents.
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Support Agency – Office of Homeland Security and Emergency Management

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.Assist in resolving ESF #4 after-action issues.
Response	<ul style="list-style-type: none">Coordinate the request for resources as needed through EMAC and the state EOC.Manage the EOC.
Recovery	<ul style="list-style-type: none">Participate in ESF #4 after-action review.
Mitigation	<ul style="list-style-type: none">As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">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.Assist in resolving ESF #4 after-action issues.Develop and maintain inventory of department resources available to support emergency operations.
Response	<ul style="list-style-type: none">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 Section will investigate the death in coordination with the FRS FEI UnitInvestigate incidents where serious injury results from a fire/explosion in coordination with the FRS FEI Unit.The MCPD will work in unified command with the FRS.
Recovery	<ul style="list-style-type: none">As needed provide support for re-entry operations.Participate in ESF #4 after-action review.
Mitigation	<ul style="list-style-type: none">As appropriate, identify opportunities to mitigate the impact of future incidents.



Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #4 after-action issues.
Response	<ul style="list-style-type: none">• Provide support for heavy equipment, snow and debris removal and traffic management
Recovery	<ul style="list-style-type: none">• Participate in ESF #4 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Office of Procurement

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Assist in the resolution of ESF #4 after-action issues.
Response	<ul style="list-style-type: none">• As necessary, procure and provide materials, supplies, services, and equipment needed to support emergency field operations.
Recovery	<ul style="list-style-type: none">• Participate in ESF #4 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Permitting Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Participate in planning, training, and exercises related to ESF #4.• Assist in the resolution of ESF #4 after-action issues.
Response	<ul style="list-style-type: none">• Provide assistance as requested by the Primary Agency.
Recovery	<ul style="list-style-type: none">• Participate in ESF #4 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – American Red Cross

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #4 after-action issues.
Response	<ul style="list-style-type: none">• Provide support to displaced persons as appropriate (in cases of structural fires)
Recovery	<ul style="list-style-type: none">• Participate in ESF #4 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.



References

- Fire and Rescue Service Disaster Plan
- Montgomery County Emergency Operations Plan



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ESF #5 Emergency Management

Emergency Support Function #5 Emergency Management	
Agency Role	Agency Name
Primary Agency	Office of Emergency Management and Homeland Security
Support Agencies	County Attorney's Office
	Department of Permitting Services
	Department of Technology Services
	Department of Finance
	Office of Human Resources
	Department of Correction and Rehabilitation

Introduction

ESF Mission

The primary, support, and cooperating agencies of Emergency Support Function (ESF) #5 Emergency Management are tasked with the coordination of countywide response operations and resources. This is conducted through the Emergency Operations Center (EOC) in coordination with the ESF primary, support and coordinating agencies.

Purpose

The purpose of this ESF is to outline the specific roles and responsibilities of primary and support County departments and offices and cooperating organizations ("agencies") under ESF #5 of the Montgomery County Emergency Operations Plan (EOP). Emergency Management as a function is responsible for coordinating the support to incident/unified command responding to emergencies that warrant EOC activation and recommending declarations of emergency to the County Executive for emergency powers under local, state or federal authority to save lives and protect property involved in disaster response, recovery and mitigation. Planning functions involve preparedness.



Scope

- This ESF is applicable to all agencies that have assigned roles and responsibilities in the Montgomery Emergency Operations Plan (EOP) in support of ESF #5 operations. This ESF supplements the County EOP.
- The Emergency Management activities outlined in this ESF will be accomplished 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).
- ESF #5 outlines management activities during emergencies warranting EOC activation and in support of the National Capital Region (NCR). ESF #5 focuses upon the coordination of support, collection, analysis and interpretation of information and the facilitation of operational planning. This includes WebEOC controller and administrative support to the EOC. ESF #5 is responsible for the staffing and operation of the EOC, collection of financial information for emergency operations and other support functions required for response to major disasters and emergencies.
- ESF # 5 focuses upon the policy issues which involve recommendations to the County Executive for emergency declarations and the use of appropriate emergency powers under local, state and federal declarations. ESF #5 gathers damage assessment information and determines if thresholds are met for recommendations to the Governor for federal emergency declarations.
- 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 ESF #14 and the Montgomery County Pre-Disaster Recovery Plan 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.
 - Support agencies in their efforts to ensure their disaster-related programs are compliant with Title II of the Americans with Disabilities Act.
 - Maintaining and executing WebEOC incidents.



- Managing the overall emergency-related information collection process. This includes collecting information from all emergency support functions related to the response effort as it pertains to the general population and people with disabilities.
 - Situational reports shall be prepared and distributed for each operational period.
 - Providing operational information to the various departments, offices, 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 to request additional resources.
 - Coordinating and managing all requests for Geographic Information Systems (GIS) support to emergency operations.
 - Facilitating contingency planning at the EOC and publishing the EOC Action Plan for each operational period in support of IC. 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 via WebEOC.
- This ESF is applicable to all human-caused and natural emergencies and disasters including but not limited to: fires, biological incidents, nuclear incidents, mass fatality incidents, winter storms, tornadoes, hurricanes, tropical storms, extreme cold and heat events, severe thunderstorms, and flooding.

Situation

OEMHS monitors incidents and threats to the County. Information collection, analysis and dissemination activities may be initiated as a situation emerges. ESF #5 may be activated to monitor an incident to determine the scope and magnitude of the emergency and to recommend EOC activations.

Upon activation of the EOC, ESF #5 assumes responsibility for information management - collection, analysis and dissemination. ESF #5 will also facilitate the action planning process for the EOC in support of the IC.

Assumptions

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



- Montgomery County is subject to both natural and human-caused hazards that could cause an emergency or disaster (*for a complete list of hazards, see the Montgomery County EOP Basic Plan & Hazard Mitigation Plan*). An emergency or disaster situation caused by any of these hazards could require a coordinated effort of emergency management resources.
- As County resources are deployed and reserves committed to emergency response, neighboring jurisdictions under mutual aid may be used to replenish the reserves. Additional resources may also be obtained by requesting additional resources from Maryland and other states or from federal authorities.
- 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.
- 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.
- Severe weather may cause widespread power outages and damage to water and sewer lines that may last several days.

Concept of Operations

General

- ESF #5 will receive Incident Action Plans from Incident Command (IC) and actively, analyze, summarize, and distribute information on the situation to all departments and offices and other supporting partner agencies and organizations. Departments, offices, and cooperating organizations will provide information to ESF #5 through WebEOC 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/Unified Command (UC).
 - Geographic boundaries of the disaster area.
 - Social, physical and economic impacts of the disaster on all residents and businesses of the County.
 - 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 offices.
 - Collect and track financial costs for all emergency expenses incurred
 - 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 offices to develop a county-wide summary of events, damages and response operations. See ESF #17 - Damage Assessment and the Montgomery County Damage Assessment Plan.
 - The Department of Permitting Services (DPS), a support agency to ESF #5 and a co-primary agency on ESF #17, is responsible for co-leading damage assessment operations with the Office of Emergency Management and Homeland Security (OEMHS) as outlined in ESF #17 - Damage Assessment. Departments and agencies with assigned responsibilities for damage assessments will provide information to OEMHS & DPS at the EOC for review, analysis, distribution and for reporting purposes.
 - The Operations Chief, 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 offices at the EOC via WebEOC.
 - Documents developed by ESF #5 at the EOC will not be released directly to the public without appropriate authorization and in coordination with the Office of Public Information.
 - 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.
- Montgomery County participates in the National Weather Service (NWS) Storm Ready community preparedness program that promotes the importance of public readiness. Information is provided to the public through a variety of venues including the County website, the media, and through seminars and workshops. The Montgomery County Web site provides information on all severe weather hazards and actions residents can take to be prepared for or cope with the aftermath of severe weather events.
- The Office of Emergency Management and Homeland Security (OEMHS) will monitor weather conditions for the potential threat of severe weather. The weather is monitored through multiple weather forecasts received from the NWS's direct telephone link, National Oceanic and Atmosphere Administration (NOAA) weather radio, Live Doppler Radar and live warnings and alerts provided through the NWS satellite link through the Emergency Management Weather Information Network. Watches and warning issued by the NWS will be distributed via the Montgomery County Internal Alert System to designated departments and offices 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 Chief Administrative Officer (CAO) or designee has final authority for granting leave for County employees or closing County facilities due to severe weather. This decision is based upon the current and predicted weather and road conditions.
- 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 offices. 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.



- Post incident assessments will be conducted in accordance with the EOP and Damage Assessment Plan 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.

Dams

- The Maryland Department of the Environment (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.
- 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.
- 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 cooperating 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 Emergency Communications Center (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.
- 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
- 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.

- 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.

Training and Exercise

- 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. More information on Montgomery County's training and exercise policies can be found within the Montgomery County Office of Emergency Management and Homeland Security Multi-year Training and Exercise Plan.

Roles and Responsibilities

Primary Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain ESF #5 to the Emergency Operations Plan.• Train department staff for emergency assignments.• Coordinate resolution of ESF #5 after-action issues.• Monitor and track incidents.• Maintain the EOC in a state of operational readiness.• Develop and maintain mutual aid agreements. Compile and maintain a copy of all County Memoranda of Understanding (MOUs) and mutual aid agreements relevant to disaster response for reference in the EOC.• Develop and maintain inventory of office resources.• Conduct WebEOC trainings and exercises.• Build, develop, and test WebEOC boards.• Monitor weather conditions and forecasts.• Provide preparedness and safety information to the public via the Montgomery County website and other means.• Chairs the LEPC and maintain the SARA Title III lists of



	<p>facilities that require an emergency plan.</p> <ul style="list-style-type: none">• 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 Dam EAPs is available in the County Geographic Information Systems (GIS).• Identify GIS products that will assist the evacuation managers and field response personnel.• Maintain the Dams Program Standard Operating Guide in coordination with DEP.• Review in coordination with MDE Dam Safety Division Dam EAPs submitted by dam owners to ensure compliance with state guidelines.• Distribute approved and updated Dam EAPs to appropriate County departments and offices.• Maintain copies of updated Dam EAPs in the EOC.• Maintain a Critical Infrastructure & Key Resources (CIKR) plan with procedures for interacting with Dam owner and operators.• 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).• Ensure representation from the disability community on exercise planning.
Response	<ul style="list-style-type: none">• Activate and manage the EOC.• Maintain and operate WebEOC in support of County response efforts.• Ensure adequate staff to support and sustain EOC operations.• Provide technical assistance and administrative support in the preparation and processing of emergency declarations,



	<p>protective action guidelines, and related issues.</p> <ul style="list-style-type: none"> • 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. • Continue to monitor weather conditions and provide information to County departments and offices. • 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.
Recovery	<ul style="list-style-type: none"> • Coordinate with MEMA on state and federal relief programs. • Monitor the situation and provide information to other departments and offices.
Mitigation	<ul style="list-style-type: none"> • Develop and maintain the Montgomery County Hazard Mitigation Plan. • Coordinate with MEMA on implementation of the hazard mitigation grant program (in event of a federal disaster declaration).

Support Agency - County Attorney's Office

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Assist in resolving ESF #5 after-action issues. • Advise County officials concerning legal responsibilities, powers, and liabilities in emergency declarations and operations.
Response	<ul style="list-style-type: none"> • Prepare required documents, waivers and legal clearances as needed for emergency declarations and the exercise of emergency powers. • Provide advice concerning legal responsibilities, powers, and liabilities regarding policy formulated for emergency operations and post-disaster and recovery assistance. • Prepare, as appropriate, emergency ordinances (i.e., price gouging and curfews) and local declarations. • Provide legal guidance on issues pertaining to evacuations.
Recovery	<ul style="list-style-type: none"> • Prepare waivers and legal clearances. • Assist with the preparation of applications, legal interpretations, or opinions, and Board of Supervisor



	<p>packages regarding recovery and/or reimbursement.</p> <ul style="list-style-type: none">• Participate in after-action review.
Mitigation	<ul style="list-style-type: none">• Provide technical assistance/preparation of applications, legal interpretations, or opinions.

Support Agency – Department of Finance

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• 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 offices.
Response	<ul style="list-style-type: none">• Provide assistance in documenting emergency-related costs.• Provide Project Codes so that the County's Departments 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support – Department of Permitting Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Assist Damage Assessment operations as outlined in ESF #17 Damage Assessment.• Assist in resolving ESF #5 after-action issues.
Response	<ul style="list-style-type: none">• Provide assistance in compiling damage assessment information for reports to MEMA.• Provide damage assessment information related to commercial and residential structures.
Recovery	<ul style="list-style-type: none">• Provide information and assistance as needed to the Preliminary Damage Assessment (PDA).
Mitigation	<ul style="list-style-type: none">• Make recommendations for updating codes or ordinances, where applicable.• Advise the public of private actions that could mitigate



	individual loss.
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Support – Department of Technology Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Maintain operational readiness and effectiveness of IT systems used in EOC operations; ensure rapid response to address and resolve IT problems encountered during EOC activations.• Assist in resolving ESF #5 after-action issues.
Response	<ul style="list-style-type: none">• Provide technical IT assistance and support to the EOC.
Recovery	<ul style="list-style-type: none">• Participate in the after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Office of Human Resources

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Assist in resolving ESF #5 after-action issues.• Develop and maintain supporting plans and procedures.
Response	<ul style="list-style-type: none">• Relay necessary Human Resources information to County Employees as appropriate.• Provide available staff, resources, and guidance to support emergency operations regarding Human Resources issues as appropriate.
Recovery	<ul style="list-style-type: none">• Participate in ESF #5 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

References

- Montgomery County Emergency Operations Plan.
- Montgomery County Emergency Operations Plan - ESF #17 Damage Assessment
- State of Maryland Response Operations Plan (SROP), 2015.
- Montgomery County Emergency Management Program Strategic Plan, 2016.
- Montgomery County Damage Assessment Plan.
- Maryland Dam Safety Manual, 1996 (rev. 2003).
- Montgomery County Dams Program Standard Operating Guide
- Emergency Action Plans for state regulated dams classified as “high” or “significant” risk.
- MD Env Code § 5-503.1 (2017)
- Montgomery County Office of Emergency Management and Homeland Security Multi-year Training and Exercise Plan, FY 2015 – FY 2019



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

Emergency Support Function #6 Mass Care, Emergency Assistance, Housing, and Human Services	
Agency Role	Agency Name
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
	Department of Recreation
	Regional Service Centers
	Department of Transportation
	Department of Correction and Rehabilitation
	Montgomery County Public Libraries
Cooperating Organizations	American Red Cross
	Montgomery College
	Montgomery County Public Schools
	Montgomery County Sheriff's Office

Introduction

ESF Mission

The primary, support, and cooperating agencies of Emergency Support Function (ESF) #6 Mass Care, Emergency Assistance, Housing, and Human Services are tasked with managing the overall mass care response following a disaster. The mission includes people and pet shelter operations, emergency assistance, medical shelter operations, and family assistance center management.

Purpose

The purpose of this ESF 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. Detailed information on agency roles and responsibilities can be found within the Montgomery County Shelter Operations Guide (SOG).

Scope

This ESF 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 ESF supplements the County EOP.

Definitions

Americans with Disabilities Act (ADA) Best Practices Tool Kit for State and Local Government - Identifies key ADA obligations that apply to all aspects of emergency management.

American Red Cross (ARC) Shelter – A shelter facility operated by the American Red Cross in agreement with 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. Montgomery County has a strong preference for establishing a co-located shelter whenever an emergency shelter is needed.

Disaster Relief Centers – Temporary locations established during a disaster recovery where a wide range of services may be offered to residents impacted by a larger scale emergency.

Emergency Shelter – A facility operated by the Montgomery County, or the ARC NCR in agreement with Montgomery County, where residents displaced by an emergency, disaster, or other incident can seek temporary housing and other basic needs.

Evacuation Center – A facility where potentially impacted residents can seek refuge from an impending disaster, such as a hurricane or slow-rise flood. Evacuation Centers are intended for short term protection from the direct impacts of an emergency and, as such, may not provide the same housing amenities (showering, sleeping, meals) as an emergency shelter.

Family Assistance Center (FAC) – Temporary locations established post-disaster where family reunification or identification may occur as well as connecting affected families to post-disaster recovery services.

Functional Needs Support Services (FNSS) – Services that enable individuals to maintain their independence in a general population shelter.



Heating/Cooling Center (H/C Centers) – Temporary location intended to provide refuge from extreme atmospheric temperature events. These H/C Centers will often be public facilities with appropriate climate control used during prolonged periods of dangerous temperatures. H/C Centers may occupy the same locations as other full sheltering operations, but not all H/C Centers will provide the dormitory, feeding, or other core functions of a full shelter.

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

Reception Center – Temporary location intended to provide a place of refuge for temporarily displaced workers or residents as might be required immediately after a spontaneous event and prior to opening a full shelter. A reception center is intended to provide limited assistance for a short period of time.

Assumptions

- The planning assumptions stated in the Montgomery County EOP also apply to this ESF.
- All emergency response and recovery operations conducted under this ESF will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act.
- Agencies will provide the services listed in the Roles and Responsibilities section of this ESF.
- Montgomery County is subject to both natural and human-caused hazards that could cause an emergency or disaster (*for a complete list of hazards, see the Montgomery County EOP Basic Plan & Hazard Mitigation Plan*). An emergency or disaster situation caused by any of these hazards could require a coordinated effort for Mass Care, Emergency Assistance, Housing, and Human Services.
- 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 and cooperating agencies in planning, training, and exercises to ensure an effective operation upon activation.
- This ESF encompasses the full range of non-medical mass care services to include providing shelter, organizing feeding operations, 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 County residents which includes those County residents with non-medical access and functional needs.
- The focus of ESF #6 is on the short-term and immediate needs of the disaster victims. Initial planning for providing equivalent opportunities for accessible post-emergency temporary housing to persons with disabilities will begin during the response and sheltering phase of a disaster. Recovery and long-term housing issues will be covered in ESF #14.
- Heating and Cooling Centers (H/C Centers) may be established at locations as determined to be convenient for reaching the appropriate at risk or exposed populations.

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 ESF, mass care and sheltering includes provision of basic immediate care for disaster victims and functional needs support services for people with disabilities and others with access and functional needs. Basic care can include food, water, and shelter. Functional needs support services are the services that enable individuals to maintain their independence in general population shelters and can include modifications to policies, practices, and procedures to support independence, the use/provision of durable medical equipment, consumable medical supplies, and personal support services. This can include service animals, which will not be separated from their owners.

Concept of Operations

- Montgomery County maintains a Statement of Understanding (SOU) with the American Red Cross (ARC) of the National Capital Area. The ARC is a primary service provider within the County for mass care including sheltering and feeding operations.
- If the EOC is open, the primary agency will receive notification of incidents or potential incidents through the Office of Emergency Management and Homeland Security (OEMHS).



- If the EOC is not open, the following operational communication pathway will be used to determine whether or not an emergency shelter ought to open: **First Responders (FRS/MCPD) → PSCC → ARC → OEMHS/HHS**
- The primary agency will notify support agencies and cooperating organizations 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 and cooperating organizations as needed.
- Upon request, the ARC will partner in the operation of shelter facilities and arrange for mass feeding and other appropriate support in cooperation with the other departments, offices, and organizations assigned to support this ESF.
- 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 primary agency in coordination with the Disaster Manager or the Director of OEMHS.
- ESF #6 will establish and operate feeding sites to serve disaster victims as determined by the Director of OEMHS, HHS, and/or the ARC.
- DHHS will coordinate with the Montgomery County Police Department – Animal Services Division at the established shelter locations. The Animal Services Division will operate emergency pet shelters in accordance with the Emergency Response Plan for Animals.
- ESF #6 will establish and operate feeding sites to serve disaster victims as determined by the Director of OEMHS.
- When directed, the DHHS will establish and operate a Family Reunification Center (FRC), Family Assistance Center (FAC) or Disaster Relief Center (DRC) to provide reunification and short-term disaster recovery assistance to disaster victims and/or the families of disaster victims in Montgomery County. DHHS will coordinate with ESF #15 & ESF #5 to announce the opening, location, and hours of operation of the center.



- Whenever it is determined to demobilize the FAC or DRC, DHHS will transition from providing short-term recovery assistance to providing long-term recovery assistance such as longer-term housing and social support. DHHS will coordinate with ESF #15 to communicate the transition to long-term recovery.
- DHHS shall coordinate with ESF #16 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.
- Basic dormitory supplies (regular and special needs cots, blankets and comfort kits) are maintained by the ARC NCR for deployment to sheltering locations. If conditions (such as weather or road obstructions) require, the EOC, OEMHS and/or DHHS will provide support in facilitating movement of the equipment in Montgomery County. ARC NCR will pre-position trailers to potential sheltering sites, when possible, in conjunction with discussions between ESF-6 partners and the Community Services Group (CSG).
- 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	<ul style="list-style-type: none">• Develop and maintain ESF #6 to the Emergency Operations Plan.• Include people with disabilities and/or their representative agencies in all phases of emergency management including preparedness, response, recovery and mitigation planning.• Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations.• Coordinate resolution of ESF #6 after-action issues.• Develop and maintain inventory of department emergency response resources to include the durable medical



	<p>equipment and consumable medical supplies needed to meet in-shelter functional needs support services.</p> <ul style="list-style-type: none">• Ensure protection of vital records.• Create, train, and exercise disaster response teams for sheltering, family reunification, and other mass care services.
Response	<ul style="list-style-type: none">• 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 County Lead Representative (CLR) is designated at each shelter location and that they communicate with the EOC during each operational period.• Open and operate mass care emergency shelters as needed, with a strong preference for establishing a co-located shelter whenever an emergency shelter is needed.• Provide an emergency shelter liaison to coordinate with pet shelter liaison.• Identify personnel to serve as a liaison to the Volunteer and Donations Management Team.• In consultation with the OEMHS Manager, determine need to establish a Family Assistance Center (FAC).
Recovery	<ul style="list-style-type: none">• 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.



	<ul style="list-style-type: none">• Initiate planning for post-emergency temporary housing of shelter residents as needed, and to include providing equivalent opportunities for accessible temporary housing to people with disabilities.• Collaborate with the Volunteer and Donations Management Team to provide and support ongoing community recovery effort.
Mitigation	<ul style="list-style-type: none">• Plan and direct the countywide program of emergency social services, including staffing of shelters in partnership with ESF #6 supporting agencies and cooperating organizations.• 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	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #6 after-action issues.• Identify a representative to the EOC when requested by the Chief Administrative Officer or by OEMHS.• Develop and maintain inventory of department resources.
Response	<ul style="list-style-type: none">• Provide available staff, resources, and facilities to support emergency operations.• Provide information as to community users in public facilities during emergency operations.
Recovery	<ul style="list-style-type: none">• Participate in after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #6 after-action issues.• Develop and maintain inventory of department resources.
Response	<ul style="list-style-type: none">• Ensure adherence to fire code in all shelters.• Support the evacuation of mobility impaired residents from multiple story buildings.• Provide assistance with Family Reunification efforts.
Recovery	<ul style="list-style-type: none">• Participate in after-action review.



Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.
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Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• 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.• Ensure the operability of emergency generators at recreation centers and County buildings that have been surveyed for use as emergency shelters.
Response	<ul style="list-style-type: none">• Conduct maintenance and facilities management at all Montgomery County government shelter locations.• Provide fuel for emergency vehicles, portable equipment, and emergency generators.• Provide custodial supplies and services at designated shelters.
Recovery	<ul style="list-style-type: none">• Participate in after-action review.
Mitigation	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #6 after-action issues.
Response	<ul style="list-style-type: none">• Assist HHS in determination of need for opening shelters, reception centers, and other short-term mass care facilities.• Provide technical assistance and support for mass care needs and operations.• Coordinate with non-profit organizations, businesses, Regional Services Centers, state and federal agencies to implement the donations management system.• Determines in conjunction with the Incident Commander and Montgomery County DHHS whether to establish a family assistance center.
Recovery	<ul style="list-style-type: none">• Participate in after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact



	of future incidents.
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Support Agency – Montgomery County Police and Animal Services Division

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #6 after-action issues.• Develop and maintain inventory of department resources.
Response	<ul style="list-style-type: none">• As needed, provide security for shelters, reception centers, and other mass care facilities and medical dispensing sites.• Manage pet evacuations and sheltering operations.• Provide a pet shelter liaison to coordinate with emergency shelter liaison.
Recovery	<ul style="list-style-type: none">• Participate in after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Recreation Department

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #6 after-action issues.• Identify a representative to the Emergency Operations Center (EOC), if ESF #6 is activated, or when requested by the CAO or by OEMHS.• Develop and maintain inventory of department resources.
Response	<ul style="list-style-type: none">• Provide staff support for shelters, reception centers, and other short-term mass care facilities.• Identify a representative to the EOC, if the Shelter task Force is activated, or when requested by the CAO or by OEMHS• Provide facilities for community and emergency use.
Recovery	<ul style="list-style-type: none">• Participate in after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #6 after-action issues.



Response	<ul style="list-style-type: none">• Provide support to evacuations by providing assistance in traffic control operations and providing barricades, signs, and other devices to assist the Montgomery County Police Department (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.• If requested, provide available accessible transportation assets (buses and personnel) to help transport shelters. Coordinate all County transportation resources planned for use in the evacuation.
Recovery	<ul style="list-style-type: none">• Participate in after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Regional Service Centers

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #6 after-action issues.
Response	<ul style="list-style-type: none">• Make the Regional Service Center (RSC) available if requested as an emergency shelter if there is adequate space. Provide available space and resources volunteer and donation coordination.
Recovery	<ul style="list-style-type: none">• Participate in ESF #6 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Correction and Rehabilitation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #6 after-action issues.
Response	<ul style="list-style-type: none">• If requested, provide arrange for food arrangements per the Shelter Operations Guide.
Recovery	<ul style="list-style-type: none">• Participate in ESF #6 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.



Support Agency – Montgomery County Public Libraries

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #6 after-action issues.
Response	<ul style="list-style-type: none">• Conduct heating and cooling centers at request of county• As requested, deploy Library mobile sites at shelter to help with resources to contact families.• If requested, provide bilingual staff for assistance with shelter communications.
Recovery	<ul style="list-style-type: none">• Participate in ESF #6 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – American Red Cross

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #6 after-action issues.• Provide staff support to a Family Assistance Center and/or Disaster Relief Center.• Assess potential facilities for use as an emergency shelter, including ADA compliance.
Response	<ul style="list-style-type: none">• Provide shelter, food, and clothing to address the basic human immediate needs of disaster victims and functional needs support services for people with disabilities.• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.



Cooperating Organization – City of Gaithersburg

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #6 after-action issues.
Response	<ul style="list-style-type: none">• City opens and manages the Gaithersburg facility as a shelter (facility only, not residents) at the request of the County.
Recovery	<ul style="list-style-type: none">• Participate in ESF #6 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – Montgomery College

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #6 after-action issues.• Identify a representative to the Emergency Operations Center, if ESF #6 is activated, or when requested by the CAO or by OEMHS.• Develop and maintain inventory of agency resources.
Response	<ul style="list-style-type: none">• Provide available facilities for town hall meetings following disasters.• Conduct debris removal and disposal operations for College facilities and grounds.
Recovery	<ul style="list-style-type: none">• Participate in ESF #6 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – Montgomery County Public Schools

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #6 after-action issues.• Identify a representative to the EOC, if ESF #6 is activated, or when requested by the CAO or by OEMHS.• Develop and maintain inventory of agency resources.
Response	<ul style="list-style-type: none">• Provide facilities for shelters, reception centers, and heating/cooling centers.• Provide support for feeding operations.• Assist with damage assessment by providing damage



	assessment reports for the Montgomery County Public Schools (MCPS).
Recovery	<ul style="list-style-type: none">• Participate in ESF #6 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – Montgomery County Sheriff's Office

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #6 after-action issues.
Response	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Participate in after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

References

- Montgomery County Emergency Response Plan for Animals. Animal Services Division
- Montgomery County Emergency Operations Plan
- Chapter 7 from Title II of the Americans with Disabilities Act
- Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters. FEMA
- Montgomery County Shelter Operations Guide
- Montgomery County Extreme Weather Plan
- Montgomery County Family Reunification Plan
- Montgomery County Volunteer and Donations Management Plan



ESF #7 Resource Support and Logistics Management

Emergency Support Function #7 Resource Management and Logistics Management	
Agency Role	Agency Name
Primary Agency	Department of General Services
Support Agencies	Office of Procurement
	Department of Correction and Rehabilitation
	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

ESF Mission

The primary, support, and cooperating agencies of Emergency Support Function (ESF) #7 Resource Support and Logistics Management provide logistical support and resource management following a disaster. This includes maintenance, deployment and demobilization of the County's resource inventory. This ESF also coordinates with other local, state, regional, and federal partners to obtain additional resources are required during an event.

Purpose

The purpose of this ESF 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 ESF #7 of the Montgomery County Emergency Operations Plan (EOP). The ESF 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 ESF is applicable to all agencies that have assigned roles and responsibilities in the EOP in support of logistics operations in ESF #7. This ESF supplements the County EOP.
- ESF #7 is not intended to replace or supplant the purchasing authorities of the individual County departments and offices. 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 cooperating 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 ESF.
- All emergency response and recovery operations conducted under this ESF will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this ESF.
- Montgomery County is subject to both natural and human-caused hazards that could cause an emergency or disaster (*for a complete list of hazards, see the Montgomery County EOP Basic Plan & Hazard Mitigation Plan*). An emergency or



disaster situation caused by any of these hazards could require a coordinated effort of resource support and logistics and the restoration of County resources.

- 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 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. Supplies and services can also be procured using existing contracts to the extent practical.

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, including critical resources needed to support people with disabilities.
- 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 Office of Procurement will be available for emergency procurement, if necessary.
- 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. ESF #7 will manage all assigned requests for resources and logistical support and the appropriate agency will 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 (MCPD) 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 with the assistance of the Office of Procurement. ESF #7 will advise the EOC Manager/Disaster Manager 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 (NCR) 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 EOC and/or IC. 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

Primary Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #6 after-action issues.• Coordinate resolution of ESF #7 after-action issues.



	<ul style="list-style-type: none">• Train department staff for assignments.• Develop and maintain inventory of county assets.
Response	<ul style="list-style-type: none">• Provide representative to the EOC to serve as the lead for ESF #7.• Provide maintenance support during emergency operations for county owned or leased buildings.• Provide fuel for emergency vehicles, portable equipment, and emergency generators.• As needed, lease facilities needed to support operations
Recovery	<ul style="list-style-type: none">• Provide logistical support in establishing recovery-related facilities.• Provide fuel for emergency vehicles, portable equipment, and emergency generators.• Conduct ESF #7 after-action-review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Office of Procurement

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Assist in the resolution of ESF #7 after-action issues.
Response	<ul style="list-style-type: none">• As necessary, procure and provide materials, supplies, services, and equipment needed to support emergency operations.• Provide available staff, resources, and facilities to support emergency operations.
Recovery	<ul style="list-style-type: none">• Participate in ESF #7 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Correction and Rehabilitation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Participate in ESF #7 related planning, training, and exercises.• Assist in resolving ESF #7 after-action issues.• Develop supporting plans and procedures.
Response	<ul style="list-style-type: none">• 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.



	<ul style="list-style-type: none">• Provide food preparation in support of County emergency operations from the MCCF facility.
Recovery	<ul style="list-style-type: none">• Participate in ESF #7 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Finance

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Participate in ESF #7 planning, training, and exercises.• Assist with resolving ESF #7 related after-action issues.
Response	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Provide financial management including maintaining vendor files and payment of bills.• Participate in after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Liquor Control

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Participate in ESF #7 planning, training, and exercises.• Assist in resolving ESF #7 after-action issues.
Response	<ul style="list-style-type: none">• 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



	<ul style="list-style-type: none">qualified operators for forklifts, tow motors, etc.Provide refrigerated trucks, if appropriate, and refrigerated warehouse space as a temporary morgue when required.
Recovery	<ul style="list-style-type: none">Provide support in demobilizing points of distribution established for distributing emergency relief commodities.Participate in ESF #7 after-action review.
Mitigation	<ul style="list-style-type: none">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	<ul style="list-style-type: none">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.
Response	<ul style="list-style-type: none">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	<ul style="list-style-type: none">Manage and track requests for resources submitted to the MEMA.Participate in ESF #7 after-action review.
Mitigation	<ul style="list-style-type: none">As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">Participate in ESF #7 planning, training, and exercises.Assist in resolving ESF #7 after-action issues.
Response	<ul style="list-style-type: none">Provide for traffic management and control at points of distribution.



	<ul style="list-style-type: none">• Provide for security at PODs and other logistical support facilities.
Recovery	<ul style="list-style-type: none">• Participate in ESF #7 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Participate in ESF #7 planning, training, and exercises.• Assist in resolving ESF #7 after-action issues.
Response	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Coordinate and fill requests for available equipment, trucks, and operators.• Participate in ESF #7 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – Montgomery County Public Schools

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Participate in ESF #7 planning, training, and exercises.• Assist in resolving ESF #7 after-action issues.
Response	<ul style="list-style-type: none">• Provide transportation support to logistics operations.• Provide available warehouse and storage space to support distribution of relief commodities.
Recovery	<ul style="list-style-type: none">• Participate in ESF #7 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

References

- State of Maryland Response Operations Plan (SROP), 2015.
- Montgomery County Emergency Operations Plan.



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ESF #8 Public Health and Medical Services

Emergency Support Function #8 Public Health and Medical Services	
Agency Role	Agency Name
Primary Agency	Department of Health and Human Services
Support Agencies	Fire and Rescue Services
	County Attorney's Office
	Department of Correction and Rehabilitation
	Department of Liquor Control
	Office of Emergency Management and Homeland Security
	Montgomery County Police Department
	Department of Recreation
	Regional Service Centers
	Department of Transportation
	Community Engagement Cluster
	Department of General Services
	Office of Procurement
	Department of Permitting Services
Cooperating Organizations	MC 311
	American Red Cross
	Montgomery College
	Montgomery County Public Schools
	Montgomery County Sheriff's Office
	Hospitals
	Funeral Homes

Introduction

ESF Mission

The primary, support, and cooperating agencies of Emergency Support Function (ESF) #8 Public Health and Medical Services are tasked with managing public health and medical response operations. Their mission is to provide lifesaving and life sustaining services before, during, and following a disaster.



Purpose

The purpose of this ESF 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 ESF also covers responding to potential or actual incidents of disease outbreaks of known or unknown origin requiring a coordinated County response.

Scope

- This ESF is applicable to all agencies that have assigned roles and responsibilities in the 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 ESF 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 (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 Annex to the DHHS All-Hazards Emergency Response Plan delineates the concept of operations and the roles and responsibilities of County departments and offices in mass fatality situations. For the purposes of this ESF, 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. In the event that OCME does not assume jurisdiction, it will become the responsibility of ESF-8.
- This ESF is responsible for coordination of the public health and medical response to significant biological threats and incidents. This includes detection and characterization of the threat (surveillance and investigation), threat containment (mass prophylaxis and non-pharmaceutical interventions (NPIs)), patient treatment (medical surge), and environmental testing and remediation.
- This ESF 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).



Assumptions

- The planning assumptions stated in the Montgomery County EOP also apply to this ESF.
- DHHS All Hazard Emergency Response Plan and supporting annexes will provide the framework for the public health response operations.
- 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.
- All emergency response and recovery operations conducted under this ESF will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this ESF.
- Montgomery County is subject to both natural and human-caused hazards that could cause an emergency or disaster (*for a complete list of hazards, see the Montgomery County EOP Basic Plan & Hazard Mitigation Plan*). An emergency or disaster situation caused by any of these hazards could require a coordinated effort for Public Health and Medical Services and the restoration of these services.
- 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.
- 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.
- It may be necessary for non-public safety County departments to reduce or suspend normal operations to assist with response to the incident. Many County departments may be needed to provide employees to assist in staffing critical public health functions.
- Biological incidents may take days to weeks to identify through illness, death, or other surveillance systems.
- 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

General

- All emergency response and recovery operations conducted under this ESF will be in accordance with NIMS.
- The Department of Health and Human Services (DHHS) will actively engage the support agencies and the County medical community in planning, training, and exercises to ensure an effective operation upon activation.
- DHHS, as the primary agency for ESF #8, is responsible for coordinating the overall public health and 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 may activate their Public Health Command Center (PHCC) to coordinate the overall public health and medical response. Upon activation of the county Emergency Operations Center (EOC), DHHS will provide representation to coordinate public health and medical services requirements and issues.
- The DHHS representative at the EOC will maintain communications with the PHCC to ensure that tasks and other support are requested appropriately. The PHCC and the EOC will exchange situational awareness updates on a regular basis.
- 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. Damage assessment information will be provided to the Department of Permitting Services as detailed in ESF #17 Damage Assessment of 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.
- DHHS will coordinate incoming mutual aid or other compact resources in support of public health and medical services.
- The ESF #8 representative at the EOC, with assistance from the Incident Management Team if needed, 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. Once it is determined that the state is 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 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.
- 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 the Office of Emergency Management and Homeland Security (OEMHS) for resolution through the County's Corrective Action Program (CAP).

Mass Fatality

- 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 offices.
 - 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. DHHS 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 (MCPD) 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 MCPD in accordance with established protocols and procedures.
- The OCME will be the lead agency for managing the collection, processing, and disposition of the fatalities.
- 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 Federal Bureau of Investigation (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. The FBI Victim Assistance Team may be deployed to assist victim's families.
- DHHS, in coordination with the Department of General Services as the primary agency for ESF #7, and all support agencies under this ESF, 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.
- DHHS will coordinate with state and federal public health agencies and the Maryland Department of Health (MDH) to assess the health and medical needs arising from the incident.



Biological Incidents

- 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 syndromic 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 public health 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/hazardous materials investigation will require coordination among numerous County departments and offices. Fire and Rescue Services will normally be the initial primary 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 (UC) and will assume the lead as circumstances indicate.
- In the event of a public health emergency DHHS will activate the Incident Command (IC) or Unified Command at 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 (MDH), County hospitals, and other healthcare providers. 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 County EOC will be activated to provide support to the IC/UC at the PHCC in conducting the response operations and to ensure the full mobilization of resources among the County departments and offices. 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 IC/UC at the PHCC through the emergency support function primary and support agencies.

- The Health Officer and the Office of Emergency Management and Homeland Security (OEMHS) Director will determine the need to activate the Joint Information Center (JIC) in order to provide information to the public.
- Where necessary, the Health Officer will activate and implement plans for mass prophylaxis and/or vaccinations as appropriate to the incident. Support for implementing the plans from other County departments and offices will be coordinated through the EOC. Sites will be opened as needed to provide medical countermeasures (MCMs).
- 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, managed by the Centers for Disease Control and Prevention (CDC), will be coordinated with the County EOC, MDH, MEMA, and the Governor's Office.
- At the state level, the Office of Preparedness and Response is responsible for staffing the MDH 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 MDH Command Center coordinates the state health department response to an incident in collaboration with Maryland Emergency Management Agency's (MEMA's) Emergency Operations Center and other state agencies. The PHCC will coordinate directly with MDH as necessary to address public health issues.
- The County Health Officer, or their designee, will direct DHHS in coordination with other departments and offices as well as serve as the Subject Matter Expert to the Disaster Manager when the Emergency Operations Center (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



Roles and Responsibilities

Primary Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain ESF #8 to the Emergency Operations Plan.• Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations, including but not limited to, procedures for mass and mobile prophylaxis using vaccination and/or antibiotics, other emergency distributions of MCMs, and public directives for non-pharmaceutical interventions (NPIs).• Coordinate resolution of ESF #8 after-action issues.• Develop and maintain an inventory of medical resources within the County.• Provide surveillance for disease occurrence in coordination with the National Capital Region (NCR) jurisdictions, MDH, and the healthcare system.• In coordination with ESF #15 develop and disseminate public service announcements as necessary to provide the public with pertinent public health information and guidance.• Develop information in accessible formats to ensure effective communication with all populations in the County, including those with disabilities.• Ensure facilities used for county public health and medical services are accessible to individuals with disabilities.• Manage any County 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 State of Maryland, regional, and local partners to develop, test, and improve capabilities.



	<ul style="list-style-type: none">• Provide lists of nursing homes, assisted living facilities, and large group homes for the GIS to determine if they are with the inundation zones for dam incidents.
Response	<ul style="list-style-type: none">• Coordinate situation awareness with ESF #8 partners, including assessment of the public health and medical infrastructure, and incident related changes to health and medical services and medical needs.• Issue drinking water and food restriction advisories.• Establish and operate points of dispensing of prophylactic medication.• Establish liaison with County health care facilities, MDH, and community to coordinate emergency requests for health and medical resources, including the Strategic National Stockpile (SNS).• Coordinate with the Montgomery County Office of Public Information to ensure the public is appropriately informed of health and medical threats, protective guidance, and public health directives and that the information is provided in an accessible manner to ensure effective communication with people with disabilities.• Review and implement non-pharmaceutical intervention measures (e.g., isolation, quarantine, social distancing, etc.).• Provide guidance to the public on general sanitation issues.• In coordination with MDH and DOE, advise on assessment of environmental risk related to biological incidents.• Coordinate and provide disaster mental health services in conjunction with private community mental health partners.• Provide emergency public health services.• Coordinate laboratory surveillance and technical expertise provided by MDH.• Conduct environmental health assessments with support from MDH• Coordinate with ESF #6 to provide medical support to emergency shelter operations.• Coordinate with ESF #13 to provide expertise for criminal investigations.• Provide epidemiological surveillance, outbreak investigation, and follow-up as needed and active disease surveillance and control.• Provide information on health and medical services and programs for individuals and people with disabilities during an emergency.• Connect individuals with disabilities with resources for



	<p>disability related assistance (DRA), durable medical equipment (DME), and consumable medical supplies (CMS).</p> <ul style="list-style-type: none">• Manage credentialed volunteers to staff jobs at mass and mobile medication dispensing or distribution.• Conduct environmental health assessments with support from MDH.• Activate, when necessary, the PHCC to provide command and control during the incident.• Coordinate resources for the storage, disposition, identification, and handling of human fatalities, in conjunction with the MCPD, Fire and Rescue Services, and MD OCME.• Provide information on behavioral health services that are available during an emergency.• Coordinate with Fire and Rescue Services (FRS), MDH, hospital Infectious Control Practitioners (ICPs), and other community partners to identify causative agent in a disease outbreak.• Coordinate with funeral home directors, cemetery managers, and state agency partners to identify and address fatality management needs and resources.• Coordinate personal protective equipment guidance for biological threats in coordination with guidance from the Centers for Disease Control and Prevention (CDC) and MDH.• Process death certificates.• Inform hospitals and other medical treatment facilities of potentially contaminated patients arriving at their facilities.
Recovery	<ul style="list-style-type: none">• 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 and MDH.• Provide people with disabilities information to connect with state and federal agencies about available resources through the Deficit Reduction Act and the Centers for Medicare and Medicaid Services.• Conduct ESF #8 after-action review.• 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.



Mitigation	<ul style="list-style-type: none">• 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.
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Support Agency – County Attorney's Office

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #8 after-action issues.
Response	<ul style="list-style-type: none">• Assist with the implementation of isolation and quarantine orders and other court orders as needed.• 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.• Advise County officials concerning legal responsibilities, powers, and liabilities regarding emergency operations and post-disaster and recovery assistance.
Recovery	<ul style="list-style-type: none">• Participate in the ESF #8 after-action review.
Mitigation	<ul style="list-style-type: none">• Conduct pre-event messaging to increase the public's preparedness for naturally-occurring and bioterrorism-related emergencies.

Support Agency – Department of Correction and Rehabilitation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #8 after-action issues.
Response	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Participate in the ESF #8 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #8 after-action issues.• Determine usage rates for expendable Personal Protective Equipment (PPE) used during prolonged incidents and manage sufficient stocks for use during the incident.
Response	<ul style="list-style-type: none">• 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.• 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.• 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	<ul style="list-style-type: none">• Participate in ESF #8 after-action review.
Mitigation	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #8 after-action issues.• Coordinate with the Community Resilience and Outreach Program.
Response	<ul style="list-style-type: none">• Activate and manage the EOC.• As necessary, coordinate requests for state and federal assistance.• Assist in the development and dissemination of protective guidance information.• Coordinate County support to OCME.• Provide support to the Incident Commander(s) through the EOC.• Coordinate with the County Executive to prepare and conduct appropriate memorial services.• Coordinates county support with State agencies.•
Recovery	<ul style="list-style-type: none">• Participate in ESF #8 after-action review.• Manage recovery operations in accordance with ESF #14.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Liquor Control

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #8 after-action issues.
Response	<ul style="list-style-type: none">• 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 medical countermeasure activities.• 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.



	<ul style="list-style-type: none">• 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.
Recovery	<ul style="list-style-type: none">• Participate in ESF #8 after-action review.• Provide support in demobilizing points of distribution established for distributing emergency relief commodities.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #8 after-action issues.
Response	<ul style="list-style-type: none">• 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, DNA sampling, collection of personal effects, documentation of injuries, and identification and notification of next of kin).• Serve as the County's primary 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.• Conduct death investigations and coordinate and provide support to agencies that have primary investigative jurisdiction.• Depending on scope and size of the incident, assist in the enforcement of isolation and quarantine orders.• Provide for access control and protection.• Establish on-scene incident command and/or participate in a unified command structure.• Maintain security and traffic control in and around the scene,



	<p>Incident Morgues, and/or mortuary affairs collection points.</p> <ul style="list-style-type: none">• 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.• Coordinate support to victim's families such as crisis intervention, assistance to address social needs, and financial compensation.• Coordinate with DHHS, FRS, 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	<ul style="list-style-type: none">• Participate in ESF #8 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Recreation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving EF #8 after-action issues.
Response	<ul style="list-style-type: none">• Provide facilities for the emergency distribution of medical countermeasures or to support other public health and medical interventions.
Recovery	<ul style="list-style-type: none">• Participate in ESF #8 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #8 after-action issues.• Identify a representative to the EOC when requested by the CAO or by OEMHS.
Response	<ul style="list-style-type: none">• Provide support to evacuations by providing assistance in



	<p>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.</p> <ul style="list-style-type: none">• Provide and coordinate transportation support to PODs.• 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.• Coordinate transportation services as needed to support incident facilities such as the MACP and/or Incident Morgue.
Recovery	<ul style="list-style-type: none">• Provide support to re-entry operations by providing assistance in traffic control.• Participate in ESF #8 after-action review.• Coordinate and fill requests for available trucks, and operators.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – MC311

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Assist in resolving ESF #8 after-action issues.• Develop and maintain supporting plans and procedures.
Response	<ul style="list-style-type: none">• Provide appropriate information coming through the call center to public safety and health services representatives.• Relay necessary public safety and health information to those contacting the call center.• Provide available staff, resources, and facilities to support emergency operations.
Recovery	<ul style="list-style-type: none">• Participate in ESF #8 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Community Engagement Cluster

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #8 after-action issues.
Response	<ul style="list-style-type: none">• Assist with communication to non-profit community.• Assist with coordination of building space in Regional Services Centers for use as medical dispensing sites.
Recovery	<ul style="list-style-type: none">• Participate in ESF #8 after-action review.



Mitigation	<ul style="list-style-type: none">As appropriate, identify potential opportunities for mitigating the impacts of future incidents.
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Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.Assist in resolving ESF #8 after-action issues.
Response	<ul style="list-style-type: none">Provide available and appropriate space to serve as a MCM dispensing site.
Recovery	<ul style="list-style-type: none">Participate in ESF #8 after-action review.
Mitigation	<ul style="list-style-type: none">As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Office of Procurement

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">Assist in the resolution of ESF #8 after-action issues.
Response	<ul style="list-style-type: none">As necessary, procure and provide materials, supplies, services, and equipment needed to support emergency operations.Provide available staff, resources, and facilities to support emergency operations.
Recovery	<ul style="list-style-type: none">Participate in ESF #8 after-action review.
Mitigation	<ul style="list-style-type: none">As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Permitting Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.Assist in resolving ESF #8 after-action issues.
Response	<ul style="list-style-type: none">Provide inspection of wells and sewage disposal systems.
Recovery	<ul style="list-style-type: none">Participate in ESF #8 after-action review.
Mitigation	<ul style="list-style-type: none">As appropriate, identify potential opportunities for mitigating the impacts of future incidents.



Cooperating Organization – Montgomery County Sheriff's Office

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #8 after-action issues.• Identify a representative to the EOC or when requested by the CAO or by OEMHS.
Response	<ul style="list-style-type: none">• 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.• Assist community hospitals with security.• Provide available staff, resources, and facilities to support emergency operations.• 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	<ul style="list-style-type: none">• Participate in ESF #8 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – Montgomery County Public Schools

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #8 after-action issues.• Identify a representative to the EOC or when requested by the CAO or by OEMHS.
Response	<ul style="list-style-type: none">• Provide available staging and distribution assets for Medical countermeasures, where necessary• Provide transportation assistance to DHHS if needed.• Provide available warehouse and storage space to support distribution of relief commodities.• Provide facilities to serve as Points of Dispensing sites for the public.
Recovery	<ul style="list-style-type: none">• Participate in ESF #8 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.



Cooperating Organization – Montgomery College

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">Develop and maintain supporting plans and procedures in coordination with ESF #8 primary and support agencies and cooperating organizations.Assist in resolving ESF #8 after-action issues.
Response	<ul style="list-style-type: none">Provide available facilities for points of dispensing sites.
Recovery	<ul style="list-style-type: none">Participate in ESF #8 after-action review.
Mitigation	<ul style="list-style-type: none">As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – American Red Cross

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">Develop and maintain supporting plans and procedures in coordination with ESF #8 primary and support agencies and cooperating organizations.Assist in resolving ESF #8 after-action issues.
Response	<ul style="list-style-type: none">Supplement County mental health services efforts.Assist with recruiting trained volunteers to supplement staffing resources.
Recovery	<ul style="list-style-type: none">Provide mental health services.Participate in ESF #8 after-action review.
Mitigation	<ul style="list-style-type: none">As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Organization – Hospitals

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">Develop and maintain supporting plans and procedures for hospitals in coordination with ESF #8 primary and support agencies and cooperating organizations.Coordinate with local, state, and regional partners to develop, test, and improve hospital capabilities for all-hazards incidents.Assist in resolving ESF #8 after-action issues.
Response	<ul style="list-style-type: none">Accept and provide care for patients in any all-hazards emergency and/or disaster.
Recovery	<ul style="list-style-type: none">Participate in ESF #8 after-action review.
Mitigation	<ul style="list-style-type: none">As appropriate, identify potential opportunities for mitigating the impacts of future incidents.



References

- DHHS – PHS All-Hazards Emergency Response Plan - Annex F: Mass Fatality Incident Management.
- State of Maryland Response Operations Plan (SROP), 2015.
- Montgomery County Emergency Operations Plan.
- Montgomery County EOP - ESF #17 Damage Assessment.
- ESF #8 – Public Health and Medical Services Annex to the 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.
- Mass Fatality Plan Office of the Chief Medical Examiner State of Maryland.
- Maryland Department of Health, Maryland Mass Fatality Plan.
- National Transportation Safety Board Federal Family Assistance Plan For Aviation Disasters, August 1, 2000.



ESF #9 Search and Rescue

Emergency Support Function #9 Search and Rescue	
Agency Role	Agency Name
Primary Agency	Fire and Rescue Services
	Montgomery County Police Department
Support Agency	Office of Emergency Management and Homeland Security

Introduction

ESF Mission

The primary and support agencies of Emergency Support Function (ESF) #9 Search and Rescue are tasked with managing search and rescue (SAR) operations. Their mission is to coordinate lifesaving SAR operations following a disaster.

Purpose

The purpose of this ESF is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations (“agencies”) in search and rescue (SAR) operations requiring EOC activations. This ESF also provides a concept of operations for conducting multi-agency SAR operations. ESF #9 provides for the effective utilization of SAR and the control and coordination of search and rescue operations.

Scope

This ESF 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 ESF supplements the Montgomery County EOP.

ESF #9 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 ESF.
- All emergency response and recovery operations conducted under this ESF will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this ESF.
- Montgomery County is subject to both natural and human-caused hazards that could cause an emergency or disaster (*for a complete list of hazards, see the Montgomery County EOP Basic Plan & Hazard Mitigation Plan*). An emergency or disaster situation caused by any of these hazards could require a coordinated effort of search and rescue resources.
- As County resources are deployed and reserves committed to emergency response, neighboring jurisdictions under mutual aid may be used to replenish the reserves. Additional resources may also be obtained by requesting the resources through Maryland and other states or from federal authorities.
- 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. Additional SAR resources may be available through mutual aid from neighboring jurisdictions and State resources.
- Some additional resources, requested through EMAC, 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.
- Individuals with disabilities may be unable to evacuate from facilities because of blocked egresses and routes. Individuals with disabilities may shelter in stairway landings or corridors until rescued.
- 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 NIMS.
- The primary agency during operations is dependent upon the nature of the mission requirements. For missing person SAR, typically the Montgomery County Police Department is the primary agency. For collapsed structures, confined space, water rescue, and other technical rescues the Montgomery County Fire and Rescue Service is the primary agency. In the event of an incident involving simultaneous search and rescue operations the FRS and MCPD may establish a unified command. Where appropriate, FRS will play a support role to MCPD and vice versa.
- MCPD and FRS 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 (US&R) team is maintained by FRS and its resources are available for operations in a local event. Additional US&R 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, 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, unless such private resources are a part of the established MD TF1.
- 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 SEOC. Once it is determined that the federal government is providing the resources (such as federally-sponsored US&R 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 FRS 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. As authorized under Title 5 of the Health – General Article of the Annotated Code of Maryland, the Maryland Office of the Chief Medical Examiner (OCME) is responsible for determining the cause and manner of the death, specifically if the death occurs by violence, suicide, casualty, or suddenly.

- FRS and MCPD will ensure that all ESF #9 related costs and expenditures are documented in accordance with guidance provided by ESF #5 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 FRS or MCPD as appropriate for completion or resolution upon the demobilization of the EOC.
- FRS 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 the Office of Emergency Management and Homeland Security (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	<ul style="list-style-type: none">• Develop and maintain ESF #9 to the EOP.• Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations.• Coordinate resolution of ESF #9 after-action issues.• Develop and maintain resource inventories.
Response	<ul style="list-style-type: none">• 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 ESF 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



	<ul style="list-style-type: none">rescue operations.Establish and operate staging areas as necessary.Provide emergency medical services and transport of victims.
Recovery	<ul style="list-style-type: none">Conduct ESF #9 after-action review.
Mitigation	<ul style="list-style-type: none">As appropriate, identify opportunities to mitigate the impact of future incidents.

Co-Primary Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">Develop and maintain ESF #9 to the EOP.Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations.Coordinate resolution of ESF #9 after-action issues.Develop and maintain resource inventories.
Response	<ul style="list-style-type: none">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 ESF 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	<ul style="list-style-type: none">Participate in ESF #9 after-action review.
Mitigation	<ul style="list-style-type: none">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	<ul style="list-style-type: none">Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.Train department staff for emergency assignments.Assist in resolving ESF #9 after-action issues.
Response	<ul style="list-style-type: none">Coordinate the request for resources as needed.Coordinate the processing of data into GIS products.



Recovery	<ul style="list-style-type: none">• Participate in ESF #9 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

References

- State of Maryland Response Operations Plan (SROP), 2015.
- Montgomery County Emergency Operations Plan.
- ESF #9 Search and Rescue Annex to the NRF (January 2008).



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ESF #10 Oil and Hazardous Materials Response

Emergency Support Function #10 Oil and Hazardous Materials Response	
Agency Role	Agency Name
Primary Agency	Fire and Rescue Services
	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

ESF Mission

The primary and support agencies of Emergency Support Function (ESF) #10 Oil and Hazardous Materials Response are tasked with coordinating hazardous material operations throughout the County. Their mission is to respond to hazardous material events including chemical, biological, radiological, and nuclear incidents.

Purpose

The purpose of this ESF 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.

Additional details on the Calvert Cliffs Nuclear Power Plant Ingestion Pathway and radiological protective actions and responsibilities can be found in the Montgomery County Radiological Ingestion Exposure Pathway Plan.



Scope

- This ESF 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 ESF supplements the County EOP.
- For purposes of this ESF, 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 ESF encompasses the response to, containment of, and monitoring of 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 ESF.
- All emergency response and recovery operations conducted under this ESF will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this ESF.
- Montgomery County is subject to both natural and human-caused hazards that could cause an emergency or disaster (*for a complete list of hazards, see the Montgomery County EOP Basic Plan & Hazard Mitigation Plan*). An emergency or disaster situation caused by any of these hazards could require a coordinated effort of hazardous materials response resources.
- 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.



- 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 offices.
- 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 (FRS) 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.
- 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 result 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. area 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.
- 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

- The county has regulations in place to require all facilities to register with the Local Emergency Planning Council (LEPC). A list of these facilities can be found in the Office of Emergency Management and Homeland Security. Periodically, a Commodity Flow Survey is conducted to measure transport of hazardous materials through Montgomery County. Each facility should have in place a facility response plan. Information on these sites and facilities is maintained by FRS. If requested, the LEPC will provide consultation on hazardous materials incidents as appropriate.



- Emergency operations conducted under ESF #10 will be in accordance with NIMS. ESF #10 operates under the Emergency Services Group at the Emergency Operations Center (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 Incident Commander (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 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/ Incident Management Team (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 support 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, Maryland Emergency Management Agency (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 Operations Section 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.
- 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. 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 Montgomery County Police Department (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. As authorized under Title 5 of the Health – General Article of the Annotated Code of Maryland, the Maryland Office of the Chief Medical Examiner (OCME) is responsible for determining the cause and manner of the death specifically if the death occurs by violence, suicide,



casualty, or suddenly. ESF #8 will coordinate support to the MD OCME as needed from County departments and offices.

- In the event of a radiological incident, first responders will attempt to make a determination, as soon as possible, 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 Federal Bureau of Investigation (FBI) and the designation of the affected area as a crime scene. The Montgomery County Police Department (MCPD) 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.
- 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 National Response Framework (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.
- 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.
- Comprehensive Environmental Response, Compensation, and Liability Act (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 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).



- 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 the Office of Emergency Management and Homeland Security (OEMHS) for resolution through the County's Corrective Action Program.

Roles and Responsibilities

Primary Agency – Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain ESF #10 to the Emergency Operations Plan.• Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations.• 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	<ul style="list-style-type: none">• 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.



	<ul style="list-style-type: none">• 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.• 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	<ul style="list-style-type: none">• Coordinate re-entry of the threatened or contaminated areas.• Coordinate with appropriate County departments and state agencies and contractors for site clean-up and restoration. Conduct ESF #10 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – County Attorney’s Office

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #10 after-action issues.
Response	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Provide support in conducting investigations following hazardous material incidents.• Participate in ESF #10 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Environmental Protection

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Assist in resolving ESF #10 after-action issues.• Maintain inventory of agency resources.• Facilitate coordination with MDE to 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	<ul style="list-style-type: none">• Provide support to hazardous material response by providing contractors for mobile air monitoring, as needed.• 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.• Coordinate with MDE as needed for assistance through the Radiological Health Program (RHP).• Assist with Federal, state, and local hazardous material response regarding the hiring of contractors to provide detection, monitoring, and sampling analysis operations.
Recovery	<ul style="list-style-type: none">• Support hazardous material incident clean-up operations in coordination with MDE.• 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.• Assist with the conduct of investigations in conjunction with State and Federal Agencies in an effort to determine parties responsible for the hazardous materials or radiological incident.• Determine suitable sites and establish procedures for the disposal of hazardous materials, in cooperation with local, State, and Federal agencies.• Support the progress of site restoration and decontamination



	<p>Contractors and assess if work is being performed in a manner consistent with local, State, and Federal guidelines.</p> <ul style="list-style-type: none">• Assist with coordination of federal agencies conducting limited radiological monitoring and provide technical support for decontamination operations.• Participate in ESF #10 after action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #10 after-action issues.• Maintain inventory of department resources.
Response	<ul style="list-style-type: none">• Coordinate and fill requests for available heavy construction equipment and trucks.
Recovery	<ul style="list-style-type: none">• Participate in ESF #10 after-action review.
Mitigation	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Chair the LEPC and maintain the SARA Title III lists of facilities that require an emergency plan.• 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.• Assist in resolving ESF #10 after-action issues.
Response	<ul style="list-style-type: none">• Coordinate the request for resources as needed through EMAC and the state EOC.• Coordinate with ESF #10 and ESF #15 for evacuations or



	<p>other protective actions such as “shelter-in-place” – risk analysis, plume, and dispersion modeling.</p> <ul style="list-style-type: none">• Assist in the development and dissemination of protective guidance information.• Provide assistance in coordinating evacuations.• Manage the EOC.
Recovery	<ul style="list-style-type: none">• Participate in ESF #10 after-action review.
Mitigation	<ul style="list-style-type: none">• Maintain registry of chemical storage and use facilities.• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #10 after-action issues.• Develop and maintain mutual aid agreements.• Maintain inventory of department resources.
Response	<ul style="list-style-type: none">• 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 – Federal Bureau of Investigation, airplane crashes and certain other transportation accidents – National Transportation Safety Board) provide support.• Conduct traffic management and control.• Conduct site access and control.• Conduct security for evacuated areas, staging areas and other response facilities.• Serve as liaison to the FBI and other federal investigative agencies for terrorist incidents.• Coordinate with ESF #10 and ESF #13 for the disposition of personal property.
Recovery	<ul style="list-style-type: none">• Participate in ESF #10 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.



	<ul style="list-style-type: none">• Assist in resolving ESF #10 after-action issues.
Response	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Provide support to re-entry operations by providing assistance in traffic control.• Participate in ESF #10 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

References

- State of Maryland Response Operations Plan (SROP), 2015.
- Montgomery County Commodity Flow Survey (2009).
- Montgomery County Emergency Operations Plan.
- ESF #10 Annex, Oil and Hazardous Materials Response, to the National Response Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).
- National Oil and Hazardous Substance Contingency Plan (NCP).
- Maryland Radiological Emergency Plan (Annex Q to EOP).
- National Response Framework, Nuclear/Radiological Incident Annex, 2008.



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ESF #11 Agriculture and Natural Resources

Emergency Support Function #11 Agriculture and Natural Resources	
Agency Role	Agency Name
Primary Agency	Department of Health and Human Services
Support Agencies	Office of Agriculture
	Office of Consumer Protection
	Office of Emergency Management and Homeland Security
	Department of Liquor Control
	Montgomery County Police Department
	Department of Environmental Protection

Introduction

ESF Mission

In the event of a major animal disease outbreak impacting Montgomery County, the Department of Health and Human Services (DHHS) 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.

Purpose

The purpose of this ESF 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. This ESF 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 ESF is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of ESF #11. This ESF supplements the County EOP.
- Another primary focus of this ESF is food security for significant food emergencies involving the unintentional or deliberate contamination, threatened or actual, of food that impact human health. For purposes of this ESF, a food-related emergency does not apply to food incidents routinely handled by the Montgomery County Department of Health and Human Services, (DHHS) or the Maryland Department of Health (MDH). This ESF 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. Maryland MDH and Montgomery County DHHS will confer and work with state and federal agencies to ensure coordinated response to food related problems.
- The scope of this ESF 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 ESF.
- All emergency response and recovery operations conducted under this ESF will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this ESF.
- Montgomery County is subject to both natural and human-caused hazards that could cause an emergency or disaster (*for a complete list of hazards, see the Montgomery County EOP Basic Plan & Hazard Mitigation Plan*). An emergency or disaster situation caused by any of these hazards could require a coordinated effort of agricultural and natural resources and the restoration of these resources.
- The State of Maryland Department of Natural Resources will serve as the lead agency for finfish, shellfish, and wildlife, and the State of Maryland Department of Agriculture will serve as the lead agency for plant and animal disease.



- Montgomery County departments/offices will provide support in an incident where the State of Maryland is the lead agency, but only to the limit of its area of expertise.
- 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 ESF 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 ESFs as well.
- 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 ESFs. 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.



Concept of Operations

General

- Emergency operations conducted under ESF #11 will be in accordance with the NIMS. ESF #11 operates under the Community Services Group at the Emergency Operations Center (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 Operations Section 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 Montgomery County Police Department (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. As authorized under Title 5 of the Health – General Article of the Annotated Code of Maryland, the Maryland Office of the Chief Medical Examiner (OCME) is responsible for determining the cause and manner of the death specifically if the death occurs by violence, suicide, casualty, or suddenly. ESF #8 Public Health and Medical Services will coordinate support to the OCME as needed from County departments and offices.



- Incidents with a terrorism nexus (or suspected nexus) will involve additional coordination with local, state, and federal organizations.
- 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 Office of Emergency Management and Homeland Security (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.

Food Safety

- DHHS is designated as the primary agency for this ESF. The MDH, 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 offices 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 MDH based upon the nature of the incident, MDH in turn will contact the U.S. 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 Food and Agriculture Incident annexes to the 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 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 NRF describe support that may be provided through the federal government.
- ESF #11 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.

Roles and Responsibilities

Primary Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain ESF #11 to the EOP.• Conduct ESF #11 planning, training and exercises.• Develop and maintain supporting plans and operational procedures in coordination with ESF support Agencies.• Manage resolution of ESF #11 after-action issues



	<ul style="list-style-type: none"> • Develop and maintain inventory of assets. • Coordinate resolution of ESF #11 after-action issues. • Issue drinking water and food restriction advisories.
Response	<ul style="list-style-type: none"> • Provide representative to the EOC to serve as the lead for ESF #11. • Issue health advisories in coordination with the Public Information Officer (PIO) and/or ESF #15 External Affairs. • Establish liaison with state and federal health and environmental agencies. • Implement the local response to an outbreak of a highly contagious animal disease. • Issue drinking water and food restriction advisories. • 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. • Inspect for the safety of food. • Coordinate with MDH in the limited testing of clinical and environmental samples where food contamination is reported. • Inspect restaurants and regulated portions of grocery stores to ensure food safety when an incident is reported.
Recovery	<ul style="list-style-type: none"> • Continue coordination as needed with state and federal health and environmental agencies, such as Department of Agriculture, Department of Natural Resources, and MDH. • Coordinate the disposal of contaminated food items and coordinate with MCPD Animal Services Division for the disposal of dead animals. • Continue to provide update information as need to the general public related to public health. • Conduct ESF #11 after-action review.
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Office of Agriculture

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and operational procedures. • Assist in the resolution of ESF #11 after-action issues.
Response	<ul style="list-style-type: none"> • Provide available staff, resources, and guidance to support emergency operations related to Agricultural issues as appropriate.



	<ul style="list-style-type: none">• Establish liaison with state and federal health and environmental agencies as appropriate.• Establish liaison with local farmers.
Recovery	<ul style="list-style-type: none">• Continue to provide updated information as needed to local farmers.• Participate in ESF #11 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Office of Consumer Protection

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and operational procedures.• Assist in the resolution of ESF #11 after-action issues.
Response	<ul style="list-style-type: none">• Provide assistance in addressing issues related to consumer protection.
Recovery	<ul style="list-style-type: none">• Participate in ESF #11 after-action review.
Mitigation	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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.• Assist in the resolution of ESF #11 after-action issues.
Response	<ul style="list-style-type: none">• Coordinate the request for resources as needed through the Maryland Emergency Management Assistance Compact (MEMAC), the Emergency Management Assistance Compact (EMAC), and the state EOC.
Recovery	<ul style="list-style-type: none">• Participate in ESF #11 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Liquor Control

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #11 after-action issues.
Response	<ul style="list-style-type: none">• Provide refrigerated trucks and refrigerated warehouse space when required.



	<ul style="list-style-type: none">• 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.
Recovery	<ul style="list-style-type: none">• Participate in ESF #11 after-action review.• Provide support in demobilizing points of distribution established for distributing emergency relief commodities.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Participate in ESF #11 planning, training and exercises.• Develop and maintain supporting plans and procedures.• Assist with the resolution of ESF #11 after-action issues.
Response	<ul style="list-style-type: none">• Conduct criminal investigations and evidence gathering.• Coordinate with state and federal law enforcement authorities.• Coordinate with DHHS for technical expertise in investigations of food-borne diseases.
Recovery	<ul style="list-style-type: none">• Participate in ESF #11 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Environmental Protection

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Participate in ESF #11 planning, training and exercises.• Develop and maintain supporting plans and procedures.• Assist with the resolution of ESF #11 after-action issues.
Response	<ul style="list-style-type: none">• Provide DHHS with information on environmental hazards that would pose a potential health hazard.
Recovery	<ul style="list-style-type: none">• Participate in ESF #11 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.



References

- State of Maryland Response Operations Plan (SROP), 2015.
- Montgomery County Emergency Operations Plan.
- ESF #11, Agriculture and Natural Resources Annex to the National Response Plan (NRF) (January 2008).
- Food and Agriculture Incident Annex to the NRF (August 2008).



ESF #12 Energy

Emergency Support Function #12 Energy	
Agency Role	Agency Name
Primary Agencies	Office of Emergency Management and Homeland Security
	Department of General Services
Support Agency	County Attorney's Office
Cooperating Organizations	Potomac Edison/First Energy
	Baltimore Gas and Electric
	Potomac Electric Power Company
	Washington Gas

Introduction

ESF Mission

The primary, support, and cooperating agencies of Emergency Support Function (ESF) #12 Energy are tasked with managing energy operations in disasters. Their mission is to coordinate the maintenance, restoration and rebuilding of the energy infrastructure following a disaster.

Purpose

The purpose of this ESF 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. This ESF also provides a concept of operations for conducting response and recovery operations with electric and gas utilities.

Scope

This ESF is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of energy services under ESF #12. This ESF supplements the County EOP.



For purposes of this ESF, “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 ESF.
- All emergency response and recovery operations conducted under this ESF will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this ESF.
- Montgomery County is subject to both natural and human-caused hazards that could cause an emergency or disaster (*for a complete list of hazards, see the Montgomery County EOP Basic Plan & Hazard Mitigation Plan*). An emergency or disaster situation caused by any of these hazards could require a coordinated effort of energy resources and the restoration of energy services.
- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.
- The primary agencies 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 cooperating organizations are the primary sources of information to public utilities that will be collected by the Office of Emergency Management and Homeland Security.
- 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

- OEMHS 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 also receives information regarding the status of distribution systems from publicly available sources of information from the utility companies.
- 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 Potomac Edison, Baltimore Gas and Electric, Potomac Electric Power Company (PEPCO), 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 (BG&E), Washington Gas, and other gas utilities for the restoration and maintenance of natural gas service.

Concept of Operations

- The Office of Emergency Management and Homeland Security (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 DGS & OEMHS will provide representation to the EOC. OEMHS will collect information on the status of the energy facilities and distribution systems. DGS monitors the energy status of County facilities and reports outages to utility companies on as needed basis. DGS maintains the facility readiness status tab on WebEOC.
- ESF #12 (OEMHS) 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.
- Utility companies restore services based on their emergency and operational plans. OEMHS will coordinate with utilities to ensure County staff, including DGS, are fully aware of restoration plans and how they impact the community and government. DGS and OEMHS will coordinate critical County government public facilities and convey restoration priorities.
- 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 and provide information on the status of electric & gas utility systems and infrastructure and restoration efforts and to ESF #5 Emergency Management 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 (OEMHS) 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 offices to expedite the restoration process (e.g., emergency debris removal to provide access).
- As necessary, DGS will identify alternate supply sources of fuel to meet emergency needs. ESF #7, is responsible for providing fuel for County vehicles. ESF #12 will provide support as needed in identifying additional sources.
- As needed, ESF #12 (OEMHS) will coordinate with utilities to develop measures to curtail and ration energy services, for review and approval of the Chief Administrative Officer (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. DGS maintains a generator list and manages the availability of mobile generators.
- 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. 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.
- DGS and OEMHS will ensure that all ESF #12 related costs and expenditures are documented in accordance with guidance provided through 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 closed upon the demobilization of the EOC. If actions or issues are still open they should be transferred, as appropriate, to OEMHS or DGS for completion or resolution.
- DGS and OEMHS will participate in an after-action review to provide ESF #12 comments and feedback. 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

Co-Primary Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #12 after-action issues.• Develop and maintain 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	<ul style="list-style-type: none">• Provide representative(s) to the EOC to serve as the ESF #12 lead, in coordination with DGS.• Coordinate assistance to utilities for restoration (debris removal, emergency access) in coordination with ESF #3.• Coordinate the collection and distribution of information related to energy supply, outages, infrastructure, and restoration.• Establish and maintain liaison with service providers.• As needed, coordinate with utilities to develop measures to curtail and ration energy services, for review and approval of the Chief Administrative Officer (CAO).
Recovery	<ul style="list-style-type: none">• Monitor status of energy infrastructure and service restoration.• Review and update the County's power restoration list.• Conduct ESF #12 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.



Co-Primary Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain ESF #12 to the Emergency Operations Plan.• Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations.• Assist in resolving ESF #12 after-action issues as they relate to fleet, buildings, and planning.• Maintain a list of portable generators available to the County.
Response	<ul style="list-style-type: none">• Provide representative(s) to the EOC to serve as the ESF #12 lead, in coordination with OEMHS.• Identify alternate sources of fuel for fleet operations and County facilities and equipment.• Maintain information on the status of fuel supplies and distribution for transportation fuel, fuel oil, propane, and other non-utility building fuels; including maintaining fuel stocks, tracking availability and securing supplies.• Provide vehicles, site access, fuel and maintenance support for emergency transportation.• Provide operation and dispatch for mobile and stationary generators.• Coordinate field operations with utility service providers for County owned or maintained facilities.
Recovery	<ul style="list-style-type: none">• Monitor status of primary and back-up energy sources for County Government facilities.• Participate in ESF #12 after-action review.• Provide vehicles, site access, fuel and maintenance support for emergency transportation.• Coordinate resiliency plans for public facilities and operations with OEMHS.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – County Attorney's Office

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Assist in resolving ESF #12 after-action issues.
Response	<ul style="list-style-type: none">• Interface between the County and the Public Service Commission on investigations.
Recovery	<ul style="list-style-type: none">• Participate in ESF #12 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.



Cooperating Organization – Potomac Edison/First Energy

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #12 after-action issues.• Maintain up-to-date maps of power lines and related infrastructure.• Provide emergency notification information to OEMHS.
Response	<ul style="list-style-type: none">• 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.• Conduct damage assessments of electrical lines, power poles, power stations, and other electrical producing and transmitting infrastructure.• Maintain security of the power distribution system.• Adjust system operations to minimize damage in the area of impact.
Recovery	<ul style="list-style-type: none">• Provide information on emergency contracts for infrastructure repair.• Repair and restoration of electrical distribution services and infrastructure.• Participate in ESF #12 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – Baltimore Gas and Electric

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #12 after-action issues.• Maintain up-to-date maps of power lines and related infrastructure.• Provide emergency notification information to OEMHS.
Response	<ul style="list-style-type: none">• Provide information to ESF #12 on the status of the electric and natural gas systems and facilities.• Upon request, provide a representative to the EOC to provide



	<p>a liaison between field operations and the County.</p> <ul style="list-style-type: none">• Restore and operate the electrical and natural gas. systems with consideration given to County priorities.• Restoration and operation of electric and natural gas systems will be in accordance with established utility methodology and procedures.• Conduct damage assessments of electrical/gas lines, power poles, power stations, and other electrical/gas producing and transmitting infrastructure.• Maintain security of the power/gas distribution system.• Adjust system operations to minimize damage in the area of impact.
Recovery	<ul style="list-style-type: none">• Provide information on emergency contracts for infrastructure repair.• Repair and restoration of electrical distribution services and infrastructure.• Participate in ESF #12 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – Potomac Electric Power Company

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #12 after-action issues.• Maintain up-to-date maps of power lines and related infrastructure.• Provide emergency notification information to OEMHS.
Response	<ul style="list-style-type: none">• 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.• Conduct damage assessments of electrical/gas lines, power poles, power stations, and other electrical/gas producing and transmitting infrastructure.• Maintain security of the power/gas distribution system.• Adjust system operations to minimize damage in the area of impact.



Recovery	<ul style="list-style-type: none">• Provide information on emergency contracts for infrastructure repair.• Repair and restoration of electrical distribution services and infrastructure.• Participate in ESF #12 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – Washington Gas

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #12 after-action issues.• Maintain up-to-date maps of gas lines and related infrastructure.• Provide emergency notification information to OEMHS.
Response	<ul style="list-style-type: none">• 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.• Conduct damage assessments of gas lines and other natural gas transmitting infrastructure.• Maintain security of the gas distribution system.• Adjust system operations to minimize damage in the area of impact.
Recovery	<ul style="list-style-type: none">• Provide information on emergency contracts for infrastructure repair.• Repair and restoration of gas distribution services and infrastructure.• Participate in ESF #12 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.



References

- Montgomery County Emergency Operations Plan.
- Maryland Emergency Operations Plan (2007).
- Metropolitan Washington Council of Governments (MWCOG) Power Emergency Alert Plan.
- State of Maryland Response Operations Plan (SROP), 2015.



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ESF #13 Public Safety and Security

Emergency Support Function #13 Public Safety and Security	
Agency Role	Agency Name
Primary Agency	Montgomery County Police Department
Support Agencies	County Attorney's Office
	Department of Correction and Rehabilitation
	Fire and Rescue Services
	Department of Transportation
	MC 311
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
	Maryland State Police
	Maryland Transportation Authority
	Montgomery County Sheriff's Office
	Metropolitan Transit Police

Introduction

ESF Mission

The primary, support, and cooperating agencies of Emergency Support Function (ESF) #13 Public Safety and Security are tasked with providing law enforcement support following a disaster. Their mission is to manage law enforcement resources to ensure the safety of the County as well as mitigating any potential threats to County citizens, resources, and facilities.

Purpose

The purpose of this ESF is to assign responsibilities and provide a framework for the Montgomery County Police Department (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 offices designated as primary or support agencies to this ESF and the Cities of Takoma Park, Rockville, Gaithersburg and Chevy Chase Village that maintain their own municipal police departments.
- This ESF is also 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; and
 - Cyber terrorism.
- 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, except in the City of Takoma Park. 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 Maryland State Police (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.
- 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.
- 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.
- For incidents that result in mass fatalities, the Montgomery County DHHS-PHS All-Hazards Emergency Response Plan, Annex F - Mass Fatality Incident Management Annex will be activated for management of the fatalities.

Assumptions

- The Planning Assumptions stated in the Montgomery County EOP also apply to this ESF.
- 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 ESF will be in accordance with the National Incident Management Systems (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Terrorist attacks will most likely occur with little or no advance warning at any time of the day.
- Montgomery County will provide liaison as needed to federal facilities established to respond to the incident in order to ensure a unified response.
- 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. MCPD will notify the FBI through the Department chain-of-command.
- 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.
- 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.
- 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.
- Montgomery County is subject to both natural and human-caused hazards that could cause an emergency or disaster (*for a complete list of hazards, see the Montgomery County EOP Basic Plan & Hazard Mitigation Plan*). An emergency or disaster situation caused by any of these hazards could require a coordinated effort of public safety and security resources.

Concept of Operations

General

- 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 cooperating 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 that 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 offices that require public safety and security assistance in conducting their emergency operations will request support through



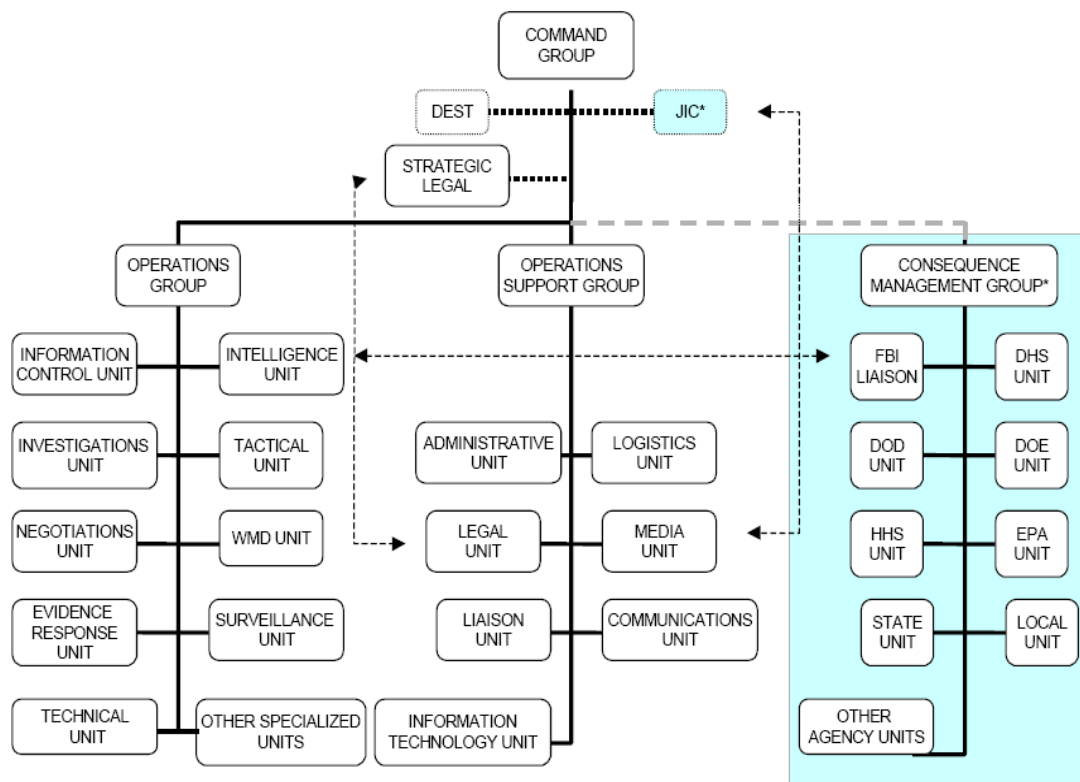
ESF #13 in the EOC. MCPD will ensure that all ESF #13 related costs and expenditures are documented in accordance with guidance provided by the Office of Emergency Management and Homeland Security (OEMHS) and internal County policies and procedures.

- 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 deactivation 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 OEMHS for resolution through the County's Corrective Action Program (CAP).

Terrorism Incident

- 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.
- 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 in Figure 8 below:



* While the Operations Group and Operations Support Group remain components of the JOC when it is incorporated into the JFO, the JIC and Consequence Management Group will be merged into the appropriate JFO staff components, if established.

Figure 8 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 offices 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.
- 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 ESF #14 Community Recovery.

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.
 - **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)** - 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 Response Operations plans. 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	<ul style="list-style-type: none">• Develop and maintain ESF #13 to the Emergency Operations Plan.• Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations.• Coordinate resolution of ESF #13 after-action issues.• Develop and maintain mutual aid agreements.• Develop and maintain inventory of department resources.
Response	<ul style="list-style-type: none">• 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, crime scenes and other critical facilities.• Implement and manage evacuations as required by the situation.



	<ul style="list-style-type: none">• Coordinate with higher levels of government for law enforcement support during emergency response activities.• Coordinate and manage mutual aid resources including the National Guard.• 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.• Maintain documentation for costs related to ESF #13 operations in accordance with County internal procedures.
Recovery	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – County Attorney’s Office

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #13 after-action issues.
Response	<ul style="list-style-type: none">• Provide legal opinions and interpretations.• Draft ordinances as appropriate.
Recovery	<ul style="list-style-type: none">• Participate in after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Correction and Rehabilitation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #13 after-action issues.• Develop and maintain inventory of department resources.
Response	<ul style="list-style-type: none">• Provide available staff, resources, and facilities to support ESF #13 operations.• Upon request, provide assistance in security of designated facilities.



Recovery	<ul style="list-style-type: none">• Provide available staff, resources, and facilities to support ESF #13 operations.• Participate in the ESF #13 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #13 after-action issues.• Develop and maintain inventory of department resources.
Response	<ul style="list-style-type: none">• Provide detection, render safe, containment, and investigation for hazardous devices.• Provide medical support for MCPD operations.
Recovery	<ul style="list-style-type: none">• Provide criminal investigation for fire and hazardous device incidents.• Participate in after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

MC 311

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Assist in resolving ESF #13 after-action issues.• Develop and maintain supporting plans and procedures.
Response	<ul style="list-style-type: none">• Provide appropriate information coming through the call center to public safety representatives.• Relay necessary public safety information to those contacting the call center.
Recovery	<ul style="list-style-type: none">• Participate in ESF #13 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Assist in resolving ESF #13 after-action issues.• Develop and maintain inventory of department resources.• Develop and maintain supporting plans and procedures.
Response	<ul style="list-style-type: none">• 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



	<p>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.</p> <ul style="list-style-type: none">• Provide available accessible transportation to assist with evacuations.
Recovery	<ul style="list-style-type: none">• Provide traffic control assistance as necessary for re-entry operations.• Participate in ESF #13 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization –Montgomery County Sheriff’s Office

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #13 after-action issues.• Develop and maintain inventory of office resources.
Response	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Upon request, provide assistance in security of designated recovery facilities.• Participate in after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.



Cooperating Organization –Chevy Chase Village

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #13 after-action issues.• Develop and maintain inventory of municipal resources.
Response	<ul style="list-style-type: none">• 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.• 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 primary agency.• Provide access control in restricted/evacuated areas with the Village.• Provide traffic and crowd control.
Recovery	<ul style="list-style-type: none">• Participate in after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – City of Gaithersburg Police

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #13 after-action issues.• Develop and maintain inventory of agency resources.
Response	<ul style="list-style-type: none">• 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.• 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	<ul style="list-style-type: none">• Participate in ESF #13 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact



of future incidents.

Cooperating Organization – City of Rockville Police

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #13 after-action issues.• Develop and maintain inventory of agency resources.
Response	<ul style="list-style-type: none">• 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 primary agency to support emergency operations in the County.
Recovery	<ul style="list-style-type: none">• Participate in ESF #13 after-action review.• Provide for traffic management and access control for re-entry operations.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – City of Takoma Park Police

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #13 after-action issues.• Develop and maintain inventory of agency resources.
Response	<ul style="list-style-type: none">• 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.• 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.



	<ul style="list-style-type: none">• Provide traffic and crowd control.
Recovery	<ul style="list-style-type: none">• Participate in ESF #13 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

**Cooperating Organization – Maryland-National Capital Park and
Planning Commission Police**

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #13 after-action issues.
Response	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Participate in ESF #13 after-action review.• Provide for traffic management and access control for re-entry operations.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – Maryland State Police

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #13 after-action issues.• Develop and maintain inventory of agency resources.
Response	<ul style="list-style-type: none">• Provide available law enforcement as requested by the primary agency to support emergency operations in the County
Recovery	<ul style="list-style-type: none">• Participate in ESF #13 after-action review.• Provide for traffic management and access control for re-entry operations.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – Maryland Transportation Authority

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Assist in resolving ESF #13 after-action issues.• Develop and maintain inventory of agency resources.• Develop and maintain supporting plans and procedures.



Response	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Provide traffic control assistance as necessary for re-entry operations.• Participate in ESF #13 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Cooperating Organization – Metropolitan Transit Police

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #13 after-action issues.• Develop and maintain inventory of agency resources.
Response	<ul style="list-style-type: none">• Provide available law enforcement as requested by the primary agency to support emergency operations in the County
Recovery	<ul style="list-style-type: none">• Participate in ESF #13 after-action review.• Provide for traffic management and access control for re-entry operations.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact 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 Response Operations Plan (SROP), 2015.
- Montgomery County Emergency Operations Plan.



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ESF #14 Community Recovery

Emergency Support Function #14 Community Recovery	
Agency Role	Agency Name
Primary Agency	Office of Emergency Management and Homeland Security
Support Agencies	County Attorney's Office
	Community Use of Public Facilities
	Office of Consumer Affairs
	Office of Procurement
	Department of Correction and Rehabilitation
	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
	Community Engagement Cluster (Including the Volunteer Center, Office of Community Partnerships)
Cooperating Organizations	Montgomery County Municipalities
	Maryland National Capital Park and Planning Commission
	Non-profit Organizations
	Montgomery County Sheriff's Office
	Utilities



Introduction

ESF Mission

The primary, support, and cooperating agencies of Emergency Support Functions (ESF) #14 Community Recovery are tasked with conducting preliminary assessments of the incident and its impacts, initiating early stage recovery operations and within the first 24 hours of ESF activation, making a recommendation to the Disaster Manager on the necessity to activate the Montgomery County Recovery Organization as described within the Montgomery County Pre-Disaster Recovery Plan. In the event that activation of the Montgomery County Pre-Disaster Recovery Organization is not deemed necessary by the County Executive's Office, ESF #14 will be responsible for coordinating community recovery operations within the county as described within this ESF.

Purpose

The purpose of this ESF is to outline the general roles and responsibilities of primary and support agencies and cooperating organizations ("agencies") in community recovery operations following a disaster or emergency. It provides a framework for the recovery of government, businesses, and residents impacted by the consequences of a County emergency or disaster. Detailed information on agency roles and responsibilities can be found within the Montgomery County Pre-Disaster Recovery Plan (PDRP).

Scope

- This ESF is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of community recovery. This ESF supplements the County EOP.
- The scope of ESF #14 may vary depending on the magnitude and type of incident. This ESF will be activated for large-scale or catastrophic incidents that may require state and federal assistance to address significant community impacts in areas such as housing, business and employment, infrastructure and social services.
- Consistent with the Montgomery County Pre-Disaster Recovery Plan (PDRP), the goal of ESF #14 and/or the Montgomery County Recovery Organization is to restore facilities, institutions and community vibrancy to pre-disaster or better conditions. Recovery includes activities designed to return life to normal or an improved state such as business resumption, employment, and rebuilding efforts. Recovery includes hazard mitigation activities, restoration or reconstruction of public facilities, and recovery of disaster response costs. The major objectives of 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;



- Consideration for cultural and historic rehabilitation;
 - Effective integration mitigation strategies into recovery planning and operations; and
 - 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 department representation at Disaster Recovery Centers (Federal Emergency Management Agency (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.
 - Making a recommendation for the stand-up of the Montgomery County Recovery Organization based upon the following factors:
 - i. The size, scope and scale of a disaster that impacts the County and the review of the damage assessment data suggests that the recovery and reconstruction from the event is likely to exceed local controlled assets;
 - ii. The disaster is likely to require long-term multi-agency (or organizational) cooperation; or,

The community burden is likely to require significant government support and involvement, including relief of particular statutes, economic stimulus, or re-assignment of significant segments of the community to tasks related to recovery.

Pre-Disaster Recovery Plan

- In the event that the Montgomery County Recovery Organization is activated:



- ESF #14 will remain responsible for all of the activities described herein until the Montgomery County Recovery Organization is mobilized and recovery operations have been formally transferred by the Disaster Manager.
- All Task Forces created under the auspices of ESF #14 will be reported and transferred to the appropriate Recovery Support Functions (RSF) under the direction of the Recovery Manager.
- If the Emergency Operations Center (EOC) remains activated following implementation of the PDRP, ESF #14 may continue to serve as a liaison between the EOC and the Recovery Organization.
 - ESF #14 may remain activated until the Disaster Manager and Recovery Manager agree to demobilize.

Assumptions

- The planning assumptions stated in the Montgomery County EOP also apply to this ESF.
- All emergency response and recovery operations conducted under this ESF will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this ESF.
- Montgomery County is subject to both natural and human-caused hazards that could cause an emergency or disaster (*for a complete list of hazards, see the Montgomery County EOP Basic Plan & Hazard Mitigation Plan*). An emergency or disaster situation caused by any of these hazards could require a coordinated effort of resources for community recovery and community recovery services.
- 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, affect architecturally accessible facilities, and impact tax revenues.
- Community and long-term recovery include 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 EOC. There usually is no clear line of demarcation between the "response phase" and "recovery phase."
- Community and 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 and/or the Montgomery County Disaster Recovery Organization.

Concept of Operations

- OEMHS, as the primary agency, will manage smaller scale recovery operations within Montgomery County that do not require the activation of the Montgomery County Recovery Organization as detailed in the Pre-Disaster Recovery Plan. Close liaison is maintained by ESF #16 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 ESF. 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 recovery may begin concurrently with response operations. ESF #14 may be activated at the EOC to coordinate initial planning for recovery and, as necessary, planning for the activation of the PDRP and the Recovery Organization.
- The initial focus of ESF #14 will be on damage assessment to determine whether or not to recommend the activation of the Montgomery County Recovery Organization via the Pre-Disaster Recovery Plan (PDRP). ESF #14 will also be responsible for assessing 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 until the Recovery Organization has assumed responsibility per the PDRP. 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:

Type of Assistance	Description
Individual Assistance: Aid to individuals and households.	<p><i>Disaster Housing</i> 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.</p> <p><i>Disaster Grants</i> 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.</p> <p><i>Low-Interest Disaster Loans</i> 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.</p> <p><i>Other Disaster Aid Programs</i> include crisis counseling, disaster-related unemployment assistance, legal aid and assistance with income tax, Social Security, and Veteran's benefits.</p>
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 and/or the Disaster Recovery Organization.
- 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 and/or the Disaster Recovery Organization 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 and/or the Recovery Organization as response and short-term recovery operations are completed. OEMHS and/or the Recovery Organization will designate the Incident Commander (IC) or Recovery Manager for recovery operations and establish command at an appropriate location depending upon the scope and magnitude of the incident. All County departments and offices, and cooperating organizations with roles and responsibilities under the EOP and PDRP 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. If the Recovery Organization is activated, the work of the Unmet Needs Coordination Task Force will be transferred to the appropriate Recovery Support Functions (RSF).
- 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 offices 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 offices engaged in repair and restoration work will consider mitigation methods that will prevent or reduce damage in future incidents for potential funding as part of 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; and
 - Retrofitting buildings to make them more hazard resistant.
- The Montgomery County master plans developed and maintained by the Maryland National Capital Park and Planning Commission (M-NCPPC) are important resources to inform the development of community recovery plans and hazard mitigation strategies.
- At the discretion of the CAO, the primary agency will activate a Community 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 Office of Public Information;
 - Assist other organizations in identifying recovery and restoration actions; and
 - Develop, prioritize, and recommend County wide activities for disaster recovery and mitigation.
- Additional technical assistance for recovery may be available from the federal government. The ESF #14 – Long-Term Community Recovery Annex to the National Response Framework (NRF) provides additional information on potential federal assistance. OEMHS and/or the Recovery Organization will coordinate requests for federal long-term recovery support through MEMA.



Roles and Responsibilities

Primary Agency

- **Office of Emergency Management and Homeland Security (OEMHS)**
 - Make recommendation to CAO on whether or not to activate the Pre-Disaster Recovery Plan.
 - 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 offices on recovery programs administered by MEMA and FEMA.
 - Facilitate community recovery planning.
 - Identify appropriate federal programs and agencies to support implementation of community recovery.
 - Serve as sub-grantee for federal recovery program grants.
 - Activate a Community Recovery and Restoration Task Force
 - Establish an Unmet Needs Coordination Task Force.

Support Agencies

- **County Attorney's Office**
 - 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.
 - Collect payment of fines for County code violations cited by the Department of Environmental Protections.
 - As requested participate in the community recovery planning process.
- **Community Use of Public Facilities**
 - Provide available staff, resources, and facilities to support recovery operations.
 - As requested participate in the community recovery planning process.
- **Office of Consumer Affairs**
 - 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 community recovery planning process.



- **Department of Correction and Rehabilitation**
 - 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 community recovery planning process.
 - Manage the repair and restoration of department facilities.
- **Department of Environmental Protection**
 - Cite responsible parties for violations of County code 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).
 - Prepare and process documentation for the reimbursement of debris management costs.
 - Facilitate coordination of repair and restoration of public water and waste disposal systems.
 - Assist with coordination of 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 community recovery planning process.
- **Department of Finance**
 - Provide appropriate Project Codes so that the County's Departments 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/office facilities and other owned property.
 - Provide staffing for the Montgomery County Recovery Organization in the event ESF #14 recommends its activation.
 - 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 community recovery planning process.
- **Fire and Rescue Services**
 - Repair and restoration of department facilities, resources, and services.
 - As requested participate in the community recovery planning process.
- **Department of General Services**
 - Provide emergency workspace for displaced workers.
 - 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.
 - As requested participate in the community recovery planning process.
- **Office of Procurement**
 - As necessary, procure and provide materials, supplies, services, and equipment needed to support emergency operations.
 - Develop and maintain contracts for emergency equipment, supplies, and contractors.
 - Provide staffing for the Montgomery County Recovery Organization in the event ESF #14 recommends its activation.
- **Department of Health and Human Services**
 - 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.
 - Coordinates health and mental health services.
 - Form a task force to manage unmet needs following an incident.
 - As requested participate in the community recovery planning process.
 - Provide staff support to the DRC(s).
 - Provide staffing for the Montgomery County Recovery Organization in the event ESF #14 recommends its activation.
- **Department of Housing and Community Affairs**
 - Provide information on housing resources, including accessible and banner-free housing, for use as emergency and/or long-term temporary housing.
 - Inspect residential dwellings to determine their suitability for habitation.



- Facilitate the placement of people with disabilities and accessible needs in emergency and/or long-term temporary housing with coordination from ESF 6, 8, 14, and 15 support agencies.
 - 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, including ramps and other accessibility features.
 - As requested participate in the community recovery planning process.
- **Housing Opportunities Commission**
 - Provide available staff, resources, and facilities to support recovery operations.
 - Provide staffing for the Montgomery County Recovery Organization in the event ESF #14 recommends its activation.
- **Intergovernmental Relations**
 - Provide available staff, resources, and facilities to support recovery operations.
 - As requested participate in the community recovery planning process
- **Department of Permitting Services**
 - 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.
 - As requested participate in the community recovery planning process.
- **Montgomery County Police Department**
 - Manage the repair and restoration of department facilities, resources, and services.
 - Provide security for recovery facilities such as DRCs.
 - As requested participate in the community recovery planning process.
- **Department of Technology Services**
 - Manage repair and restoration of County communications facilities.
 - Provide support in establishing recovery facilities (communications, technology, and information management).
 - As requested participate in the community recovery planning process.
 - Provide staffing for the Montgomery County Recovery Organization in the event ESF #14 recommends its activation.



- **Department of Transportation**
 - 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.
 - Provide staffing for the Montgomery County Recovery Organization in the event ESF #14 recommends its activation.
 - Manage the repair and restoration of County transportation systems and services.
 - Manage the repair and restoration to County maintained roads and bridges.
- **Community Engagement Cluster**
 - Assist the County with communication to the non-profit community. In addition, provide the primary agency with situational updates on the status and needs of the non-profit community.
 - Provide space in the Regional Centers, as available, for use as a Disaster Recovery Center (DRC) or other community recovery needs.
 - As requested participate in the community recovery planning process.

Cooperating Organizations

- **Montgomery County Municipalities**
 - Provide available staff and resources, if required, to support response operations.
 - Provide staffing for the Montgomery County Recovery Organization in the event ESF #14 recommends its activation.
 - Provide guidance to community recovery operations to ensure compliance with appropriate land use ordinances and master plans.
 - As requested participate in the community recovery planning process
- **Maryland National Park and Planning Commission**
 - Provide guidance to community recovery operations to ensure compliance with appropriate land use ordinances and master plans.
 - As requested participate in the community recovery planning process.
 - Provide staffing for the Montgomery County Recovery Organization in the event ESF #14 recommends its activation.
- **Non-Profit Organizations**
 - Provide guidance to community recovery operations to ensure compliance with appropriate land use ordinances and master plans.
 - As requested participate in the community recovery planning process.



- Provide staffing for the Montgomery County Recovery Organization in the event ESF #14 recommends its activation.

- **Montgomery County Sheriff's Office**
 - Provide liaison support to court systems.
 - Provide staffing for the Montgomery County Recovery Organization in the event ESF #14 recommends its activation.
 - Manage the repair and restoration of department facilities.
 - As requested participate in the community recovery planning process.

- **Utilities**
 - Provide available staff and resources, if required, to support response operations.
 - Provide staffing for the Montgomery County Recovery Organization in the event ESF #14 recommends its activation.
 - Manage the restoration of services related to infrastructure.
 - As requested participate in the community recovery planning process.

References

- State of Maryland Response Operations Plan (SROP), 2015.
- Montgomery County Emergency Operations Plan.
- ESF #14 – Long-Term Community Recovery Annex to the National Response Framework (January 2008).
- Chapter 7 under Title II of the Americans with Disabilities Act.
- Montgomery County Pre-Disaster Recovery Plan



ESF #15 External Affairs

Emergency Support Function #15 External Affairs	
Agency Role	Agency Name
Primary Agency	Office of Public Information
Support Agencies	Montgomery County Police Department
	County Attorney's Office
	Fire and Rescue Services
	Department of Health and Human Services
	Office of Emergency Management and Homeland Security
	Department of Transportation
	Intergovernmental Relations

Introduction

ESF Mission

The primary, support, and cooperating agencies of Emergency Support Function (ESF) #15 External Affairs are tasked with coordinating the County's public messaging before, during, and following a disaster. Their mission is to provide a common message with "one voice" to County residents, businesses, and the surrounding area in all phases of emergency management.

Purpose

The purpose of this ESF 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 ESF 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 ESF supplements the County EOP.
- The activities outlined in this ESF will be accomplished through the ESF #15 as part of the staff that reports directly to the Emergency Operations Center (EOC) Disaster Manager.

Assumptions

- The planning assumptions stated in the Montgomery County EOP also apply to this ESF.
- All emergency response and recovery operations conducted under this ESF will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this ESF.
- Montgomery County is subject to both natural and human-caused hazards that could cause an emergency or disaster (*for a complete list of hazards, see the Montgomery County EOP Basic Plan & Hazard Mitigation Plan*). An emergency or disaster situation caused by any of these hazards could require a coordinated effort for external communications and the activation of a Joint Information Center (JIC).
- 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 Montgomery County Police Department (MCPD) and Fire and Rescue Services (FRS) will be the lead in training for public safety responses.
- The tasks outlined in this ESF 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.

- Incident-related information will be made available in accessible formats in order to ensure effective communication with people with disabilities. This includes captioning on incident related cable programming and posting incident related information in an accessible format on the county website or social media sites.
- 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 ESF and will be conducted on a "year-round" basis in conjunction with the Office of Emergency Management and Homeland Security (OEMHS), the MCPD, the Fire and Rescue Services (FRS), and the Department of Health and Human Services (DHHS). Public education on disaster preparedness will be provided in an accessible manner in order to ensure effective communication with people with disabilities.
- The agencies identified in this ESF 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, MC311 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 Office of Public Information, 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 (PIOs) 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 Office of Public Information.
- In cases other than in a law enforcement-directed emergency, the Office of Public Information serves as the primary agency for public information and is responsible for coordination of public information operations. The Office of Public Information



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 departments/offices such as 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 department’s public information officer. This Public Information Officer (PIO) will ensure that the Office of Public Information is provided copies of relevant documents and kept apprised of field activities.
- The Office of Public Information will coordinate and share information with other County departments and offices through established protocols and procedures.
- Depending upon the situation, the Office of Public Information may establish a Joint Information Center (JIC) that will include representatives from the OEMHS, MCPD, FRS, Office of the Sheriff, and other departments and office representatives as determined by the Office of Public Information. Depending upon the nature of the incident, technical experts may be needed from a variety of departments/offices. All departments and offices will provide public information officers and/or technical experts to the JIC as requested by the Office of Public Information.
- A Joint Operation System (the equipment and procedures required to operate a JIC) should be in place to activate a JIC on short notice.
- In some circumstances, a “virtual JIC” will be implemented in lieu of a separate facility to coordinate and share information among the departments and offices and cooperating 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 Office of Public Information (OPI) will actively support the virtual JIC by ensuring that relevant information and documents are posted and participating in collaboration on common messages.
- In a public health emergency or mass casualty incident, close coordination of communication between the community hospitals, DHHS, and Fire and Rescue Services is critical. If a JIC is established, the OPI will lead the JIC and coordinate with hospital public affairs officials, who may establish their own JIC.
- The JIC will operate as the coordination center for all public information activities related to the incident.



- The JIC will coordinate with State of Maryland agency JICs to ensure collaboration on common messages where appropriate.
- The JIC will continue operations until the EOC is de-activated or as otherwise directed.

Roles and Responsibilities

Primary Agency – Office of Public Information

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain a list of media contacts.• Develop and maintain a list of hospital PIOs.• 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.
Response	<ul style="list-style-type: none">• Coordinate public information requests.• Establish a JIC, to organize, integrate, coordinate information, and provide effective communication of public information and warnings to the general population, including people with disabilities.• Provide sign-language interpretation during press conferences or public presentations using the County's 24/7 Sign Language Interpretation contract.• Maintain records of all public information releases.• Coordinate and share information with other County departments and offices.• Update the WebEOC position log and monitor throughout the event.
Recovery	<ul style="list-style-type: none">• Coordinate public information requests.• Provide representative(s) to the EOC as necessary.• Provide staff for the JIC if it is operational.• Maintain records of all public information releases.• Coordinate and share information with other County departments and offices.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.



Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #15 after-action issues.
Response	<ul style="list-style-type: none">• Coordinate public information requests and share with Office of Public Information.• If requested, provide staff for the JIC if established.
Recovery	<ul style="list-style-type: none">• Provide representative(s) to the EOC to serve as the lead for ESF 15 as necessary.• Coordinate public information requests.• Participate in ESF #15 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – County Attorney’s Office

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #15 after-action issues.
Response	<ul style="list-style-type: none">• Coordinate public information requests and share with Office of Public Information.• If requested, provide staff for the JIC if established.
Recovery	<ul style="list-style-type: none">• Coordinate public information requests and share with Office of Public Information.• Participate in ESF #15 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #15 after-action issues.
Response	<ul style="list-style-type: none">• Coordinate public information requests and share with Office of Public Information.• If requested, provide staff for the JIC if established.
Recovery	<ul style="list-style-type: none">• Coordinate public information requests and share with Office



	of Public Information. <ul style="list-style-type: none">• Participate in ESF #15 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #15 after-action issues.• Assist PIO in developing and maintaining a hospital PIO list.
Response	<ul style="list-style-type: none">• Coordinate public information requests and share with Office of Public Information.• If requested, provide staff for the JIC if established.
Recovery	<ul style="list-style-type: none">• Coordinate public information requests and share with Office of Public Information.• Participate in ESF #15 after-action review.
Mitigation	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #15 after-action issues.
Response	<ul style="list-style-type: none">• Coordinate public information requests and share with Office of Public Information.• If requested, provide staff for the JIC if established.
Recovery	<ul style="list-style-type: none">• Coordinate public information requests and share with Office of Public Information.• Participate in ESF #15 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF #15 after-action issues.
Response	<ul style="list-style-type: none">• Coordinate public information requests and share with Office



	<p>of Public Information.</p> <ul style="list-style-type: none">• If requested, provide staff for the JIC if established.
Recovery	<ul style="list-style-type: none">• Coordinate public information requests and share with Office of Public Information.• Participate in ESF #15 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

References

- Montgomery County Emergency Operations Plan.
- State of Maryland Response Operations Plan (SROP), 2015.
- Office of Public Information Standard Operating Procedures.
- Police Department Public Information Standard Operating Procedures.
- Fire and Rescue Service Public Information Standard Operating Procedures.
- Title II of the Americans with Disabilities Act, Section 508 of the Vocational Rehabilitation Act.



ESF #16 Volunteer and Donations Management

Emergency Support Function #16 Volunteer and Donations Management	
Agency Role	Agency Name
Primary Agency	Office of Emergency Management and Homeland Security
Support Agencies	Community Use of Public Facilities
	Department of Health and Human Services
	Department of Recreation
	Community Engagement Cluster (including Office of Community Partnerships, Volunteer Center, and Regional Services Centers)
	Montgomery County Public Libraries
	Office of Public Information
	MC311
Cooperating Organizations	Montgomery County Volunteer Groups (including CERT, ESCV, MRC)
	American Red Cross
	Montgomery County COAD

Introduction

ESF Mission

The primary, support, and cooperating agencies of Emergency Support Function (ESF) #16 Volunteer and Donations Management is to coordinate volunteers and manage donations received by the County following a disaster. Their mission is to support volunteer operations such as, but not limited to, shelters, distribution sites, and family assistance centers as well as any donations received by the County.

Purpose

The purpose of this ESF is to outline the general 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. Detailed information on agency roles and responsibilities can be found within the Montgomery County Volunteer and Donations Management Plan.



Scope

This ESF 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 ESF supplements the County EOP. For a more detailed plan see the Montgomery County Volunteer and Donations Management Plan.

Assumptions

- The planning assumptions stated in the Montgomery County EOP also apply to this ESF.
- All emergency response and recovery operations conducted under this ESF will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Montgomery County is subject to both natural and human-caused hazards that could cause an emergency or disaster (*for a complete list of hazards, see the Montgomery County EOP Basic Plan & Hazard Mitigation Plan*). An emergency or disaster situation caused by any of these hazards could require a coordinated effort of volunteer & donations resources and activation of the Volunteer & Donations Management Plan.
- Agencies will provide the services listed within the Montgomery County Volunteer and Donations Management Plan.
- 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 ESF is to coordinate the provision of donated resources to meet the needs of the affected population through our affiliated partners, and to effectively manage and control unsolicited donations and unaffiliated volunteers.
- Volunteers and donations may support the response and recovery efforts if managed effectively.
- 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.



- 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.

Policy

- The Office of Emergency Management and Homeland Security (OEMHS) as the primary agency is responsible for coordination of the overall response operations relating to volunteer and donations management. OEMHS will work with ESF 16 agencies to collect, organize, analyze, summarize, and disseminate communication information provided by various sources.
- ESF #16 will form a Volunteer and Donations Management Team (VDMT) and the VDMT will report to the Volunteer and Donations Management Team Coordinator (VDMTC).

Concept of Operations

- As an incident or threat escalates, OEMHS will issue notifications and alerts in accordance with established protocols and checklists.
- The decision to activate this ESF 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 ESF, OEMHS will notify all support agencies and organizations.
- The VDMT will determine the level of activation. There are four levels of activation (levels of activation may overlap):
 - i. No volunteers needed, funnel donations to a predetermined list.



- ii. Activate County Volunteers
 - iii. Active Montgomery County COAD
 - iv. Activate Maryland VOAD through MEMA and other interjurisdictional MOU's
 - v. Open a Volunteer Reception Center
- The VDMT will attempt to exhaust County volunteer agencies first.
 - When County Volunteers are not sufficient to complete the task, the VDMT will activate the COAD.
 - As determined by OEMHS, and in consultation with support agencies, a volunteer reception center (VRC) may be established to serve as a marshalling point for spontaneous volunteers. At the VRC volunteers will be registered, provided expedient training, and deployed to the support relief efforts.
 - The VDMT will match volunteer and donations recourses needed with the appropriate organizations.
 - The VDMC will monitor needs requested verses assistance provided.
 - Upon depletion of local assets, OEMHS would submit a resource request to MEMA through WebEOC for any volunteer services that may be needed. Additionally, OEMHS may request volunteer and donations management resources from neighboring jurisdictions with pre-signed MOU's.
 - As needed, MC311 and the PIO will assist in donation management by referring residents wishing to donate or residents needing donations to the appropriate resources. ESF #16 will provide MC311 and the PIO with a list of appropriate resources.
 - ESF #16 will ensure the capability exists to direct donations and services to people with disabilities affected by the incident.
 - 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.
 - ESF #16 will maintain close coordination with the Montgomery County COAD on volunteer and donations issues to ensure a unity of effort in the management of affiliated and unaffiliated volunteers and unsolicited donations.
 - ESF #16 will establish logistics facilities to direct and store unsolicited donations if necessary.



- ESF #16 will work with all departments, offices, cooperating organizations, 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 ESF's activities may continue into the recovery phase of the operation.

Roles and Responsibilities

This ESF is a general outline of Volunteer and Donations Management activities. All agencies are responsible for supporting the Primary Agency with the development and maintenance of supporting plans and procedures. Details on Agency roles and responsibilities can be found within the Montgomery County Volunteer and Donations Management Plan.

Primary Agencies

- **Office of Emergency Management and Homeland Security (OEMHS)**
 - Determine the need to activate this Volunteer and Donations Plan during a disaster.
 - Serve as primary point of coordination 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.
 - In consultation with partners, decide on location and activation of facilities such as shelters, family reunification sites, and volunteer reception centers.

Supporting Agencies

- **Community Use of Public Facilities**
 - Provide available staff, resources, and facilities to support emergency operations.
- **Department of Health and Human Services**
 - Provide available staff, resources, and facilities to support emergency operations.
- **Department of Recreation**



- Provide available staff, resources, and facilities to support emergency operations.
- **Community Use of Public Facilities**
 - Provide available staff, resources, and facilities to support emergency operations.
- **Community Engagement Cluster (including Office of Community Partnerships, Volunteer Center, and Regional Services Centers)**
 - Coordinate with the non-profit community by gathering information on status and needs, and provide updates to the non-profit community in coordination with ESF #15.
 - Communicate needs to potential volunteers through existing volunteer databases or contact lists.
 - Provide available staff, resources, and facilities to support emergency operations.
- **Public Libraries Department**
 - Provide available staff, resources, and facilities to support emergency operations.
- **MC 311**
 - Refer residents interested in volunteering or donating goods or residents needing donations to appropriate resource based on information provided by ESF #16.
 - Provide available staff, resources, and facilities to support emergency operations.
- **Montgomery County Office of Public Information**
 - Assist in disseminating real time information to the public about the need for volunteers and donations in coordination with the Volunteer and Donations Management Team and Coordinator.
- **Montgomery County Volunteer Center**
 - Provide available staff, resources, and facilities to support volunteer engagement, recruitment, and tracking in emergency operations.
- **Montgomery County Volunteers (CERT, MRC, ESCV)**
 - Provide available staff, resources, and facilities to support emergency operations.

Cooperating Organizations

- **American Red Cross**



- Provide available staff, resources, and facilities to support emergency operations.
- **Montgomery County Community Organizations Active in Disaster (COAD)**
 - Provide available staff, resources, and facilities to support emergency operations.

References

- Montgomery County Emergency Operations Plan.
- State of Maryland Response Operations Plan (SROP), 2015.
- Volunteer Mobilization Center Procedure.
- Montgomery County Volunteer and Donations Management Plan.



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ESF #17 Damage Assessment

Emergency Support Function #17 Damage Assessment	
Agency Role	Agency Name
Primary Agencies	Office of Emergency Management and Homeland Security
	Department of Permitting Services
Support Agencies	Department of Environmental Protection
	Department of Finance (Risk Management)
	Fire and Rescue Services
	Department of General Services
	Department of Health and Human Services
	Montgomery County Police Department
	Department of Recreation
	Department of Transportation
	Department of Technology Services
	Zoning and Administrative Hearing
Cooperating Organizations	Community Emergency Response Team
	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
	Hospitals
	Maryland-National Capital Park and Planning Commission
	Montgomery College
	Montgomery County Public Schools
	Utility Companies
	Washington Suburban Sanitary Commission



Introduction

Purpose

The purpose of this ESF is to outline the general roles and responsibilities of primary and support agencies and cooperating organizations in the damage assessment operations following a disaster or emergency and to provide a general concept of operations for conducting assessment operations. Detailed information on agency roles and responsibilities can be found within the Montgomery County Damage Assessment Plan.

Scope

This ESF is applicable to all agencies that have assigned roles and responsibilities in the Montgomery County Emergency Operations Plan (EOP) in support of damage assessment. This ESF supplements the County EOP.

Assumptions

- The planning assumptions stated in the Montgomery County EOP also apply to this ESF.
- All emergency response and recovery operations conducted under this ESF will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed within the Montgomery County Damage Assessment Plan.
- Montgomery County is subject to both natural and human-caused hazards that could cause an emergency or disaster (*for a complete list of hazards, see the Montgomery County EOP Basic Plan & Hazard Mitigation Plan*). An emergency or disaster situation caused by any of these hazards could require a coordinated effort of damage assessment resources and the restoration of properties and facilities.
- 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. Damage to this infrastructure may have an adverse effect on individuals with disabilities.

- Prompt assessment of the incident area(s) is essential to determine resource requirements and the need to request outside assistance.
- Rapid assessments will be coordinated 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. ICs may request additional assistance from supporting agencies to complete rapid assessments.
- 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, offices, and cooperating 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). The Office of Emergency Management and Homeland Security (OEMHS) and the Department of Permitting Services (DPS) will determine the need to request state support and initiate the request through the Emergency Operations Center (EOC). ESF #5 will make all requests for state resources. In the event the EOC is not yet operational the request will be made by the Office of Emergency Management and Homeland Security (OEMHS) Director.



- OEMHS and DPS are responsible for coordinating the damage assessment process defined in this ESF. OEMHS and 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.
- For purposes of this ESF, 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, offices, and cooperating 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 coordinated by the IC supported by other public safety personnel on-scene normally within 24 hours of the incident onset.

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 Department of Transportation (DOT), Department of General Services (DGS), the Department of Recreation, Montgomery County Public Schools (MCPS), Department of Environmental Protection (DEP), Department of Health and Human Services (DHHS), Department of Technology Services (DTS), Community Emergency Response Team (CERT), municipalities and cooperating organizations. An IDA normally will commence within 24 to 48 hours following an incident onset and may 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, critical facilities, and infrastructure;
 - Develop initial cost estimates of damage to housing, businesses, lifelines, critical facilities, and infrastructure;
 - 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; and
 - Determine the resources needed to respond to the disaster and identify the gaps that need to be filled from outside sources.
- Department and offices 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 Emergency Management at the EOC for consolidation and analysis.
- Each department and office tasked in this ESF will ensure staff members are trained in their designated damage assessment roles and responsibilities.
- 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

- This ESF is a general outline of Damage Assessment activities. Details on Agency roles and responsibilities can be found within the Montgomery County Damage Assessment Plan.
- The damage assessment process begins with the rapid assessment conducted by on-scene public safety department 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 department's EOC representative. Prior to activation of the EOC, this information will be provided to OEMHS.

- Based upon the scope and magnitude of the incident, the public safety department responsible for incident command may designate a Rapid Assessment Supervisor to coordinate rapid assessments. For events with warning such 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?
 - **Safety and Health:** Are there damages that could pose a threat to people in the vicinity.
 - **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 ICs to their department's EOC representative for dissemination to ESF #5. Prior to activation of the EOC, this information will be provided to OEMHS. ESF #5 will summarize and distribute the information to the departments and offices.
- The initial damage assessment of residential and commercial structures is initiated by 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 OEMHS Director.
- OEMHS and DPS will deploy initial damage assessment teams who will report findings and status to the EOC. Damage assessment teams will conduct damage assessments in accordance with established procedures and protocols. The EOC will review and consolidate information from the field and enter the information into appropriate databases and maps.
- 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, damage to County buildings, roads, bridges, school facilities, parks, utilities, 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 ESF. The matrix provides timelines for providing initial assessments and updates. Reporting will continue until the infrastructure and/or services are restored and the Disaster Manager or OEMHS Director has confirmed that reporting is no longer necessary.
- 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 FEMA to conduct a joint federal/state PDA. The PDA is an onsite 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 that 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 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 (EEl)s that provide a framework for information collection and analysis. The matrix on the next page defines the EEl)s and identifies the specific information requirements and sources.



Essential Element of Information	Specific Information Required	Sources	Minimum Reporting Requirement ¹
Status of Transportation	<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • MWTA • MWAA • MARC • FRS • PD 	Initial report within 6 hours of the event onset or within two hours of EOC activation, whichever occurs first. Updates are due 30 minutes prior to the end of each operational period.
Status of Communications	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Service Providers • Department of Technology Services 	Initial report within 6 hours of the event onset or within two hours of EOC activation, whichever occurs first. Updates are due 30 minutes prior to the end of each operational period.
Status of Medical Services and Infrastructure	<ul style="list-style-type: none"> • Status of medical facilities (hospitals/nursing homes) • Status of medical services 	<ul style="list-style-type: none"> • Hospitals and medical facilities 	Initial report within 6 hours of the event onset or within two hours of EOC activation, whichever occurs first. Updates are due 30 minutes prior to the end of each operational period.
Hazardous, Toxic and Radiological Issue	<ol style="list-style-type: none"> 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 	<ul style="list-style-type: none"> • Individual Facilities • National Response Center • Incident Commander(s) • Rapid Assessment 	Initial report immediately when new reported or suspected hazard is presented. Updates are due 30 minutes prior to the end of each operational period or immediately when significant changes occur.

¹ If the initial report indicates no significant damage or impacts subsequent reports are not required.



	Contingency Plan (NCP).		
Status of Energy Systems	<ul style="list-style-type: none"> 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? 	<ul style="list-style-type: none"> PEPCO Allegheny Power Constellation Energy Services 	Initial report within 6 hours of the event onset or within two hours of EOC activation, whichever occurs first. Updates due 30 minutes prior to the end of each operational period.
Status of Schools	<ul style="list-style-type: none"> Status of school facilities Estimated damages Estimated time for restoration or temporary repairs 	<ul style="list-style-type: none"> MCPS Private Educational Institutions Montgomery College 	Initial report within 6 hours of the event onset or within 2 hours of EOC activation, whichever occurs first. Updates due 30 minutes prior to the end of each operational period
Status of Parks	<ul style="list-style-type: none"> Status of County parks and facilities Estimated damages 	<ul style="list-style-type: none"> Park facilities 	Initial report within 6 hours of the event onset or within two hours of EOC activation, whichever occurs first. Updates due 30 minutes prior to the end of each operational period
Status of Water Supply and Distribution	<ul style="list-style-type: none"> Status of water distribution system Status of water treatment facilities Status of potable water 	<ul style="list-style-type: none"> WSSC 	Initial report within 6 hours of the event onset or within two hours of EOC activation, whichever occurs first. Updates due 30 minutes prior to the end of each operational period
Status of Wastewater and Storm-water	<ul style="list-style-type: none"> Status of wastewater collection Status of wastewater treatment Status of storm-water Estimated time for restoration (if applicable) Estimated damages 	<ul style="list-style-type: none"> WSSC DCWASA 	Initial report within 6 hours of the event onset or within two hours of EOC activation, whichever occurs first. Updates due 30 minutes prior to the end of each operational period
Status of Other County and Municipal Facilities	<ul style="list-style-type: none"> Status of County buildings and facilities Estimated time for restoration or temporary repairs 	<ul style="list-style-type: none"> DGS 	Initial report within 6 hours of the event onset or within two hours of EOC activation,



	<ul style="list-style-type: none"> Estimated damages 		whichever occurs first. Updates due 30 minutes prior to the end of each operational period
Status of Fire and Rescue	<ul style="list-style-type: none"> Status of operational readiness Status of facilities Status of personnel and equipment 	<ul style="list-style-type: none"> Fire Stations 	Initial report within 6 hours of the event onset or within two hours of EOC activation, whichever occurs first. Updates due 30 minutes prior to the end of each operational period
Status of Police	<ul style="list-style-type: none"> Status of operational readiness Status of facilities Status of personnel and equipment Status of public safety 	<ul style="list-style-type: none"> Police Stations 	Initial report within 6 hours of the event onset or within two hours of EOC activation, whichever occurs first. Updates due 30 minutes prior to the end of each operational period
Status of Water	<ul style="list-style-type: none"> Status of water distribution system Status of water treatment facilities Status of potable water 	<ul style="list-style-type: none"> WSSC Well and Septic 	Initial report within 6 hours of the event onset or within two hours of EOC activation, whichever occurs first. Updates due 30 minutes prior to the end of each operational period.
Economic Impacts	<ul style="list-style-type: none"> Number of homes affected. Estimated damages Number and types of businesses affected. Boundaries of the impacted area. Estimated population impacted.² 	<ul style="list-style-type: none"> Incident Commander(s) Flyovers Rapid Assessment Initial Damage Assessment Damage Assessment Teams American Red Cross 	Initial report within 6 hours of the event onset or within two hours of EOC activation, whichever occurs first. Updates due 30 minutes prior to the end of each operational period

² Field reports can provide the boundaries and the Planning Section will determine the estimated population affected as appropriate.



		<ul style="list-style-type: none"> Montgomery County Economic Development Corporation 	
Access Points	<ul style="list-style-type: none"> Is access blocked? What are the best routes to use to access the area? Are access controls in place? What credentials, if any, are needed for access 	<ul style="list-style-type: none"> Incident Commander(s) Rapid Assessment Police 	<p>DOT</p> <p>Initial report within 4 hours of the event onset or within one hour of EOC activation, whichever occurs first. Updates due 30 minutes prior to the end of each operational period</p>
Resource Shortfalls	<ul style="list-style-type: none"> 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? 	<ul style="list-style-type: none"> Incident Commander(s) 	<p>OEMHS</p> <p>Initial report within 12 hours of the event onset or within three hours of EOC activation, whichever occurs first. Updates due 30 minutes prior to the end of each operational period or immediately anytime a new and significant resource shortfall is identified.</p>
Safety Hazards	<ul style="list-style-type: none"> Are there issues related to personal safety? Is there a need for personal protection equipment? What are the safety hazards in conducting operations? Are there any special vaccinations that may be required? Are there environmental health hazards? 	<ul style="list-style-type: none"> Incident Commander(s) Safety Officers Health and Humans Services 	<p>Agency responsible for Incident Command</p> <p>Initial report within 4 hours of the event onset or within two hours of EOC activation, whichever occurs first. Updates due 30 minutes prior to the end of each operational period</p>



Roles and Responsibilities

This ESF is a general outline of Damage Assessment activities. All agencies are responsible for supporting the Primary Agencies with the development and maintenance of supporting plans and procedures. Details on Agency roles and responsibilities can be found within the Montgomery County Damage Assessment Plan.

Primary Agencies

- **Office of Emergency Management and Homeland Security (OEMHS)**
 - OEMHS is one of the Primary Agencies for Damage Assessment; along with the Department of Permitting Services.
 - Manages the overall damage assessment process with support from DPS.
 - Develops and maintains procedures and checklists to support damage assessments.
 - Coordinates the process for collecting, analyzing, and distributing damage assessment data.
 - As needed, coordinate with MEMA for damage assessment support and preliminary damage assessment.
- **Department of Permitting Services**
 - DPS is one of the Primary Agencies for Damage Assessment; along with OEMHS.
 - Designates a Damage Assessment Representative to support overall damage assessment activities.
 - Prepares and submits damage assessment reports to ESF #5
 - Coordinates the posting of unsafe buildings and re-inspects as necessary to revise or remove placards.
 - Coordinates structure evaluations and inspections of residential and commercial structures
 - In support of damage assessment activities, reports placards, permits, and demolition permits as related to the incident.

Supporting Agencies

- **Department of Environmental Protection (DEP)**
 - Assist with coordination to assess damage to public water systems, waste disposal systems, and dams.
 - Provide technical assistance and guidance to damage assessment teams on environmental hazards.
- **Fire and Rescue Services (FRS)**
 - Lead the rapid assessment process for incidents when FRS is the primary agency; and provide support when they are not the primary agency.



- Activate Community Emergency Response Team (CERT) for support in conducting windshield surveys, rapid assessments, and providing the information to the Incident Commander.
- **Department of Finance (Risk Management)**
 - Support the primary and support agencies by providing expertise and advice on strategies to manage, address, and mitigate risks.
- **Department of General Services (DGS)**
 - Assess damage to all County buildings and facilities managed by the department.
- **Community Emergency Response Teams (CERT)**
 - Support the initial damage assessment process.
- **Department of Health and Human Services**
 - Lead rapid assessment for incidents where DHHS is the primary agency and support when they are not the primary 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.
- **Montgomery County Police Department (MCPD)**
 - Lead rapid assessment for incidents where MCPD is the primary agency and support when they are not the primary agency.
 - Provide access control for damages areas and security for damage assessment teams.
- **Department of Recreation**
 - Assess and report damage to recreation facilities.
- **Department of Transportation (DOT)**
 - Lead rapid assessment for incidents where DOT is the primary agency and support when they are not the primary agency.
 - As primary agency for ESF #1, collect, analyze and distribute information on the impact and status of the County's transportation systems, accessible transportation resources, and infrastructure.
 - Provide damage assessment reports for all County-maintained bridges and roads.



- **Department of Technology Services (DTS)**
 - As the primary agency for ESF #2, collect, analyze, and distribute information on the impact and status of the telecommunications infrastructure.
 - Conduct and report an assessment of the County's communications and information management systems and infrastructure.
- **Zoning and Administrative Hearing**
 - Provide assistance in residential and commercial structural evaluations and assessments.

Cooperating Organizations

- **Chevy Chase Village**
 - Conduct damage assessments of Village critical infrastructure and key resources.
 - Collect, analyze, and distribute damage assessment information.
- **City of Gaithersburg**
 - Conduct damage assessments of City infrastructure.
 - Collect, analyze, and distribute damage assessment information.
- **Town of Poolesville**
 - Conduct damage assessments of Town infrastructure.
 - Collect, analyze, and distribute damage assessment information.
- **City of Rockville**
 - Conduct damage assessments of City infrastructure.
 - Collect, analyze, and distribute damage assessment information.
- **City of Takoma Park**
 - Conduct damage assessments of City infrastructure.
 - Collect, analyze, and distribute damage assessment information.
- **American Red Cross (ARC)**
 - Provide support by conducting private property damage assessments and providing the results to the ESF #5.
- **Civil Air Patrol**
 - Provide air support resources for flyover damage assessments.
- **Hospitals**
 - Collect, analyze, and distribute information on the damage to hospital infrastructure and facilities.



- **Maryland National Capital Park and Planning Commission (M-NCPPC)**
 - Collect, analyze, and distribute information on the damage to park facilities.
- **Montgomery College**
 - Collect, analyze, and distribute information on the damage to Montgomery College facilities.
- **Montgomery County Public Schools**
 - Collect, analyze, and distribute information on the damage to MCPS facilities.
- **Utilities**
 - Conduct damage assessments of utility infrastructure and provide assessment information to ESF #5.
- **Washington Suburban Sanitation Commission**
 - Conduct damage assessments of water supply, distribution and control facilities, sanitary sewer systems, and related facilities and provide assessment information to ESF #5.
- **DC Water and Sewer Authority**
 - Provide damage assessments and status of wastewater collection services information to ESF #5.

References

- State of Maryland Response Operations Plan (SROP), 2015.
- Montgomery County Emergency Operations Plan.
- Montgomery County Damage Assessment Plan.



Appendix A

Notices of Change

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

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

Change Number	Date of Change	Summary of Change
1	October 2017	Revised Table of Contents
2	October 2017	Revised Forward
3	October 2017	Revised Signatories
4	October 2017	Revised Executive Summary
5	October 2017	Revised Notices of Change
6	October 2017	Revised Section I, Introduction, Scope and Applicability
7	October 2017	Revised Section I, Introduction, Funding Sources and Budget for Emergency Operations
8	October 2017	Revised Section I, Situation and Risk Assessment
9	October 2017	Revised Section I, Planning Assumptions
10	October 2017	Revised Section I, Emergency Operations Plan Implementation and Emergency Operations Center Activation and Emergency Notifications, Implementation of the Emergency Operations Plan (EOP) through the Emergency Management Group (EMG) and activation of the Emergency Operations Center(EOC)
11	October 2017	Revised Section I, Emergency Operations Plan Implementation and Emergency Operations Center Activation and Emergency Notifications, Internal Emergency Notifications to County Agencies, Emergency Responders, and Cooperating Organizations
12	October 2017	Revised Section I, Section I, Emergency Operations Plan Implementation and Emergency Operations Center Activation and Emergency Notifications,



		External Notifications and Warnings
13	October 2017	Revised Section I, Emergency Roles and Coordination Responsibilities, County Executive
14	October 2017	Revised Section I, Emergency Roles and Coordination Responsibilities, Chief Administration Officer
15	October 2017	Revised Section I, Emergency Roles and Coordination Responsibilities, Manager of Office of Emergency Management and Homeland Security
16	October 2017	Revised Section I, Emergency Roles and Coordination Responsibilities, County Departments and Agencies
17	October 2017	Revised Section I, Emergency Declarations, Non-Declared Disasters
18	October 2017	Revised Section I, Emergency Declarations, Local Emergency Declaration
19	October 2017	Revised Section I, Emergency Declarations, Federal Emergency and Major Disaster Declaration
20	October 2017	Revised Section I, Concept of Operations, Delegations of Authority
21	October 2017	Revised Section I, Concept of Operations, Overview of Emergency Operations
22	October 2017	Revised Section I, Concept of Operations, Emergency Support Functions
23	October 2017	Revised Section I, Concept of Operations, Emergency Operations Center
24	October 2017	Revised Section I, Concept of Operations, Continuity of Operations (COOP)
25	October 2017	Revised Section I, Concept of Operations, Functional Needs and Annexes
26	October 2017	Revised Section I, Acronyms
27	October 2017	Revised Section II, ESF #1, Cover Page
28	October 2017	Revised Section II, ESF #1, Agency Table
29	October 2017	Revised Section II, ESF #1, Purpose
30	October 2017	Revised Section II, ESF #1, Scope
31	October 2017	Revised Section II, ESF #1, Assumptions
32	October 2017	Revised Section II, ESF #1, Concept of Operations
33	October 2017	Revised Section II, ESF #1, Roles and Responsibilities
34	October 2017	Revised Section II, ESF #1, References
35	October 2017	Revised Section II, ESF #1, Deleted Acronyms



36	October 2017	Revised Section II, ESF #2, Cover Page
37	October 2017	Revised Section II, ESF #2, Agency Table
38	October 2017	Revised Section II, ESF #2, Purpose
39	October 2017	Revised Section II, ESF #2, Scope
40	October 2017	Revised Section II, ESF #2, Assumptions
41	October 2017	Revised Section II, ESF #2, Concept of Operations
42	October 2017	Revised Section II, ESF #2, Roles and Responsibilities
43	October 2017	Revised Section II, ESF #2, References
44	October 2017	Revised Section II, ESF #2, Deleted Acronyms
45	October 2017	Revised Section II, ESF #3, Cover Page
46	October 2017	Revised Section II, ESF #3, Agency Table
47	October 2017	Revised Section II, ESF #3, ESF Mission
48	October 2017	Revised Section II, ESF #3, Purpose
49	October 2017	Revised Section II, ESF #3, Scope
50	October 2017	Revised Section II, ESF #3, Assumptions
51	October 2017	Revised Section II, ESF #3, Concept of Operations
52	October 2017	Revised Section II, ESF #3, Roles and Responsibilities
53	October 2017	Revised Section II, ESF #3, References
54	October 2017	Revised Section II, ESF #3, Deleted Acronyms
55	October 2017	Revised Section II, ESF #4, Cover Page
56	October 2017	Revised Section II, ESF #4, Agency Table
57	October 2017	Revised Section II, ESF #4, Purpose
58	October 2017	Revised Section II, ESF #4, Scope
59	October 2017	Revised Section II, ESF #4, Assumptions
60	October 2017	Revised Section II, ESF #4, Concept of Operations
61	October 2017	Revised Section II, ESF #4, Roles and Responsibilities
62	October 2017	Revised Section II, ESF #4, References
63	October 2017	Revised Section II, ESF #4, Deleted Acronyms
64	October 2017	Revised Section II, ESF #5, Cover Page
65	October 2017	Revised Section II, ESF #5, Agency Table
66	October 2017	Revised Section II, ESF #5, ESF Mission
67	October 2017	Revised Section II, ESF #5, Purpose
68	October 2017	Revised Section II, ESF #5, Scope
69	October 2017	Revised Section II, ESF #5, Assumptions
70	October 2017	Revised Section II, ESF #5, Concept of Operations
71	October 2017	Revised Section II, ESF #5, Roles and Responsibilities
72	October 2017	Revised Section II, ESF #5, References
73	October 2017	Revised Section II, ESF #5, Deleted Acronyms



74	October 2017	Revised Section II, ESF #6, Cover Page
75	October 2017	Revised Section II, ESF #6, Agency Table
76	October 2017	Revised Section II, ESF #6, ESF Mission
77	October 2017	Revised Section II, ESF #6, Purpose
78	October 2017	Revised Section II, ESF #6, Scope
79	October 2017	Revised Section II, ESF #6, Definitions
80	October 2017	Revised Section II, ESF #6, Assumptions
81	October 2017	Revised Section II, ESF #6, Concept of Operations
82	October 2017	Revised Section II, ESF #6, Roles and Responsibilities
83	October 2017	Revised Section II, ESF #6, References
84	October 2017	Revised Section II, ESF #6, Deleted Acronyms
85	October 2017	Revised Section II, ESF #7, Cover Page
86	October 2017	Revised Section II, ESF #7, Agency Table
87	October 2017	Revised Section II, ESF #7, Purpose
88	October 2017	Revised Section II, ESF #7, Scope
89	October 2017	Revised Section II, ESF #7, Assumptions
90	October 2017	Revised Section II, ESF #7, Concept of Operations
91	October 2017	Revised Section II, ESF #7, Roles and Responsibilities
92	October 2017	Revised Section II, ESF #7, References
93	October 2017	Revised Section II, ESF #7, Deleted Acronyms
94	October 2017	Revised Section II, ESF #8, Cover Page
95	October 2017	Revised Section II, ESF #8, Agency Table
96	October 2017	Revised Section II, ESF #8, Purpose
97	October 2017	Revised Section II, ESF #8, Scope
98	October 2017	Revised Section II, ESF #8, Assumptions
99	October 2017	Revised Section II, ESF #8, Concept of Operations
100	October 2017	Revised Section II, ESF #8, Roles and Responsibilities
101	October 2017	Revised Section II, ESF #8, References
102	October 2017	Revised Section II, ESF #8, Deleted Acronyms
103	October 2017	Revised Section II, ESF #9, Cover Page
104	October 2017	Revised Section II, ESF #9, Agency Table
105	October 2017	Revised Section II, ESF #9, Purpose
106	October 2017	Revised Section II, ESF #9, Scope
107	October 2017	Revised Section II, ESF #9, Assumptions
108	October 2017	Revised Section II, ESF #9, Concept of Operations
109	October 2017	Revised Section II, ESF #9, Roles and Responsibilities
110	October 2017	Revised Section II, ESF #9, References
111	October 2017	Revised Section II, ESF #9, Deleted Acronyms



112	October 2017	Revised Section II, ESF #10, Cover Page
113	October 2017	Revised Section II, ESF #10, Agency Table
114	October 2017	Revised Section II, ESF #10, Purpose
115	October 2017	Revised Section II, ESF #10, Scope
116	October 2017	Revised Section II, ESF #10, Assumptions
117	October 2017	Revised Section II, ESF #10, Concept of Operations
118	October 2017	Revised Section II, ESF #10, Roles and Responsibilities
119	October 2017	Revised Section II, ESF #10, References
120	October 2017	Revised Section II, ESF #10, Deleted Acronyms
121	October 2017	Revised Section II, ESF #11, Cover Page
122	October 2017	Revised Section II, ESF #11, Agency Table
123	October 2017	Revised Section II, ESF #11, Purpose
124	October 2017	Revised Section II, ESF #11, Scope
125	October 2017	Revised Section II, ESF #11, Assumptions
126	October 2017	Revised Section II, ESF #11, Concept of Operations
127	October 2017	Revised Section II, ESF #11, Roles and Responsibilities
128	October 2017	Revised Section II, ESF #11, References
129	October 2017	Revised Section II, ESF #11, Deleted Acronyms
130	October 2017	Revised Section II, ESF #12, Cover Page
131	October 2017	Revised Section II, ESF #12, Agency Table
132	October 2017	Revised Section II, ESF #12, Purpose
133	October 2017	Revised Section II, ESF #12, Scope
134	October 2017	Revised Section II, ESF #12, Assumptions
135	October 2017	Revised Section II, ESF #12, Concept of Operations
136	October 2017	Revised Section II, ESF #12, Roles and Responsibilities
137	October 2017	Revised Section II, ESF #12, References
138	October 2017	Revised Section II, ESF #12, Deleted Acronyms
139	October 2017	Revised Section II, ESF #13, Cover Page
140	October 2017	Revised Section II, ESF #13, Agency Table
141	October 2017	Revised Section II, ESF #13, Purpose
142	October 2017	Revised Section II, ESF #13, Scope
143	October 2017	Revised Section II, ESF #13, Assumptions
144	October 2017	Revised Section II, ESF #13, Concept of Operations
145	October 2017	Revised Section II, ESF #13, Roles and Responsibilities
146	October 2017	Revised Section II, ESF #13, References
147	October 2017	Revised Section II, ESF #13, Deleted Acronyms
148	October 2017	Revised Section II, ESF #14, Cover Page
149	October 2017	Revised Section II, ESF #14, Agency Table



150	October 2017	Revised Section II, ESF #14, ESF Mission
151	October 2017	Revised Section II, ESF #14, Purpose
152	October 2017	Revised Section II, ESF #14, Scope
153	October 2017	Revised Section II, ESF #14, Pre-Disaster Recovery Plan
154	October 2017	Revised Section II, ESF #14, Assumptions
155	October 2017	Revised Section II, ESF #14, Concept of Operations
156	October 2017	Revised Section II, ESF #14, Roles and Responsibilities
157	October 2017	Revised Section II, ESF #14, References
158	October 2017	Revised Section II, ESF #14, Deleted Acronyms
159	October 2017	Revised Section II, ESF #15, Cover Page
160	October 2017	Revised Section II, ESF #15, Agency Table
161	October 2017	Revised Section II, ESF #15, Purpose
162	October 2017	Revised Section II, ESF #15, Scope
163	October 2017	Revised Section II, ESF #15, Assumptions
164	October 2017	Revised Section II, ESF #15, Concept of Operations
165	October 2017	Revised Section II, ESF #15, Roles and Responsibilities
166	October 2017	Revised Section II, ESF #15, References
167	October 2017	Revised Section II, ESF #15, Deleted Acronyms
168	October 2017	Revised Section II, ESF #16, Cover Page
169	October 2017	Revised Section II, ESF #16, Agency Table
170	October 2017	Revised Section II, ESF #16, ESF Mission
171	October 2017	Revised Section II, ESF #16, Purpose
172	October 2017	Revised Section II, ESF #16, Scope
173	October 2017	Revised Section II, ESF #16, Assumptions
174	October 2017	Revised Section II, ESF #16, Concept of Operations
175	October 2017	Revised Section II, ESF #16, Roles and Responsibilities
176	October 2017	Revised Section II, ESF #16, References
177	October 2017	Revised Section II, ESF #16, Deleted Acronyms
178	October 2017	Revised Section II, ESF #17, Add ESF #17
179	October 2017	Revised Incident Specific Annexes, Deleted Biological Incident Annex
180	October 2017	Revised Incident Specific Annexes, Deleted Severe Weather Annex
181	October 2017	Revised Incident Specific Annexes, Deleted Animal Protection Annex
182	October 2017	Revised Incident Specific Annexes, Deleted Nuclear Protection Annex
183	October 2017	Revised Incident Specific Annexes, Deleted Mass Fatality Annex



184	October 2017	Revised Incident Specific Annexes, Dam Failure Incident Annex
185	October 2017	Revised Incident Specific Annexes, Dam Failure Incident Annex, Moved to Section III Functional Annexes
186	October 2017	Revised Incident Specific Annexes, Dam Failure Incident Annex, Renamed to Dams Annex
187	October 2017	Revised Incident Specific Annexes, Dam Failure Incident Annex, Updated Table 12
188	October 2017	Revised Section III, Functional Annexes, Moved Damage Assessment Annex to Section II as ESF #17
189	October 2017	Revised Section III, Functional Annexes, Training and Exercises Annex
190	October 2017	Added Appendix A, Notices of Change



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