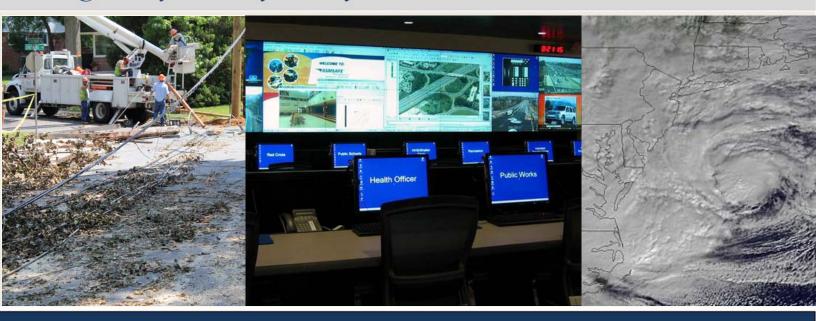
Emergency Operations Plan

Montgomery County, Maryland



Final November 2013





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Forward

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

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

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

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

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

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

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

Questions or comments concerning this document should be directed to:
Office of Emergency Management and Homeland Security
100 Edison Park Drive
Suite 1S31

Gaithersburg, Maryland 20878 Tel: 240-777-2200

mchomel and security @montgomery countymd.gov

Letter of Promulgation

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

Approved:
County Executive
Montgomery County, Maryland
Concur:
Chief Administrative Officer Montgomery County, Maryland
County Council President
Montgomery County, Maryland

Letter of Agreement

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

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

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

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

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

Signatories

Director

Department of Transportation

Manager

Office of Emergency Management and

Homeland Security

Department of Environmental Protection

Chief Information Officer
Department of Technology Services

Department of Police

Chief

Fire and Rescue Services

Public Information Officer

Director

Department of Health and Human Services

Executive Summary

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

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

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

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

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

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

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

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

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

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

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

Plan Maintenance

The Montgomery County Office of Emergency Management and Homeland Security (OEMHS) is responsible for developing, maintaining, and distributing the Montgomery County Emergency Operations Plan (EOP). The plan will be reviewed periodically as required to incorporate new state, federal, and regional guidelines or directives and/or to 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 departments and agencies are responsible for maintaining and updating their assigned functional annexes. Annexes should be reviewed annually. Proposed changes or updates to the annexes will be coordinated with all other support departments or agencies prior to submission to OEMHS.

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

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

Notices of Change

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

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

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

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

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

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

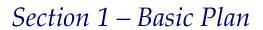
			Management, Figure 4. Resource Assistance
41	October 2012	MCOEMHS	Process Revised and changed section VII. Concept of Operations, J. Evacuations to VII. Concept of Operations, K. Evacuations
42	October 2012	MCOEMHS	Renamed and revised section VII. Concept of Operations, K. Medical and Social Needs to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

			References
59	October 2012	MCOEMHS	Revised ESF #8 Public Health and Medical
			Services, Support Agencies and Roles and
			Responsibilities
60	October 2012	MCOEMHS	Revised ESF #8 Public Health and Medical
			Services, Assumptions
61	October 2012	MCOEMHS	Revised ESF #8 Public Health and Medical
			Services, Concept of Operations
62	October 2012	MCOEMHS	Revised ESF#9 Search and Rescue, Concept of
			Operations
63	October 2012	MCOEMHS	Revised ESF#11 Agriculture and Natural
			Resources, Assumptions
64	October 2012	MCOEMHS	Revised ESF#12 Energy, Cooperating
			Organizations
65	October 2012	MCOEMHS	Revised ESF#13 Public Safety and Security,
			Support Agencies
66	October 2012	MCOEMHS	Revised ESF#13 Public Safety and Security,
			Cooperating Agencies
67	October 2012	MCOEMHS	Revised ESF#14 Long-Term Community
			Recovery, Support Agencies
68	October 2012	MCOEMHS	Revised ESF#14 Long-Term Community
			Recovery, Assumptions
69	October 2012	MCOEMHS	Revised ESF#14 Long-Term Community
	0 1 0010	1.6051.677	Recovery, References
70	October 2012	MCOEMHS	Revised ESF#15 External Affairs, Assumptions
71	October 2012	MCOEMHS	Revised ESF#15 External Affairs, Concept of
	0 1 0010	1.6051.677	Operations
72	October 2012	MCOEMHS	Revised ESF#16 Volunteer and Donations
	0 1 2012) (GOE) (HG	Management, Primary Agency
73	October 2012	MCOEMHS	Revised ESF#16 Volunteer and Donations
- 0	0 1 2012) (GOE) (IIG	Management, Support Agencies
70	October 2012	MCOEMHS	Revised ESF#16 Volunteer and Donations
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70	October 2012	MCOEMHS	Revised ESF#16 Volunteer and Donations
=1	0 1 2012	MOOFILITIE	Management, Concept of Operations
71	October 2012	MCOEMHS	Revised ESF#16 Volunteer and Donations
			Management, References

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



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I. Introduction

A. Purpose

This Emergency Operations Plan (EOP) defines the actions taken by Montgomery County government department, agencies and municipal representative mobilized as the Emergency Management Group (EMG) to provide coordinated support, resources and 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 and agencies and cooperating organizations and agencies 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 as municipalities 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.

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.
- 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. Executive Order 01.012005.09, The State of Maryland Adoption of the National Incident Management System.

3. Local:

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

D. 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 agencies 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 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 \$1.4 – 1.7 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. Whether during annuanced 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. During emergencies, County department 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 agencies and 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.
- 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

- Montgomery County is the most densely populated county in Maryland with a population of 971,777 according to the 2010 U.S. Census.
 - More than 12 percent of the population is at least 65 years old.
 - Nearly 38 percent of the population speaks a language other than English at home.
 - 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.
 - An estimated 70% of residents aged 65 and older 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.
 - An estimated 8% of residents between the ages of 18 64 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.
 - An estimated 5% of residents between the ages of 5 17 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.
- Montgomery County is adjacent to Washington, D.C., and is one of 22 jurisdictions referred to as the National Capital Region (NCR) as defined by the Metropolitan Washington Council of Governments (MWCOG). The NCR is not an operational entity but provides a regional basis for collaboration, coordination, training, and exercises among the independent jurisdictions. Figure 1 depicts the jurisdictions that make up the NCR



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

Figure 1. The National Capital Region
As defined by the Metropolitan Washington
Council of Governments

- 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.
- 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, BAE Systems Inc, 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, the National Imagery and Mapping Agency (NIMA) and the National Institute of Standards and Technology (NIST).
- Montgomery County is home to several military installations including Adelphi Laboratory Center, Naval Surface Warfare Center, David Taylor Model Basin, National Naval Medical Center, Walter Reed National Medical Center, and Fort Detrick – Forest Glen Child, Youth, and School Services Annex.
- 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 home to five major hospitals: Washington Adventist, Shady Grove Adventist, Holy Cross, Suburban, and MedStar Montgomery Medical Center.
- Montgomery County Public Schools is the largest and most diverse school district in the State of Maryland. There are over 145,000 enrolled students.

- Montgomery County is vulnerable to various natural and technological hazards as detailed in the Montgomery County Hazard Mitigation Plan (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 agencies.
- The 2012 Montgomery County Hazard Identification and Risk Assessment (HIRA) identifies hazards that impact the county by evaluating risk as defined by the probability and frequency of occurrence of a hazard event, exposure to people and property to the hazard, and consequences or impact of that exposure. 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 Mitigation Planning Committee for inclusion in the 2012 HIRA 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 with their level of risk.

Table 1. Hazards facing Montgomery County

Natural Hazards	Level of Risk
Thunderstorm	High Risk
Winter Storm	High Risk
Extreme Heat	High Risk
Flooding	Moderate Risk
Hurricane/Tropical Storm	Moderate Risk
Fire	Moderate Risk
Water Shortage	Moderate Risk
Tornado	Low Risk
Earthquake	Low Risk
Land Subsidence/Karst	Low Risk
Technological Hazards	Level of Risk
Hazardous Materials	Moderate Risk
Dam Failure	Moderate Risk

III. Planning Assumptions

- Periodically, 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 advance warning.
- Assistance to the County can be requested from state, federal, non-government agencies and other jurisdictions through the Office of Emergency Management and Homeland Security (OEMHS). Outside assistance may be available through automatic mutual aid agreements with nearby jurisdictions, the Metropolitan Washington Council of Government (MWCOG) 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 functional needs are encouraged to develop personal preparedness plans which include communications with their personal support network and care providers, support for their functional needs, and emergency arrangements with their utility companies. Should residents with functional needs become separated from their support network, they may require additional assistance.
- 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 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 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 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 or agency head or incident commander may request through the OEMHS Manager that EMG teams be convened or the EOC be activated to support emergencies when resource requirements of their respective department or agencies 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 agency head may request EMG teams be convened or EOC activated to provide additional resources beyond what is available through County department and automatic mutual aid for an emergencies occurring within a municipal boundary. Municipal representatives may be included on teams convened or EOC activations. Further, any municipal manager may request through the OEMHS Manager that EMG teams be convened to monitor and support special events held within the municipal boundaries.
 - The EMG representatives mobilized for EOC activations will be by senior level department, agency, 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, agency, and municipality standard operating guidelines (SOGs).
 - All EMG department and agency points-of-contact will be notified of the EOC activation through OEMHS. All activation announcements will be released through the Montgomery County Emergency Network (MCEN). The primary list of representatives is maintained and updated in that notification system. In turn, department and agency points of contacts will be responsible for their respective internal notification processes of department or agency heads, EMG representatives on call for activation, successive EMG representatives and on-duty operational officers for continuity of operations.
 - Upon notification, internal department/agency policies and procedures will be implemented as necessary and the appropriate agency EMG representative(s) shall report to the EOC at the appointed time and be

prepared to carry out their department/agency roles and responsibilities.

- Departments and agencies 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/agency personnel or the EOC is deactivated.
- WebEOC will be used to monitor and coordinate all EOC activations.
 EMG representatives to the EOC are required to update WebEOC as appropriate to ensure a common operating picture of Montgomery County response operations is maintained.
- EMG representatives may staff three level of EOC activations depending upon the nature and scope of the incident or potential incident. The EOC may also be activated for a significant planned event in order to monitor events and provide for an effective response if necessary. The OEMHS Manager will designate the level of activation and will ensure appropriate notifications are completed.

Table 2. Montgomery County EOC Activation Levels

Activation Level	Description
Monitoring	Provides for increased monitoring capability and typically
	involves OEMHS staff and representatives from key public
	safety agencies. Activities will focus on collecting,
	analyzing, and disseminating information and conducting
	appropriate contingency planning. At the discretion of the
	Emergency Management Director (CAO) or the OEMHS
	Manager, monitoring activities may be conducted virtually
	via teleconference, e-mail, WebEOC, etc.
Partial Activation	Provides for select activation of Emergency Support
	Function (ESF) primary agencies and key support agencies
	that may be or will be engaged in the emergency situation.
Full Activation	Includes all primary and support agencies identified within
	the EOP. Full EOC Activation may operate 24 hours a day.

- Depending on the situation, other department, agency, 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 by a reevaluation or a change in the extent of a specific emergency or disaster,
 appropriate stand-by personnel will be notified and directed to report
 to the EOC to assist in either the emergency response or recovery
 phases.
- County departments and agencies providing 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, agency, and organization in the EOC is expected to have at least three qualified personnel identified to staff their EOC position. It is the responsibility of each department, agency, and organization to ensure the position is staffed as required for the duration of the emergency.
- 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/agency headson 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 EOC is inaccessible or otherwise not operational.

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

- Whenever an alert or notification is made of an emergency or disaster deemed to be of major or expanding proportions, with possible catastrophic consequences, where serious injury, loss of life or significant property damage is anticipated, all county departments and agencies are expected to be prepared.
- The Emergency Communications Center (ECC) serves as the county'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 MCEN and other communications capabilities as applicable.
- Each department and agency 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 MCEN for their agency staff is current.
- The Public Information Office (PIO) will provide assistance to all departments and agencies in communicating with their employees during an emergency situation using all appropriate communication tools to ensure that information is conveyed to employees.
- All departments and agencies will develop, test, and maintain internal notification procedures and contact rosters as part of their Continuity of Operations (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" text alerting system provides the capability to distribute notifications and emergency alerts to residents via electronic mail, cellular phone, or pager using a text messaging system. This is a voluntary system and residents may be charged for text cell phone alerts by their service carrier. "Alert Montgomery" has the capability of broadcasting information to satellite Sirius/XM and would be relayed onto Sirius/XM radio channel 134 for subscribers to hear and translated into text for some Sirius/XM radio receivers.
- The Montgomery County Reverse 9-1-1 system provides the capability to rapidly send recorded telephone messages to phone numbers within a specified geographic area. This system includes TTY capability for providing information to residents with hearing disabilities. The Reverse 9-1-1 system is operated by the Montgomery County Police Department (MCPD). Department directors and the Disaster Manager

may direct the use of reverse 9-1-1 to provide emergency information to residents.

- The Montgomery County Web site and emergency information page provide vital information to residents particularly on preparing for disasters and emergencies.
- Montgomery County has access to the Regional Incident Communication and Coordination System (RICCS) managed by the Metropolitan Washington Council of Governments (MWCOG) as a means of receiving and distributing information to government officials about incidents with regional implications for the NCR.
- Montgomery County may coordinate the use of variable message signs along major roadways with the Maryland Department of Transportation as another method for providing information and warnings to the public.
- Montgomery County also has the capability to provide emergency messages through the National Oceanic and Atmospheric Administration (NOAA) all-hazards radios. 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 is the lead agency for providing approved Public Service Announcements (PSAs) or press releases to county residents once the CAO or designated county official has directed notification to the public. Depending upon the nature and scope of the incident other county departments and agencies will support the PIO in developing the PSAs.
- Table 3 provides a summary of the warning systems that are used within the county.

Table 3. Summary of Montgomery County Warning Systems

Warning	Area of	Approving Authority	Release/Action Office
System	Coverage		
Emergency Alert System (EAS)	Countywide Metro Area News Media	o County Executiveo CAOo Manager, OEMHS	o OEMHS
News Media	Metro Area	 County Executive CAO MCPD Chief FRS Chief Director, Department of Health and Human Services Manager, OEMHS 	o Office of Public Information
Cable TV Channel 6 Emergency Message System	County Cable Providers	 County Executive CAO MCPD Chief FRS Chief Director, PIO Manager, OEMHS Director of DHHS 	o PIO o OEMHS
Alert Montgomery	Countywide Registered subscribers ONLY	 o County Executive o CAO o MCPD Chief o FRS Chief o Director, PIO o Manager, OEMHS 	o OEMHS
Reverse 9-1-1	Countywide or specific geographic areas can be targeted	o County Executiveo CAOo Department Directors	o MCPD o ECC o Manager, OEMHS
Regional Incident Communication and Coordination System (RICCS)	National Capital Region Internal Communications system	o County Executive o CAO o MCPD Chief o FRS Chief o Director, PIO o Manager, OEMHS	o Director, PIO o Manager, OEMHS
Sirius/XM Satellite Radio	Regional, Metro, Countywide	 County Executive CAO MCPD Chief FRS Chief Director, PIO Manager, OEMHS 	o PIO o OEMHS

Warning System	Area of Coverage	Approving Authority	Release/Action Office
NOAA Weather Radios		o County Executive o CAO	o National Weather Service o MEMA o PIO
Variable Message Signs	County	 County Executive Deputy County Executive MCPD Chief FRS Chief Director, PIO Manager, OEMHS 	o State Highway Administration o DOT
Washington Area Warning Alert System (WAWAS)	National Capital Region	o MCPD Chief o FRS Chief o Manager, OEMHS	o MCPD Chief o FRS Chief o Manager, OEMHS
National Warning Alert System (NAWAS)	Maryland	o MCPD Chief o FRS Chief o Manager, OEMHS	o MCPD Chief o FRS Chief o Manager, OEMHS
County Website	County	 County Executive Deputy County Executive MCPD Chief FRS Chief Manager, OEMHS Director, PIO 	o Director, PIO
Loudspeakers	Local Neighbor- hoods	o Incident Commander	o Public Safety Personnel
Door-to-Door Telephone	Individuals Individuals	o Incident Commander o Incident Commander	o Public Safety Personnel o Public Safety Personnel

V. Emergency Roles and Coordination Responsibilities

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

A. County Executive

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

B. Montgomery County Council

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

- 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 Emergency Management Director for Montgomery County and performs the functions identified in Chapter 2 of the County Code. Serves also as the Emergency Management Group (EMG) Chair.
- Orders activation of the EMG and notifies the County Executive of such actions.
- Appoints a Disaster Manager and delegates certain CAO powers as the Governor's appointed Emergency Management Director, to the Disaster Manager.
- Authorizes emergency procurement and delegates contracting authority as appropriate to the Infrastructure Group Leader in the EOC to facilitate all necessary procurements essential to the emergency. Advises the County Executive throughout the disaster or emergency.
- Determines the boundaries of the disaster (limited, county-wide).
- Recommends Declaration of Public Emergency to the County Executive.
- Serves as liaison with the County Council and notifies Council of EOC activations.
- Authorizes issuance of public warnings over the Emergency Alert System, cable television, or other media networks.
- Ensures coordination with other jurisdictions and all municipalities located within Montgomery County.
- Develops long-range response and recovery strategies in coordination with the Operations Support Group Leader in the EOC.
- Proposes emergency legislation, if needed.

- Organizes and directs the EMG through regularly constituted government using equipment, supplies, and facilities of existing departments, offices, and agencies to the maximum extent practical.
- Develops or causes the development of mutual aid or reciprocal assistance agreements with other public and private agencies within the state or other states or localities within other states.
- 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. Manager, Office of Emergency Management and Homeland Security

- Serves as the Disaster Manager, as appointed by the CAO, until relieved or until such time that another department is designated the lead because circumstances warrant.
- Develops emergency management plans for immediate use of all facilities, equipment, staff, and other resources of the county for the purpose of minimizing or preventing damage to persons and property and for restoring to usefulness government services and public utilities necessary for public health, safety, and welfare.
- Manages the EOC 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 Officer 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, agencies, 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 Committee (LEPC) that provides information relative to Hazardous Materials that reside and/or travel through the county.

F. County Departments and Agencies

County department and agency directors have responsibility to manage their departments and agencies on a day-to-day basis in accordance with the authority granted to them by the County Council, County Executive, or by law. In the event of a significant emergency, they will be expected, to the extent possible, to carry out their day-to-day assigned duties as well as those outlined in the EOP.

The general emergency preparedness responsibilities of all county government organizations and non-government organizations are outlined in the letter of agreement to this plan. The following 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) /incident-specific roles and responsibilities can be found within the annexes to this plan.

	Transportation	Communications	#3 Public Works and Engineering	Firefighting	ESF#5 Emergency Management	ESF #6 Mass Care, Emergency Assistance, Housing and Human Services	rce Support and Logistics	Health and Medical Services	Search and Rescue	and Hazardous Materials	Agriculture and Natural Resources		Safety and Security	#14 Long- term Community Recovery	#15 External Affairs	Volunteer and Donations ment	ction	Assessment	Fraining and Exercises	Incident	Failure Incident	Mass Fatality Incident	and Radiological Incident	Severe Weather Incident	Incident
Agency	ESF #1 Tra	ESF #2 Co	ESF #3 Pu	ESF #4 Fir	ESF#5 Em	ESF #6 Mass Housing and	ESF #7 Resou: Management	ESF #8 Pu	ESF #9 Sea	ESF #10 Oil Response	ESF #11 A	ESF #12 Energy	ESF #13 Public	ESF #14 Lo	ESF #15 E	ESF #16 Volu Management	Animal Protection	Damage A	Fraining a	Biological Incident	Dam Failt	Mass Fata	Nuclear a1	Severe We	Terrorism Incident
Community Use of Public Facilities						S								S		S			S						
County Attorney's Office			S		S					S			S	S	S				S	S		S	S		
Department of Corrections and Rehabilitation							S						S	S		S			S						
Department of Economic Development							S				S			S					S						

¹ All Departments are responsible for accessibility-related planning. The Montgomery County ADA Compliance Officer is available for technical assistance and policy review.

Agency	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works and Engineering	ESF #4 Firefighting	ESF#5 Emergency Management	ESF #6 Mass Care, Emergency Assistance, Housing and Human Services	ESF #7 Resource Support and Logistics Management	Health and Medical Services	ESF #9 Search and Rescue	ESF #10 Oil and Hazardous Materials Response	griculture and Natural Resources	ESF #12 Energy	ESF #13 Public Safety and Security	ESF #14 Long- term Community Recovery	ESF #15 External Affairs	ESF #16 Volunteer and Donations Management	ction	Damage Assessment	Training and Exercises	Biological Incident	Dam Failure Incident	Mass Fatality Incident	Nuclear and Radiological Incident	Severe Weather Incident	Terrorism Incident
Department of Environmental Protection	S		P							S				S				S	S		P		P		P
Department of Finance	S				S		S							S					S						
Fire and Rescue Services		S		P		S		S	P	P				S	S			S	S	S	S	S	P	S	S
Department of General Services	S	S	S			S	P			S		P		S			S	S	S		S	S		S	
Department of Health and Human Services						P		P			P			S	S	S	S	S	S			P	S	S	S
Department of														S					S						

Agency Housing and Community Affairs	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works and Engineering	ESF #4 Firefighting	ESF#5 Emergency Management	ESF #6 Mass Care, Emergency Assistance, Housing and Human Services	ESF #7 Resource Support and Logistics Management	Health and Medical Services	ESF #9 Search and Rescue	ESF #10 Oil and Hazardous Materials Response	griculture and Natural Resources	ESF #12 Energy	ESF #13 Public Safety and Security	ESF #14 Long- term Community Recovery	ESF #15 External Affairs	ESF #16 Volunteer and Donations Management	ction	Damage Assessment	Training and Exercises	Biological Incident	Dam Failure Incident	Mass Fatality Incident	Nuclear and Radiological Incident	Severe Weather Incident	Terrorism Incident
Department of														S					S						
Housing Opportunities Commission																									
Intergovernmental Relations														S					S						
Department of Liquor Control	S						S	S			S					S			S						
Management and					S									S					S						

(P- Primary Agency; S- Support Agency; C- Cooperating Organization)

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Agency	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works and Engineering	ESF #4 Firefighting	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 #9 Search and Rescue	ESF #10 Oil and Hazardous Materials Response	ESF #11 Agriculture and Natural Resources	ESF #12 Energy	ESF #13 Public Safety and Security	ESF #14 Long- term Community Recovery	ESF #15 External Affairs	ESF #16 Volunteer and Donations Management	Animal Protection	Damage Assessment	Training and Exercises	Biological Incident	Dam Failure Incident	Mass Fatality Incident	Nuclear and Radiological Incident	Severe Weather Incident	Terrorism Incident
Budget Office																									
Office of Consumer Protection											S			S					S						
Office of Emergency Management and Homeland Security	S	S	S	S	P	S	S	S	S	S	S	S	S	S	S	S	S	S	P	S	P	S	S	P	S
Office of Human Resources					S														S						
Department of Permitting Services			S		S									S				P	S						
Montgomery	S	S		S		S	S	S	P	S	S		P	S	P		P	S	S	S	S	P	S	S	P

Montgomery County Emergency Operations Plan November 2013

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Agency	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works and Engineering	ESF #4 Firefighting	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 #9 Search and Rescue	ESF #10 Oil and Hazardous Materials Response	ESF #11 Agriculture and Natural Resources	ESF #12 Energy	ESF #13 Public Safety and Security	ESF #14 Long- term Community Recovery	ESF #15 External Affairs	ESF #16 Volunteer and Donations Management	Animal Protection	Damage Assessment	Training and Exercises	Biological Incident	Dam Failure Incident	Mass Fatality Incident	Nuclear and Radiological Incident	Severe Weather Incident	Terrorism Incident
County Police Department																									
Public Information Office	S									S					P				S		S	S	S		S
Public Libraries Department																S			S						
Recreation Department						S		S								S		S	S						
Department of Technological Services		P			S									S				S	S						
Department of Transportation	P	S	S			S	S	S	S	S			S	S	S		S	S	S	S	S	S	S	S	S

	iion	ations	#3 Public Works and Engineering			Care, Emergency Assistance,	Support and Logistics	#8 Public Health and Medical Services	and Rescue	and Hazardous Materials	Agriculture and Natural Resources		Safety and Security	Community Recovery		and Donations		nt	ises		ent	lent	logical Incident	cident	
Agency	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Wor	ESF #4 Firefighting	ESF#5 Emergency Management	ESF #6 Mass Care, Emergency Housing and Human Services	ESF #7 Resource S Management	ESF #8 Public Hea	ESF #9 Search and	ESF #10 Oil and H Response	ESF #11 Agricultu	ESF #12 Energy	ESF #13 Public Sa	ESF #14 Long- term	ESF #15 External Affairs	ESF #16 Volunteer Management	Animal Protection	Damage Assessment	Training and Exercises	Biological Incident	Dam Failure Incident	Mass Fatality Incident	Nuclear and Radiological Incident	Severe Weather Incident	Terrorism Incident
Volunteer Center						S		S							S	P		S	S		S			S	
Zoning and Administrative Hearing																		S	S						
First Energy	С											С							С						
American Red Cross of the National Capital Area						С		С								С			С	С	С	С	С	С	С
Baltimore Gas and Electric (BG&E)	С											С							С						
Constellation Energy Services												С							С						

Table 4. Primary, Support, and Cooperating Agencies by Emergency Support Function, Functional Annex and Incident Annex ¹

					(I'-	Primar	y Agen	.cy; 5	- Sup	rport A	gency,	; C- C	Looper	ruting	z Org	zanızatı	ion)								
Agency	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works and Engineering	ESF #4 Firefighting	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 #9 Search and Rescue	ESF #10 Oil and Hazardous Materials Response	ESF #11 Agriculture and Natural Resources	ESF #12 Energy	ESF #13 Public Safety and Security	ESF #14 Long- term Community Recovery	ESF #15 External Affairs	ESF #16 Volunteer and Donations Management	Animal Protection	Damage Assessment	Training and Exercises	Biological Incident	Dam Failure Incident	Mass Fatality Incident	Nuclear and Radiological Incident	Severe Weather Incident	Terrorism Incident
DC Water and Sewer Authority (DC Water)			С															С	С						
Potomac Electric Power Company (PEPCO)												С							С						
Maryland-National Capital Park and Planning Commission (M- NCPPC)			S										S					S	S					S	
Montgomery College						S		S								S		С	С					С	

Table 4. Primary, Support, and Cooperating Agencies by Emergency Support Function, Functional Annex and Incident Annex ¹

					(1	1 I IIIIIII	y Agen	cy, o	Опр	por 1 2 1			Joope	iuiiis	3018	unizui	011)								
Agency	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works and Engineering	ESF #4 Firefighting	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 #9 Search and Rescue	ESF #10 Oil and Hazardous Materials Response	ESF #11 Agriculture and Natural Resources	ESF #12 Energy	ESF #13 Public Safety and Security	ESF #14 Long- term Community Recovery	ESF #15 External Affairs	ESF #16 Volunteer and Donations Management	Animal Protection	Damage Assessment	Training and Exercises	Biological Incident	Dam Failure Incident	Mass Fatality Incident	Nuclear and Radiological Incident	Severe Weather Incident	Terrorism Incident
Montgomery County Auxiliary Communications Service (MCACS)		С																	С						
Montgomery County Public Schools	S					S	S	S									S	S	S						
Montgomery County Sheriff's Office						S		S					S	S					S	S	S	S		S	S
Washington Suburban Sanitary Commission			С															С	С		С				

Table 4. Primary, Support, and Cooperating Agencies by Emergency Support Function, Functional Annex and Incident Annex ¹

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Agency	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works and Engineering	ESF #4 Firefighting	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 #9 Search and Rescue	ESF #10 Oil and Hazardous Materials Response	ESF #11 Agriculture and Natural Resources	ESF #12 Energy	ESF #13 Public Safety and Security	ESF #14 Long- term Community Recovery	ESF #15 External Affairs	ESF #16 Volunteer and Donations Management	Animal Protection	Damage Assessment	Training and Exercises	Biological Incident	Dam Failure Incident	Mass Fatality Incident	Nuclear and Radiological Incident	Severe Weather Incident	Terrorism Incident
Washington Metropolitan Area Transit Authority	С																		С						
(WMATA)																									
Washington													С						С						
Metropolitan Area Metro Police																									
Washington Gas												S							С						

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

Agency	Roles and Responsibilities
Community Use of Public	- Provide available staff, resources, and facilities to support emergency
Facilities	operations.
County Attorney's Office	- Advise county officials concerning legal responsibilities, powers, and
	liabilities regarding emergency operations and post-disaster and
	recovery assistance and prepare official documentation such as
	emergency ordinances, waiver requests, and reimbursement packages.
Department of Corrections	- Coordinate emergency operations within the Montgomery County
and Rehabilitation Services	Correctional Facility and/or Montgomery County Detention Center.
	- Provide support to emergency operations through the provision of
	food preparation, laundry service, and community services volunteers.
Department of Economic	- Provide available staff, resources, and facilities to support emergency
Development	operations
	- Provide through the Agricultural Services Division, disaster funds for
	commercial farmers, if those funds are available from FEMA.
Department of	- Provide hazardous materials technical advice and assistance to the Fire
Environmental Protection	and Rescue Services (FRS) and provide support to hazardous material
	response by providing limited detection, monitoring, and sampling
	and analysis operations in accordance with Department of
	Environmental Protection (DEP) Response Procedures for Hazardous
	Materials Spills.
	- Manage hazardous material incident clean-up operations including
	coordinating the county's efforts in decontaminating public and private
	properties and the environment.
	- Survey the damage to public water systems, waste disposal systems, dams, and while coordinating with the Department of Permitting
	Services, survey the damage to other public facilities that are
	government owned or operated.
Department of Finance	- Provide assistance and/or financial advice to Montgomery County
Department of Finance	departments and agencies for the tracking of expenses directly related
	to the disaster and provide guidance in the preparation and review of
	federal reimbursement forms, financial reports, and applications.
Fire and Rescue Services	- Develop and maintain resources for emergency response to all
The unit resear services	situations including but not limited to: hazardous material, water
	rescue, structural/trench collapse, confined space, and rope rescue.
	resear, structuru, treffer conupse, confined space, and rope researc.

Agency	Roles and Responsibilities
Department of General Services	 Acquire, store, and distribute resources in support of response and recovery operations. Collect, analyze, and provide information on the status of energy resources and related infrastructure within the county including fuel and electrical supply and distribution.
Department of Health and Human Services	 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	 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 Intergovernmental	 Provide available staff, resources, and facilities to support emergency operations Provide available staff, resources, and facilities to support emergency
Relations	 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	 In coordination with the Department of Health and Human Services (DHHS) develop plans for and execute the distribution of emergency food, water and other supplies within Montgomery County. As required, identify and manage warehouse buildings, appropriate sites for food and water storage areas, and reception areas. 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	 Provide available staff, resources, and facilities to support emergency operations. Coordinate with county departments and agencies for tracking costs associated with emergency operations and assist in the preparation of emergency appropriations requests when determined necessary and appropriate by the CAO to recover the cost of emergency expenditures.
Office of Consumer Protection Office of Emergancy	 Provide consumer affairs services during response and recovery operations.
Office of Emergency Management and	 Coordinate the county response and recovery operations during an emergency operation.

Agency	Roles and Responsibilities
Homeland Security	 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 agencies, and cooperating organizations and agencies to perform identified roles and responsibilities. Coordinate emergency management mutual aid agreements dealing with adjacent jurisdictions and non-government organizations, such as
Office of Human Resources Department of Permitting	 the American Red Cross of the National Capital Area. 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. Provide available staff, resources, and facilities to support emergency
Services	operations.Coordinate damage assessment operations and inspections in support of emergency operations.
Montgomery County Police Department	 Provide law enforcement services such as traffic management, crowd control, evacuation coordination, investigations, site security, and scene management.
Public Information Office	 Serve as the "single voice" of county government for the coordinated release of information to county employees, the public and the media during emergencies.
Public Libraries Department	 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	 Provide professional staff to organize and supervise recreational activities in shelters. Provide community recreation and senior centers for shelters as needed.

Agency	Roles and Responsibilities
Regional Services Centers	 Make the Regional Service Center available if requested as an emergency shelter if there is adequate space; otherwise, the Director of the RSC will provide an area in the RSC for a holding area until a shelter can be opened. Provide support to the Donations Management Coordinator (DMC) in the management of volunteers and distribution of donated goods and services.
Department of Technology	- Provide available staff, resources, and facilities to support emergency
Services	 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	- Collect, analyze, and distribute information on the status of the
Transportation	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	- Coordinate and activate affiliated volunteer groups managed by the Volunteer Center.
	- Establish and manage a physical or web-based/virtual Volunteer Mobilization Center to manage spontaneous volunteers and send them to areas of need as directed by the OEMHS Manager.
	 Coordinate with non-profit organizations, businesses, Regional Services Centers, state and federal agencies to implement the donations management system.
	- Coordinate with other volunteer organizations (VOADs and Volunteer Centers) in the NCR to obtain additional resources when necessary.

Agency		Roles and Responsibilities
Zoning and Administrative	-	Provide support to damage assessment operations.
Hearing		

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

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

The City Provide available staff, resources, and facilities to support emergency operations. Manager, City of Coordinate damage assessment operations with DPS or the Planning Group if Gaithersburg the EOC is activated. Provide damage assessment reports to DPS or the Planning Group if the EOC is activated, as requested. Coordinate debris removal and disposal operations within the City of Gaithersburg. Maintain law and order and provide for the security of critical facilities and resources within City of Gaithersburg. Order and conduct evacuations as necessary and provide for access control to evacuated areas. Provide for traffic and crowd control. Appoint a disaster assistance representative to coordinate locally sponsored disaster victim assistance activities within the City of Gaithersburg. Provide a list of buses, emergency response vehicles, other apparatus, and equipment available to assist in logistical operations during mass care and feeding in an emergency or disaster within the county. Make available equipment, facilities, vehicles, and available personnel for mass care, feeding, and logistical support during an emergency. The City Provide available staff, resources, and facilities to support emergency operations. Manager, Coordinate its damage assessment operations with DPS or the Planning Group if **Poolesville** the EOC is activated. Provide damage assessment for water supplies at the Poolesville Water Treatment Plant used for drinking, sanitation, and recreational purposes. Provide damage assessment for Town of Poolesville water distribution systems and related facilities. Coordinate debris removal and disposal operations. Appoint a disaster assistance representative to coordinate locally sponsored disaster victim assistance activities within the City of Poolesville. Provide a list of buses, emergency response vehicles, other apparatus, and equipment available to assist in logistical operations during mass care and feeding in an emergency or disaster within the county. Make available equipment, facilities, vehicles, and available personnel for mass care, feeding, and logistical support during an emergency. Provide available staff, resources, and facilities to support emergency operations. The City Coordinate damage assessment operations with DPS or the Planning Group if Manager, City of Rockville the EOC is activated.

Provide damage assessment reports to DPS or the Planning Group if the EOC is

Provide damage assessment for water supplies at the Rockville Water Treatment

Plant used for drinking, sanitation, and recreational purposes.

activated, as requested.

The City	 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	 Provide available staff, resources, and facilities to support emergency operations. Coordinate damage assessment operations with DPS or the Planning Group if
Takoma Park	- Coordinate damage assessment operations with DPS or the Planning Group if the EOC is activated.
= ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	 Provide damage assessment reports to DPS or the Planning Group if the EOC is
	activated, as requested.
	- Coordinate debris removal and disposal operations within the City of Takoma
	Park.
	- Maintain law and order and provide for the security of critical facilities and
	resources within City of Takoma Park. - Order and conduct evacuations as necessary and provide for access control to
	- Order and conduct evacuations as necessary and provide for access control to evacuated areas.
	- Provide for traffic and crowd control.
	- Appoint a disaster assistance representative to coordinate locally sponsored
	disaster victim assistance activities within the City of Takoma Park.
	- Provide a list of buses, emergency response vehicles, other apparatus, and
	equipment available to assist in logistical operations during mass care and
	feeding in an emergency or disaster within the county. - Make available equipment, facilities, vehicles, and available personnel for mass
	care, feeding, and logistical support during an emergency.
Allegheny Power	- Provide information to the EOC on the status of electrical power service and
	facilities via the Internet.
	- Restore electrical service with consideration given to county priorities.
American Red	- Serve as a cooperating organization for ESF #6 (Mass Care, Emergency
Cross of the	Assistance, Housing and Human Services), ESF #8 (Public Health and Medical),
National Capital Area	and ESF #16 (Volunteer and Donations Management) and serve as a cooperating organization in support of Training and Exercises, Biological Incidents, Dam
Titcu	Failure Incidents, Mass Fatality Incidents, Severe Weather Incidents, and
	, , , , , , , , , , , , , , , , , , , ,

Baltimore Gas and Electric (BG&E)	 Terrorist Incidents. Participate in the decision process for opening shelters and open, staff, and operate shelters and mass care facilities in cooperation with DHHS, OEMHS, Department of Recreation, MCPS, and other county agencies as appropriate. Provide for basic immediate needs of disaster victims (e.g., food, clothing, and shelter). Coordinates with volunteer relief organization to ensure effective service delivery. 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	 Provide information to the EOC on the status of electrical power service and facilities. Restore electrical service with consideration given to county priorities.
Civil Air Patrol	 Provide air support resources to support response and recovery operations. Assist in conducting aerial damage assessments.
DC Water and Sewer Authority (DC WASA)	 Ensure continuous wastewater collection services. Emergency mitigation and damage assessment on the wastewater collection and treatment infrastructure.
Potomac Electric Power Company (PEPCO)	 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)	 Provide public works services as requested in support of emergency operations. Provide available staff, resources, and facilities to support emergency operations.
Montgomery College	 Provide available facilities for medical dispensing sites or town hall meetings following disasters. Assist with damage assessment by providing damage assessment reports for the College.
Montgomery County Auxiliary Communications Service (MCACS)	 This includes: Radio Amateur Civil Emergency Services (RACES); Amateur Radio Emergency Service (ARES); Radio Emergency Associated Communications Team (REACT); and Other affiliated volunteer communications organizations. Provide supplementary communications and dispatch radio operators to the

	EOC as well as to sites locations and agencies, as requested.
	 Provide supplementary or back-up communications as directed by the county to cooperating organizations such as the American Red Cross and to other county and non-county agencies, as requested.
	 Provide flood watch reports for lowland flooding and for bridge/road closings/conditions, field reports about weather, flooding, damage, road, or bridge closings, and other situations.
	 Assist with Rapid Assessment or "windshield surveys" as described in the Damage Assessment Annex.
Montgomery County Public Schools (MCPS)	 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
Montgomery County Sheriff's Office	 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)	 Conduct damage assessments of water supply, distribution and control facilities, sanitary sewer systems, and related facilities and provide assessment information to the Department of Permitting Services. Ensure the continued supply of potable water and provide for emergency water supply and assist with distribution.
Washington Metropolitan Area Transit Authority (WMATA)	 Provide technical assistance to the EOC in determining the most viable transportation networks to, from, and within the disaster area. Provide information on the operating status of the metro rail and bus systems. Provide transportation support as needed for evacuations.
Washington Metropolitan Area Transit Police	 Coordinate law enforcement and security issues with the Montgomery County Police and other law enforcement authorities.
Washington Gas	 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	 Lead agency for carrying out the duties in the Maryland Emergency Operations Plan. Provide state liaison to the EOC. Coordinate requests for federal disaster declarations including preliminary damage assessments, recovery, and mitigation program management and disaster closeouts. Coordinate requests for state resources and assistance. Manage the public assistance, individual assistance, and hazard mitigation programs when authorized by a federal disaster declaration. Provide state assistance as necessary to augment county response, resources, and operational functions.
Maryland State Highway Administration	 Provide liaison to the EOC as requested. Assess damages and repair/restore the State highway infrastructure. Emergency debris removal for State roads and highways. Provide traffic management and control. Provide status reports on road conditions and clearance activities.
Maryland State Police	 Provide liaison to the EOC as requested. Provide emergency police services and support the county in accordance with the Maryland State Police Manual of Policies, Regulations and Procedures and existing mutual aid agreements.
Maryland Department of Agriculture	 Provide support to the EOC as requested. Technical assistance and support for animal or plant disease incidents. Assist in food safety and security.
Maryland National Guard	 Provide logistical support as requested. Provide transportation support as requested. Assist in security operations. Assist with traffic management and control. Provide hazardous material detection and identification. Support local law enforcement activities, as requested. Provide additional communication equipment, as requested. Provide medical assistance, as requested.
Maryland Department of Health and Mental Hygiene	 Conducts and coordinates statewide disease control activities. Operates the state public health laboratory. Manages the Office of the Chief Medical Examiner (OCME). Lead agency for 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	- Oversee and unify every aspect of emergency services including firefighters,

Agency	Roles and Responsibilities
Institute for Emergency Medical Services Systems (MIEMSS)	dispatchers, medics, the state-run medical evacuation (medevac) helicopter program, and the state's nine trauma centers. - Dispatch state medevac. - Lead coordinating agency for the National Disaster Medical System (NDMS). - Coordinate state emergency medical services (EMS) transportation. - Provide incident guidance messages to all hospitals in the state.
Maryland Office of the Chief Medical Examiner	 Investigate the death of human beings as casualties associated with an emergency as authorized under Title 5 of the Health - General Article of the Annotated Code of Maryland, under the direction of the State Office of the Chief Medical Examiner. Provide forensic investigators, pathologists, dentists, and x-ray technicians for purposes of identification of decedents. Establish and manage, as needed, a temporary morgue and mortuary affairs collection points. Assume jurisdiction over human fatalities after coordinating with law enforcement and other authorities such as the Federal Bureau of Investigation or the National Transportation Safety Board.
Other State Departments and Agencies	 During an incident other state departments and agencies may play primary, coordinating, or support roles based upon the assigned Emergency Support Functions, authorities, resources, and the specific nature of the incident.

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

Agency	Roles and Responsibilities
Metropolitan -	MWCOG is a not-for-profit organization representing local governments in the
Washington Council	District of Columbia, Suburban Maryland, and Northern Virginia. The MWCOG
of Governments	members are the elected officials from 22 local governments in the NCR plus
(MWCOG)	area delegation members from the Maryland and Virginia legislatures, the
	United States Senate, and the United States House of Representatives.
	 The NCR is not an operational entity. However, the MWCOG
	champions emergency planning, training, and exercises among the
	NCR jurisdictions.
-	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.

RECP is activated.

-	The RECP was created in September 2002 to address regional coordination and
	collaboration during incidents or potential incidents with regional impacts or
	implications.
-	Various county departments and agencies are assigned responsibilities within
	the RECP primarily to provide information to the lead RESF in the event the

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	The U.S. Department of Defense has significant resources that may be available to

of Defense (DoD)	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) is appointed as Emergency Management Director by the Governor of Maryland. The Emergency Management Director(, or designee, may direct county departments and agencies to respond to emergencies or disasters in concert as the Emergency Management Group (EMG), 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 Emergency Management Director, or designee, may

re-direct and deploy county resources and assets as necessary to prepare for, adequately respond to, and quickly recover from emergency incidents.

For significant events in Montgomery County or a neighboring jurisdiction, the EMG may be mobilized for an Emergency Operations Center (EOC) activation to monitor the situation, to coordinate activities among the departments and agencies, 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.

- Local Declaration: A local emergency declaration activates the Emergency Operations Plan and provides for the expeditious mobilization of county resources in responding to a major incident.
- 2. **State Declaration**: A declaration of an emergency by the Governor of Maryland that includes Montgomery County provides the county access to the resources and assistance of the departments and agencies of the state, including the National Guard, in the event local resources are insufficient to meet the needs.
- 3. **Federal Declaration**: The Governor of Maryland may request a federal emergency or major disaster declaration. In the event that Montgomery County is declared a federal disaster area, the resources of federal departments and agencies are available to provide resources and assistance to augment those of the county and the state.

C. Local Emergency Declaration

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

- Public Emergencies, which include disasters, are those situations which require "extraordinary measures to be taken to protect the public health, safety, and welfare".
- A local emergency is declared when, in the judgment of the County Executive, the threat or actual occurrence of an emergency or disaster is of sufficient severity and magnitude to warrant a coordinated response by the various county departments, agencies, and voluntary organizations.
- Upon the declaration of a local emergency, the County Executive
 acquires emergency powers that include ordering of curfews, public
 quarantines, rationing, public distribution of food and water supplies,
 closing of highways and ordering evacuations to ensure public health
 and safety. The declaration of a local emergency activates the EOP and
 applicable provisions of the plan.
- The Officer 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. Thee 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	Aid provided to individuals and households in the following forms: • 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	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.
Hazard Mitigation	Funding for measures designed to reduce future losses to public and private property.

F. Other Declarations

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

- The administrator of 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 Emergency Management 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 Emergency Management
 Director or other information available, the Governor may declare a
 state of emergency.
- As noted above, the Governor's declaration of a state of emergency provides for expedited assistance from the state departments and agencies and the National Guard.
- Once a determination is made by MEMA that the event is, or may be, beyond the capabilities of the county and state, the Governor may request assistance from the Federal Emergency Management Agency (FEMA) to conduct a more thorough joint federal/state Preliminary

Damage Assessment (PDA).

- A PDA is an 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 agencies with roles and responsibilities under this
 plan will be notified by OEMHS.
- The Presidential Declaration will stipulate the types of federal assistance authorized for the county.

VII. Concept of Operations

A. Introduction

This section outlines Montgomery County's concept of operations for responding to emergencies and disasters. It provides background information on the National Incident Management System (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 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 as the Emergency Management Director

• The County Executive delegates to the Chief Administrative Officer (CAO) responsibility for the management and operation of county

government, and as such the CAO is empowered to employ the considerable resources of the government in order to mitigate the results of an emergency.

 The CAO, as the Governor's duly appointed Emergency Management Director, is empowered to employ the considerable resources of the county during times of emergency to alleviate suffering and respond to the needs of its citizens.

Authority of On-Scene Incident Commanders

• The Emergency Management Director delegates authority to the Fire & Rescue Chief, Police Chief, Director of the Department of Health and Human Services, and the Director of the Department of Environmental Protection to appoint on-scene incident commanders and establish standard operating procedures to guide management of emergency operations. Upon arrival at an emergency, the senior fire, police, health, or public works official on scene will establish "incident command" and designate a command post location in order to manage the emergency. Incidents that begin as a single department response may evolve into an operation requiring a multi-department and multiagency 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 Agency Directors

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

C. Overview of Emergency Operations

Montgomery County initial response activities are primarily performed at the field level. Emphasis is placed on minimizing the effects of the emergency or disaster. Field responders use the Incident Command System (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. The chart below depicts the standard ICS organization.

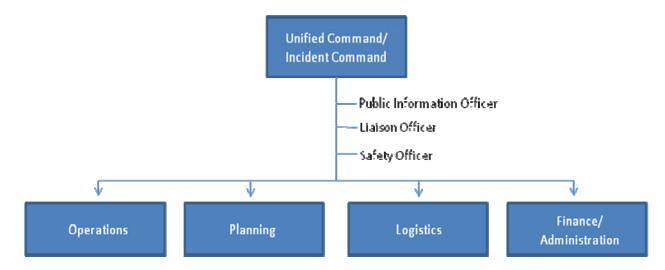


Figure 2. Incident Command System Structure

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

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).

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

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

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

D. Emergency Support Functions (ESFs)

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

Each ESF has an assigned primary agency, designated support agencies and cooperating organizations. The primary agencies are designated because they either have statutory responsibility or the prerequisite expertise and resources due to their programmatic or regulatory responsibilities. The 16 ESFs and the primary agencies are shown in Table 11.

Table 11. Montgomery County Emergency Support Functions

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

	Response	
11	Agriculture and Natural Resources	Department of Health and Human
		Services
12	Energy	Department of General Services
13	Public Safety and Security	Montgomery County Police
		Department
14	Long-Term Community Recovery	Office of Emergency Management
		and Homeland Security
15	External Affairs	Public Information Office
16	Volunteer and Donations	Office of Emergency Management
	Management	and Homeland Security

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

The primary agency is responsible for developing and maintaining the annex to the EOP as well as supporting operating procedures. The annex will be developed in accordance with Office of Emergency Management and Homeland Security (OEMHS) guidelines.

More detailed information on each of the ESFs is provided in the corresponding emergency support function annexes. Information on primary and support agency and cooperating organization responsibility for specific incidents is provided in the incident specific annexes.

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

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

E. Emergency Operations Center (EOC)

Any emergency situation requiring more than routine coordination and assistance, and generally involving multiple jurisdictions, such as moderate flooding in multiple locations, may result in the 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 EMG 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 EMG organization structure is depicted in Figure 3.

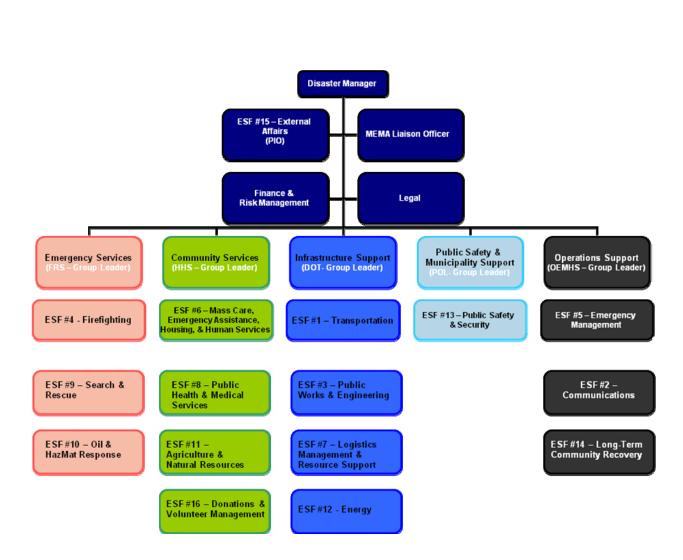


Figure 3. Emergency Operations Center Support Group Organization Structure

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 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.

During a disaster the EMG 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 agencies performing emergency activities;
- Authorize issuance of public evacuation recommendations; and
- Resolve resource and policy issues.

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 policies and priorities are implemented. The Disaster Manager also establishes 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 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.

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

- ESF #4 (Firefighting),
- ESF #9 (Urban Search and Rescue), and

ESF #10 (Oil and Hazardous Materials Response).

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

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

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

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

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

• ESF #13 (Public Safety and Security).

The **EOC Operations Support Group** collects, analyzes, displays, and disseminates information related to the incident and the status of

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

- ESF #2 (Communications);
- ESF #5 (Emergency Management); and
- ESF #14 (Community Recovery).

F. Joint Information Systems (JIS)

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

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

activate a JIC. If activated, the JIC will operate as the coordination center for all public information activities related to the incident.

G. Continuity of Operations (COOP)

A major incident or emergency could include injury, illness, or death of key county officials, the partial or complete destruction of established facilities, and the destruction of vital public records essential to the continued operations of the government. It is essential that law and order be preserved, 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 continuity of government, the following elements are addressed in the Montgomery County COOP Plan:

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

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

H. 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.

I. Phases of Response Operations

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

- 1. **Increased Readiness:** For disasters or events with an advance warning, such as a weather forecast or other warning, actions will be taken prior to the projected impact to save lives and protect property. During this phase, warning systems may be activated, resources mobilized and positioned for immediate use, the EOC activated, and evacuations implemented as appropriate.
- 2. **Immediate Response:** During this phase, the emphasis will be on saving lives, controlling the situation, and minimizing the effects of the disaster. Immediate response activities are accomplished within the impacted communities by county departments and agencies supported by local mutual aid and segments of the private sector. During this phase, an incident command post may be established and the EOC may be activated and emergency instructions issued to the public.
- 3. **Sustained Response:** As the emergency continues, assistance is provided to those affected and efforts are made to reduce secondary damage. Regional, statewide mutual aid and federal assistance may be provided. Response support facilities may be established.

J. 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 Support Group Leader at the EOC is responsible for tracking resource requests on behalf of the EOC.

MEMA operates a statewide mutual aid program, the Maryland Emergency Management Assistance Compact (MEMAC) as a supplement to day-to-day 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 4 below depicts the flow of resource requests and assistance during significant events when State and federal resources are available through the appropriate emergency and disaster declarations.

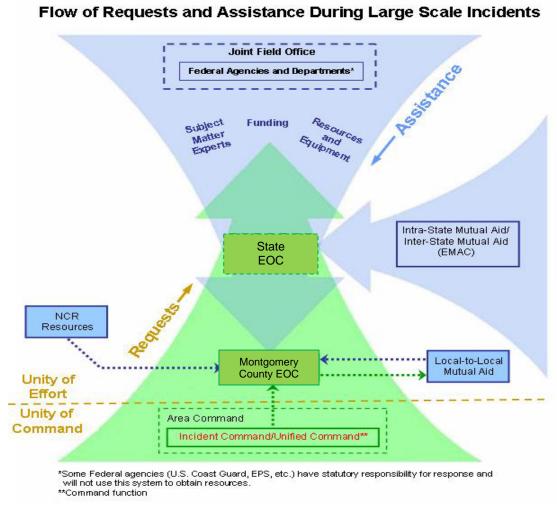


Figure 4. Resource Assistance Process

K.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 and people 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 agencies 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.

L. Functional and Access 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, and pet sheltering will be coordinated through the Montgomery County Police Department Animal Services Division and the County Animal Response Team (CART).

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.

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

Short-term recovery is generally any activity to return vital life-support systems and critical infrastructure to minimum operating standards. Short-term recovery operations will begin during response and will focus on rapid

debris removal and cleanup, and a coordinated restoration of essential services such as electricity, water, and sanitary systems. Generally, the EOC will continue operations to manage short term recovery.

Long-term recovery (See ESF# 14) includes any activity designed to return life to normal or an improved state such as business resumption, employment, and rebuilding efforts. The goal of long-term recovery is to restore facilities to pre-disaster condition 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 lead agency for recovery and will assume incident command upon the approval of the Emergency Management Director.

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

VIII. Acronyms

ADA Title II of the Americans with Disabilities Act

AEOC Alternate Emergency Operations Center

ARES Amateur Radio Emergency Service

BG&E Baltimore Gas and Electric
CAO Chief Administrative Officer
CAP Corrective Action Program

CERT Community Emergency Response Team

CISM Critical Incident Stress Management

COOP Continuity of Operations Plan

DEP Department of Environmental Protection

DHHS Department of Health and Human Services

DHS Department of Homeland Security
DOC Department Operation Centers

DoD Department of Defense

DPS Department of Public Safety
EAS Emergency Alert System

ECC Emergency Communications Center

EMAC Emergency Management Assistance Compact
EMAP Emergency Management Accreditation Program

EMG Emergency Management Group
EMS Emergency Medical Services
EOC Emergency Operations Center
EOP Emergency Operations Plan
ESF Emergency Support Function
FBI Federal Bureau of Investigation

FEMA Federal Emergency Management Agency

FNSS Functional Needs Support Services

FRS Fire and Rescue Services

GIS Geographic Information Systems

HIRA Hazard Identification and Risk Analysis

HSD Homeland Security Directorate

IAP Incident Action Plan
IC Incident Command

ICP Incident Command Post
ICS Incident Command System

JFO Joint Field Office

JFHQ-NCR Joint Forces Headquarters-National Capital Region

JIC Joint Information Center
JIS Joint Information Systems

LEPC Local Emergency Planning Committee

LOA Letter of Agreement

MACC Multi-agency Coordination Center

MCACS Montgomery County Auxiliary Communications Service

MCCF Montgomery County Correctional Facility
MCEN Montgomery County Emergency Network
MCPD Montgomery County Police Department

MCPS Montgomery County Public Schools

MDW Military District of Washington

Medevac Medical Evacuation

MEMAC Maryland Emergency Management Assistance Compact

Maryland Institute for Emergency Medical Services

MIEMSS Systems

Maryland-National Capital Park and Planning

M-NCPPC Commission

MOU Memorandum of Understanding

MSP Maryland State Police

MWCOG Metropolitan Washington Council of Governments

NAWAS National Warning Alert System

NCR National Capital Region

NCREPC National Capital Region Emergency Preparedness

Council

NDMS National Disaster Medical System

NIMA National Imagery and Mapping Agency NIMS National Incident Management System

NOAA National Oceanic and Atmospheric Administration

NRF National Response Framework

NWS National Weather Service

OCME Office of the Chief Medical Examiner

ODIC Office of Disability Integration and Coordination
OEMHS Office of Emergency Management and Homeland

Security

PDA Preliminary Damage Assessment PEPCO Potomac Electric Power Company

PIO Public Information Officer

POC Point of Contact

PSA Public Service Announcements

RACES Radio Amateur Civil Emergency Service

REACT Radio Emergency Associated Communications Teams

RECP Regional Emergency Coordination Plan
RESF Regional Emergency Support Function

RICCS Regional Incident Communication and Coordination

System

RSC Regional Services Center

SAR Search and Rescue

SEOC State Emergency Operations Center

SOG Standard Operating Guidelines

VOAD Voluntary Organizations Active in Disaster

WAWAS Washington Area Warning Alert System

WMATA Washington Metropolitan Area Transit Authority

WSSC Washington Suburban Sanitary Commission

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Section 2 – Emergency Support Functions



ESF #1 Transportation Annex

PRIMARY AGENCY: Department of Transportation

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

INTRODUCTION

ESF Mission

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

Purpose

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

Scope

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

ASSUMPTIONS

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

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

POLICY

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

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

CONCEPT OF OPERATIONS

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

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

ROLES AND RESPONSIBILITIES

All Agencies

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain internal and external notification
	rosters and contact lists.

Phase	Roles and Responsibilities
	 Participate in all- hazards planning, training, and exercises. Train department staff for emergency assignments. Develop and maintain an agency-specific continuity of operations plan in accordance with County guidelines and standards. Participate in all WebEOC activations and drills.
Response	 Update WebEOC position log and monitor throughout
into position	the incident.
Recovery	 Participate in ESF #1 after-action review.
Mitigation	 As appropriate, identify opportunities to mitigate the impact of future incidents.

	Primary Agency – Department of Transportation
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain the ESF #1 Annex to the
	Emergency Operations Plan.
	 Develop and maintain supporting plans and procedures
	in coordination with ESF support agencies and
	cooperating organizations.
	 Coordinate resolution of ESF #1 after-action issues.
	 Provide support for evacuation planning.
	 Develop and maintain an inventory of transportation
	related assets.
	Operate the Transportation Management Center.
Response	 Maintain public transportation services.
	Collect, analyze and distribute information on the status
	of the County's accessible transportation systems,
	resources, and infrastructure.
	As necessary, provide for emergency repairs for County
	and locally-maintained roads and bridges.
	 Provide representative to the County EOC to coordinate
	ESF #1 activities.
	 Provide liaison with WMATA, MDOT and other
	regional transportation organizations as appropriate.
	Co-manage emergency debris removal on County roads
	with the Department of Environmental Protection
	(DEP).

Phase	Roles and Responsibilities
Recovery	 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. 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	See All Agencies roles and responsibilities.

Support Agency – Department of Environmental Protection

Phase	Roles and Responsibilities
Preparedness	 See All Agencies roles and responsibilities.
Response	Co-manage emergency debris removal operations on
	County roads.
Recovery	 Co-manage debris removal on County roads.
	 Participate in ESF#1 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Finance

Phase	Roles and Responsibilities
Preparedness	See All Agencies roles and responsibilities.
Response	 Provide appropriate Index Codes to track ESF#1
	expenses directly related to the disaster or emergency.
Recovery	 Provide appropriate Index Codes to track ESF#1
	expenses directly related to recovery operations.
	 Participate in ESF#1 after-action review.

Phase	Roles and Responsibilities
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	Maintain status and availability of transportation
	resources.
	 Assist in the resolution of ESF#1 after-action issues.
Response	Provide vehicles, site access, fuel and maintenance
	support for emergency transportation.
	 As necessary, procure and provide transportation
	related support and services.
Recovery	 Provide vehicles, site access, fuel and maintenance
	support for recovery operations.
	 Participate in ESF#1 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Liquor Control

Phase	Roles and Responsibilities
Preparedness	 Assist in resolution in ESF#1 after-action issues as
	appropriate.
Response	Provide transportation resources as requested by the
	lead agency to support emergency operations.
Recovery	 Provide transportation resources as requested to
	support recovery operations.
	 Participate in ESF#1 after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Office of Homeland Security and Emergency Management

Phase	Roles and Responsibilities
Preparedness	 Coordinate planning, training, and exercises.
	 Develop and maintain the County EOP.
	 Develop and maintain EOC standard operating
	procedures.
	Manage the County after-action program.
Response	 Coordinate activation and operation of the EOP.
	Coordinate requests for support through the Maryland
	Emergency Management Assistance Compact

Phase	Roles and Responsibilities
	 (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	Serve as the County lead agency for managing recovery operations.
Mitigation	 Coordinate the development of 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 – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	 Assist in resolving ESF#1 after-action issues.
Response	 Provide assistance in conducting evacuations in
	selecting evacuation routes and implementing traffic
	control points.
	 Conduct evacuation operations in accordance with
	department evacuation procedures for incidents where
	the Police Department is the lead.
Recovery	 Participate in ESF#1 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization-Chevy Chase Village

Phase	Roles and Responsibilities
Preparedness	Assist in resolution in ESF#1 after-action issues as
	appropriate.
Response	Provide transportation, as requested, to support
	emergency operations.
	 As necessary, provide for emergency repairs for Village
	maintained roads including and traffic control systems.
	 Coordinate debris removal operations for Village roads.
	 Provide for snow and ice removal on Village roads.

Phase	Roles and Responsibilities
	Provide assistance as requested for debris removal operations
	within the County.
Recovery	 Provide transportation resources as requested to
	support recovery operations.
	Manage the repair and restoration of Village maintained
	roads and traffic control systems.
	 Provide transportation support for recovery operations.
	 Participate in ESF#1 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization-City of Gaithersburg

	Cooperating Organization-City of Gatthersourg
Phase	Roles and Responsibilities
Preparedness	 Assist in resolution in ESF#1 after-action issues as
_	appropriate.
Response	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	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	See All Agencies roles and responsibilities.

Cooperating Organization-Town of Kensington

Phase	Roles and Responsibilities
Preparedness	 Assist in resolution in ESF#1 after-action issues as
	appropriate.
Response	 Provide transportation, as requested, to support
	emergency operations.
	 As necessary, provide for emergency repairs for Town
	maintained roads including and traffic control systems.

Phase	Roles and Responsibilities
	Coordinate debris removal operations for Town roads.
	 Provide for snow and ice removal on Town roads.
	Provide assistance as requested for debris removal operations
	within the County.
Recovery	Provide transportation resources as requested to
	support recovery operations.
	Manage the repair and restoration of Town maintained
	roads and traffic control systems.
	 Provide transportation support for recovery operations.
	 Participate in ESF#1 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization-Town of Poolesville

1	cooperating Organization Town of Loviescine
Phase	Roles and Responsibilities
Preparedness	 Assist in resolution in ESF#1 after-action issues as
	appropriate.
Response	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	 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	 See All Agencies roles and responsibilities.

Cooperating Organization – City of Takoma Park

Phase	Roles and Responsibilities
Preparedness	 Assist in resolution in ESF#1 after-action issues as
	appropriate.
Response	Provide transportation, as requested, to support
	emergency operations.

Phase	Roles and Responsibilities
	 As necessary, provide for emergency repairs for City maintained roads including and traffic control systems. Coordinate debris removal operations for City roads. Provide for snow and ice removal on City roads. Provide assistance as requested for debris removal operations within the County.
Recovery	 Provide transportation resources as requested to support recovery operations. Manage the repair and restoration of City maintained roads and traffic control systems. Provide transportation support for recovery operations. Participate in ESF#1 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization—City of Rockville

	Cooperating Organization-City of Rockottie
Phase	Roles and Responsibilities
Preparedness	 Assist in resolution in ESF#1 after-action issues as
	appropriate.
Response	 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	 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	 See All Agencies roles and responsibilities.

Cooperating Organization-Allegheny Power

Phase	Roles and Responsibilities
Preparedness	 Assist in resolving ESF #1 after-action issues.
Response	 Provide representative to the EOC as requested

	Provide technical assistance in mitigating electrical			
	hazards during emergency debris removal operations.			
Recovery	 See All Agencies roles and responsibilities. 			
Mitigation	 See All Agencies roles and responsibilities. 			

Cooperating Organization-Baltimore Gas and Electric

Phase	Roles and Responsibilities
Preparedness	 Assist in resolving ESF #1 after-action issues.
Response	 Provide representative to the EOC as requested.
	 Provide technical assistance in mitigating electrical
	hazards during emergency debris removal operations.
Recovery	 See All Agencies roles and responsibilities.
Mitigation	 See All Agencies roles and responsibilities.

Cooperating Organization-Montgomery County Public Schools

Phase	Roles and Responsibilities
Preparedness	Maintain inventory of transportation assets.Assist in resolving ESF # after-action issues.
Response	 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	 Provide transportation assets to support recovery operations.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization-Potomac Electric Power Company

Phase	Roles and Responsibilities
Preparedness	 Assist in resolving ESF #1 after-action issues.
Response	 Provide representative to the EOC as requested.
	 Provide technical assistance in mitigating electrical
	hazards during emergency debris removal operations.
Recovery	 See All Agencies roles and responsibilities.
Mitigation	 See All Agencies roles and responsibilities.

Cooperating Organization-Washington Metropolitan Area Transit Authority

Phase	Roles and Responsibilities
Preparedness	Assist in resolution in ESF#1 after-action issues as
	appropriate.
Response	 Provide information to the ESF#1 lead on the status of
	the Metro system.
	 Provide technical assistance in determining the most
	viable transportation networks to, from, and within the
	disaster area.
	 Provide transportation support as needed to support
	evacuations.
Recovery	 See All Agencies roles and responsibilities.
Mitigation	See All Agencies roles and responsibilities.

REFERENCES

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

ACRONYMS

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



ESF #2 Communications Annex

PRIMARY AGENCY: Department of Technology Services

Primary Agency	Department of Technology Services		
	Fire and Rescue Services		
	Department of General Services		
	Office of Emergency Management and		
Support Agencies	Homeland Security		
	Montgomery County Police Department		
	Department of Transportation		
	MC311		
	Montgomery County Auxiliary Communications		
Cooperating Organizations	Service:		
	Amateur Radio Emergency Service;		
	Radio Amateur Civil Emergency Service;		
	Radio Emergency Associated Communications		
	Team; and other affiliated voluntary		
	communications organizations		

INTRODUCTION

ESF Mission

The primary, support and cooperating agencies of Emergency Support Function (ESF) #2 Communications 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 annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations ("agencies")

providing communications support during emergency response and recovery operations.

Scope

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

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

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

ASSUMPTIONS

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management Systems (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- The primary agency will actively engage the support agencies and cooperating organizations in planning, training, and exercises to ensure an effective operation upon activation.
- Communications systems are vulnerable and may be damaged or destroyed during and/or following a significant emergency or disaster. In addition, emergency situations may exceed the capacity of standing systems, and/or require the establishment of communications paths between entities and

locations that don't normally need to communicate. Prudent planning can prepare the County to respond effectively to the extraordinary communications needs of emergencies and disasters.

- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.
- The use of privately owned facilities on a volunteered, leased, or commandeered basis will be considered when seeking means of auxiliary communications, sources of equipment and supplies, or repairs.
- There will be 24-hour support for the installation, repair, maintenance, and spare parts inventory for all essential two-way radio communications systems.
- ESF #2 operations under this annex will conform to Federal Communications Commission (FCC) regulations.
- Fire and Rescue Services (FRS) may request the use of the 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 issues. ESF #2 reports to the Operations Support Group leader at the EOC.
- ESF #2 will support the EOC as required to activate and maintain communications capability for emergency management operations.
- The Infrastructure Support Group in the EOC will identify a point of contact to check status of data lines, cellular phone lines, and telephone lines following an emergency.
- ESF #2 will collect, analyze, and distribute information on the impact and status of the telecommunications infrastructure (voice and data). ESF #2 will

maintain coordination with service providers in order to obtain information on the status of communication services.

- Requests for communications support from on-scene incident commanders and/or other ESF representatives submitted to the EOC will be assigned to ESF #2 through the Operations Support Group leader. This request may come from FRS point of contact. ESF #2 will manage all assigned requests for communications support and coordinate directly with the requester as necessary.
- Emergency Communication Center (ECC) and EOC communication coordination will be maintained throughout the disaster.
- The Office of Emergency Management and Homeland Security (OEMHS)
 may activate the Montgomery County Auxiliary Communications Service
 (MCACS), which includes the Amateur Radio Emergency Service (ARES),
 Radio Amateur Civil Emergency Service (RACES), Radio Emergency
 Associated Communications Team (REACT), and other affiliated voluntary
 communications organizations.
- DTS will task support agencies as needed to provide communication resources in order to meet operational requirements. If necessary, private sector sources will be acquired to augment the County resources. ESF #2 will advise the Operations Support Group leader of shortfalls that may require state or federal assistance or to obtain guidance in prioritizing requests.
 OEMHS will provide technical assistance in identifying resources that may be available through mutual aid agreements such as the Maryland Emergency Management Assistance Compact (MEMAC), Emergency Management Assistance Compact (EMAC) and the National Capital Region Mutual Aid Agreement.
- Requests for state or federal assistance will be coordinated by the Disaster Manager to the State Emergency Operations Center (SEOC) in response to needs identified by the Operations Support Group leader. Once it is determined that the state will be providing assistance, ESF #2 will coordinate directly with the state ESF #2 counterparts in fulfilling the requests.
- In the event of a federal emergency or disaster declaration, communication resources and assistance may be available from federal sources. The Disaster Manager will initiate requests for federal assistance through the SEOC. Once

it is determined that the federal government is providing the support County ESF #2 representative will coordinate directly with the designated federal point-of-contact to fulfill the County's requests and to address any issues.

- DTS will ensure that all ESF #2 related costs and expenditures are documented in accordance with guidance provided through ESF #5 and internal County policies and procedures.
- ESF #2 operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.
- The ESF #2 representative at the EOC will ensure any open actions or issues are transferred to DTS for completion or resolution upon the de-activation of the EOC.
- DTS will facilitate an after-action review of ESF #2 operations within 30 days of the deactivation of the EOC.

ROLES AND RESPONSIBILITIES

All Agencies

	Au Agencies
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain internal and external notification rosters and contact lists.
	 Participate in all- hazards planning, training, and exercises.
	 Train department staff for emergency assignments.
	 Develop and maintain an agency-specific continuity of
	operations plan in accordance with County guidelines
	and standards.
	 Participate in all WebEOC activations and drills
Response	 Update WebEOC position log and monitor throughout
	the incident.
Recovery	Participate in ESF #2 after-action review.
Mitigation	As appropriate, identify opportunities to mitigate the
	impact of future incidents.

Primary Agency - Department of Technology Services

	J	O	J	,	,	00	
Phase				Role	s and Respo	nsibilities	

Phase	Roles and Responsibilities
Phase Preparedness Response	 Develop and maintain the ESF #2 Annex 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. Coordinate resolution of ESF #2 after-action issues. 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
	as appropriate for repair and restoration.
Recovery	resources. 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	 See All Agencies roles and responsibilities.

Support Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#2 after-action issues.

	 Develop and maintain inventory of department
	communications resources.
	 Maintain the NCR radio cache for Maryland.
Response	 Provide communications resources as requested by the
	primary agency.
	 Provide NCR radio cache when requested.
	 Allocate emergency portable communications
	equipment.
Recovery	 Provide communications resources as requested by
	DTS.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Department of General Services

Support Agency - Department of General Services	
Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#2 after-action issues.
Response	Provide vehicles, site access, fuel and maintenance
	support for emergency transportation.
	As necessary, procure and provide transportation
	related support and services.
Recovery	Provide vehicles, site access, fuel and maintenance
	support for recovery operations.
	 Participate in ESF#2 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#2 after-action issues.
	Administer the MCACS.
Response	 Activate and manage the EOC.
	 Activate the MCACS.
	 Provide assistance in identifying resources available
	through regional, state and federal sources.

Recovery	Participate in ESF #2 after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF#2 after-action issues. Develop and maintain inventory of department communications resources.
Response	 Provide communications resources as requested by the primary agency. Coordinate mutual aid requests for communications resources.
Recovery	 Provide communications resources as requested by DTS. Participate in ESF #2 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#2 after-action issues.
	 Develop and maintain inventory of department
	communications resources.
Response	 Provide available communications resources as
	requested by DTS.
Recovery	 Provide available communications resources as
	requested by DTS.
	 Participate in ESF #2 after-action review.
Mitigation	 See All Agencies roles and responsibilities.

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

Phase	Roles and Responsibilities	
Preparedness	 Develop and maintain supporting plans and procedures 	

	 in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF#2 after-action issues. Develop and maintain inventory of communications
	resources.
Response	 Provide communications resources as requested by the
	primary agency.
Recovery	 Provide communications resources as requested by
	DTS.
	 Participate in ESF #2 after-action review.
Mitigation	 See All Agencies roles and responsibilities.

REFERENCES

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

ACRONYMS

ADA	Americans with Disabilities Act
ARES	Amateur Radio Emergency Service
DTS	Department of Technology Services
ECC	Emergency Communication Center
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FCC	Federal Communications Commission
FRS	Fire and Rescue Services
MEMAC	Maryland Emergency Management Assistance Compact
MCACS	Montgomery County Auxiliary Communications Service
NCR	National Capital Region
NIMS	National Incident Management System
OEMHS	Office of Emergency Management and Homeland Security
RACES	Radio Amateur Civil Emergency Service
REACT	Radio Emergency Associated Communications Team
SEOC	State Emergency Operations Center



ESF #3 Public Works and Engineering Annex

PRIMARY AGENCY: Department of Environmental Protection

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

INTRODUCTION

ESF Mission

The primary, support and cooperating agencies of Emergency Support Function (ESF) #3 Public Works and Engineering provide support in prevention, preparedness, response, recovery and mitigation activities related to the County's public works and engineering needs. Their mission includes providing

technical assistance, engineering expertise, and debris removal operations support.

Purpose

The purpose of this annex is to outline specific roles and responsibilities of primary and support agencies and cooperating organizations ("agencies") public works and engineering operations following a disaster.. Additionally, the purpose of this annex is also to provide debris clearance and removal support.

Scope

- This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of public works and engineering operations under ESF #3. This annex supplements the County EOP.
- ESF #3 will collect, analyze, and distribute information on the impact and status of critical infrastructure and systems including solid waste, water treatment and distribution, wastewater collection, sewage treatment, and other vital facilities to the County.
- ESF #3 will support the damage assessment process by assessing damage to storm-water, wastewater, and sanitary and solid waste systems and facilities.
- The Department of Environmental Protection (DEP), as the primary agency will actively engage the ESF #3 support agencies in planning, training, and exercises to ensure an effective operation upon activation.
- Municipalities within the County are responsible for their own public works infrastructure as appropriate. Each municipality with water, wastewater, storm-water, solid waste systems will provide for the operation and repair of those systems.
- ESF #3 encompasses the full range of public works and engineering services that may be required to support emergency response operations and provide critical services to residents impacted by the incident.

ASSUMPTIONS

 The planning assumptions stated in the Montgomery County EOP also apply to this annex.

- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- 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 such as utility infrastructure.
- As an incident or threat escalates, DEP, as the primary agency, will issue notifications to support agencies and DEP emergency personnel in accordance with established protocols and checklists.
- Upon activation of the EOC, DEP will provide representation to coordinate requirements and issues assigned to ESF #3. All requests for debris removal will be submitted to the EOC for coordination, validation, and/or action by ESF #3.

- Damage to water treatment and supply, storm-water and sewer utility facilities will be assessed by those respective agencies, and assessment information submitted to ESF #5. DEP will provide support for this function if required. Municipalities with water, wastewater, storm-water, solid waste systems assess their individual systems and services.
- ESF #3 will provide information on the status of water, sewage, and solid waste systems and infrastructure to ESF #5 on a daily basis during an activation of the EOC until such time that services are restored.
- The Director of the DEP will designate a Debris Manager who will be
 responsible for deploying all County and contracted debris removal resources
 in coordination with the County Department of Transportation (DOT), the
 Maryland Department of Transportation (MDOT) and public utilities efforts
 in order to maximize debris removal.
- Operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.
- DEP will ensure that all ESF #3 related costs and expenditures are documented in accordance with guidance provided by the 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

All Agencies

Phase	Roles and Responsibilities	
Preparedness	Develop and maintain internal and external notification	
	rosters and contact lists.	

	Participate in all- hazards planning, training, and
	exercises.
	 Train department staff for emergency assignments.
	 Develop and maintain an agency-specific continuity of
	operations plan in accordance with County guidelines
	and standards.
	 Participate in all WebEOC activations and drills.
Response	 Update WebEOC position log and monitor throughout
	the incident.
Recovery	 See individual agencies roles and responsibilities
Mitigation	As appropriate identify potential opportunities for
	mitigating the impacts of future incidents.

Primary Agency – Department of Environmental Protection

Primary Agency - Department of Environmental Protection	
Phase	Roles and Responsibilities
Preparedness	Develop and maintain the ESF #3 Annex to the
	Emergency Operations Plan.
	 Develop and maintain supporting plans and procedures
	in coordination with ESF support agencies and
	cooperating organizations.
	 Coordinate resolution of ESF#3 after-action issues.
	 Develop and maintain inventory of DEP assets.
	Develop and maintain Montgomery County Debris
	Management Plan.
Response	Implement debris 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.
	 Monitor County-owned dams during storm events.
	 Assist the Department of Permitting Services (DPS) in
	structural inspections/evaluations of privately-owned
	residential and commercial buildings and structures.
	Coordinate mutual aid requests for engineering and

Phase	Roles and Responsibilities
	construction resources.
Recovery	Implement (or continue) debris management plan and
	coordinate debris removal operations.
	Provide substantial damage assessment, reports, and
	certifications as required and in accordance with FEMA
	protocols.
	 Conduct an ESF #3 after-action review.
Mitigation	Make recommendations for mitigating codes or
_	ordinances where applicable.

Support Agency – Department of General Services

	Support Agency – Department of General Services
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF#3 after-action issues. Develop and maintain internal operational procedures and checklists for conducting public works and engineering functions. Develop and maintain inventory of assets.
Response	 Assess damage to County buildings and facilities managed by the department. As the lead agency for ESF #12, collect information related to energy supply, infrastructure and restoration and share with ESF #3.
Recovery	 Monitor status of the repair and restoration of County facilities managed by the department. Participate in the ESF #3 after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#3 after-action issues.
Response	 Assist with notification of boil water alerts to residents
	and businesses.

Recovery	•	Participate in the ESF #3 after-action review.
Mitigation	•	See All Agencies roles and responsibilities.

Support Agency – County Attorney's Office

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#3 after-action issues.
Response	 Prepare waivers and legal clearances for debris removal.
	 Review contracts and agreements.
Recovery	 Prepare waivers and legal clearances for debris removal.
	 Review contracts and agreements.
	 Participate in the ESF #3 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF#3 after-action issues.
Response	 Conduct rapid assessments for incidents when DOT is the lead agency. Collect, analyze and distribute information on the impact and status of the County's transportation systems and infrastructure and share with ESF #3. Co-manage emergency debris removal on County roads with DEP. Coordinate and fill requests for available equipment, trucks, and operators.
Recovery	 Monitor and provide information on the status and restoration of the transportation infrastructure. Co-manage debris removal on County roads with DEP. Participate in the ESF #3 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF #3 after-action issues.
Response	 Provide assistance to the DEP in collecting, analyzing, and distributing information related to water, wastewater, storm-water and solid waste services and infrastructure. As needed, request support from the Maryland Emergency Management Agency (MEMA) for ESF #3 operations. Manage the EOC.
Recovery	 Provide administrative support as necessary to the DEP. Participate in the ESF #3 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Permitting Services

Phase	Roles and Responsibilities
Preparedness	 Participate in planning, training and exercises related to
	ESF #3.
	 Assist with the resolution of ESF #3 after-action issues.
Response	 Provide technical engineering assistance as requested by
	DEP for response operations.
	 Ensure that well and septic systems are functioning
	properly and up to code.
Recovery	 Provide technical engineering assistance as requested by
	DEP for recovery operations.
	 Participate in ESF #3 after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Cooperating Organization - Washington Suburban Sanitary Commission

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

Phase	Roles and Responsibilities
	 Assist in resolving ESF #3 after-action issues. Maintain up-to-date maps of water and sewer lines and related infrastructure. Assist with resolution of ESF #3 after-action issues.
Response	 Provide representation to the EOC when requested. Conduct damage assessments of water supply, distribution and control facilities, sanitary sewer systems and related facilities. Develop a protocol to ensure continuous power supply to pump stations. Maintain security of the water distribution system. Adjust system operations to minimize damage in the area of impact. Monitor status of Washington Suburban Sanitary Commission (WSSC) facilities and operations.
Recovery	 Provide information on emergency contracts for infrastructure repair. Repair and restoration of water supply and distribution services and infrastructure. Repair and restoration of wastewater collection services and infrastructure. Participate in ESF #3 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – DC Water and Sewer Authority

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#3 after-action issues.
Response	 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	Repair and restoration of wastewater collection services

Phase	Roles and Responsibilities
	and infrastructure.
	 Participate in ESF #3 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization - City of Gaithersburg

Cooperating Organization – City of Gaitnersburg	
Phase	Roles and Responsibilities
Preparedness	 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	 Provide representative to the EOC. Conduct damage assessments of City infrastructure. Provide for emergency repairs of City infrastructure. Coordinate emergency debris removal operations within the city. Coordinate with WSSC for emergency repairs for water supply, distribution, and control facilities. Coordinate requests for outside public works support through ESF #3 at the EOC. Provide public works assistance as requested by the primary agency.
Recovery	 Manage the repair and restoration of city water supply, distribution and control facilities, solid waste, stormwater 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	See All Agencies roles and responsibilities.

Cooperating Organization - City of Takoma Park

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#3 after-action issues.
Response	 Provide representative to the EOC.
	 Conduct damage assessments of city water supply,

Phase	Roles and Responsibilities
	 distribution and control facilities, solid waste, stormwater and wastewater services, and infrastructure. Provide for emergency repairs for city water supply, distribution and control facilities, solid waste, stormwater and wastewater services, and infrastructure. Coordinate emergency debris removal operations within the city. Coordinate requests for outside public works support through ESF #3 at the EOC. Provide public works assistance as requested by the primary agency.
Recovery	 Manage the repair and restoration of city water supply, distribution and control facilities, solid waste, stormwater 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	See All Agencies roles and responsibilities.

Cooperating Organization – City of Rockville

	Cooperating Organization City of Nockottie
Phase	Roles and Responsibilities
Preparedness	 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	 Provide representative to the EOC. Conduct damage assessments of city water supply, distribution and control facilities, solid waste, stormwater and wastewater services, and infrastructure. Provide for emergency repairs for city water supply, distribution and control facilities, solid waste, stormwater and wastewater services, and infrastructure. Coordinate emergency debris removal operations within the city. Coordinate requests for outside public works support through ESF #3 at the EOC. Provide public works assistance as requested by the

Phase	Roles and Responsibilities
	primary agency.
Recovery	 Manage the repair and restoration of city water supply, distribution and control facilities, solid waste, stormwater 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	 See All Agencies roles and responsibilities.

Cooperating Organization – Town of Poolesville

	Looperating Organization - Town of Poolesville
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#3 after-action issues.
Response	 Provide a representative to the EOC when requested.
	 Conduct damage assessments of town water supply,
	distribution and control facilities, solid waste, storm-
	water and wastewater services, and infrastructure.
	 Provide for emergency repairs for town water supply,
	distribution and control facilities, solid waste, storm-
	water and wastewater services, and infrastructure.
	Coordinate emergency debris removal operations
	within the town.
	Coordinate requests for outside public works support
	through ESF #3 at the EOC.
	Provide public works assistance as requested by the
	primary agency.
Recovery	Manage the repair and restoration of town water
•	supply, distribution and control facilities, solid waste,
	storm-water and wastewater services, and
	infrastructure.
	Manage debris removal operations within the town.
	Provide public works assistance as requested by the
	primary agency.
	Participate in ESF#3 after-action review.
Mitigation	See All Agencies roles and responsibilities.
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Cooperating Organization – Chevy Chase Village

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#3 after-action issues.
Response	 Provide representative to the EOC.
	 Conduct damage assessments of Village infrastructure.
	 Provide for emergency repairs for Village infrastructure.
	 Coordinate emergency debris removal operations
	within the village.
	 Coordinate requests for outside public works support
	through ESF #3 at the EOC.
	 Provide public works assistance as requested by the
	primary agency.
Recovery	 Manage the repair and restoration of Village Manage
	debris removal operations within the village.
	 Provide public works assistance as requested by the
	primary agency.
	 Participate in ESF #3 after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Cooperating Organization – Maryland-National Capital Parks and Planning Commission

	1 mining Commission
Phase	Roles and Responsibilities
Preparedness	 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.
Response	 Provide public works assistance as requested by the primary agency. Monitor MNCPPC-owned dams during storm events Provide representative to the EOC. Conduct damage assessments of MNCPPC facilities and infrastructure.

Phase	Roles and Responsibilities
	 Provide for emergency repairs for MNCPPC facilities
	and infrastructure.
	 Coordinate emergency debris removal operations at
	MNCPPC facilities.
Recovery	Provide public works assistance as requested by the
	primary agency.
	 Participate in ESF#3 after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Electric Utilities (Pepco, Baltimore Gas and Electric, First Energy)

Phase	Roles and Responsibilities
Preparedness Response	 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 power lines and related infrastructure. Assist with resolution of ESF #3 after-action issues. Provide representation to the EOC when requested. 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	 Provide information on emergency contracts for infrastructure repair. Repair and restoration of electrical distribution services and infrastructure. Participate in ESF #3 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Washington Gas

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF #3 after-action issues.
	Maintain up-to-date maps of gas lines and related

Phase	Roles and Responsibilities
	infrastructure.
	 Assist with resolution of ESF #3 after-action issues.
Response	Provide representation to the EOC when requested.
	 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	 Provide information on emergency contracts for
	infrastructure repair.
	 Repair and restoration of gas distribution services and
	infrastructure.
	 Participate in ESF #3 after-action review.
Mitigation	 See All Agencies roles and responsibilities.

REFERENCES

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

ACRONYMS

ADA	Americans with Disabilities Act
CAP	Corrective Action Program
DC Water	District of Columbia Water and Sewer Authority
DEP	Department of Environmental Protection
DOT	Department of Transportation
DPS	Department of Permitting Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
MCPS	Montgomery County Public Schools

MDOT Maryland Department of Transportation
MEMA Maryland Emergency Management Agency

MNCPPC Maryland National Capital Parks and Planning Commission

MOU Memorandum of Understanding

NIMS National Incident Management System

OEMHS Office of Emergency Management and Homeland Security

WSSC Washington Suburban Sanitary Commission



ESF #4 Firefighting Annex

PRIMARY AGENCY: Fire and Rescue Services

Primary Agency	Fire and Rescue Services
	Department of Environmental Protection
	Department of General Services
Support Agencies	Department of Health and Human
	Services
	Department of Transportation
	Office of Emergency Management and
	Homeland Security
	Montgomery County Police Department
Coordinating	American Red Cross
Organizations	

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

Scope

- This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of firefighting operations within ESF #4 in the EOP. This annex supplements the Montgomery County EOP.
- ESF #4 addresses firefighting activities for fires occurring separately or coincidentally with a significant natural disaster or technological emergency or disaster.
- ESF #4 encompasses the coordination of Fire and Rescue Services (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 annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- 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 annex.
- The primary agency will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation.
- The agencies identified in this annex will provide assistance and serve as the coordination point for the restoration of the transportation infrastructure.

- Whenever practical, resources available from County or other governmental or quasi-governmental resources will be used before supplies or services are obtained from private contractors.
- Existing County fire, rescue and emergency medical services personnel and equipment are 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 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 Emergency
 Services Team leader at 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

All Agencies

Phase		Roles and Responsibilities
Preparedness	•	Develop and maintain internal and external notification
		rosters and contact lists.

	 Participate in all- hazards planning, training, and
	exercises.
	 Train department staff for emergency assignments.
	 Develop and maintain an agency-specific continuity of
	operations plan in accordance with County guidelines
	and standards.
	 Participate in all WebEOC activations and drills.
Response	 Update WebEOC position log and monitor throughout
	the incident.
Recovery	 See individual agencies roles and responsibilities.
Mitigation	 As appropriate, identify potential opportunities for
	mitigating the impacts of future incidents.

Primary Agency -Fire and Rescue Services

	Primary Agency –Fire and Rescue Services
Phase	Roles and Responsibilities
Preparedness	Develop and maintain the ESF #4 Annex to the EOP. Coordinate resolution of ESE#4 often action issues.
	Coordinate resolution of ESF#4 after-action issues.
Response	 Provide representative to the EOC to serve as the
	primary for ESF #4.
	 Provide fire detection and suppression.
	 Provide emergency medical services and 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.

Phase	Roles and Responsibilities
	Establish and operate staging areas as necessary.
IRecovery	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	See All Agencies roles and responsibilities.

Support Agency – Department of General Services

	upport ingenery Department of General Services
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#4 after-action issues.
Response	Provide vehicles, site access, fuel and maintenance
	support for emergency transportation.
	 As necessary, procure and provide materials, supplies,
	services and equipment needed to support emergency
	field operations.
Recovery	Provide vehicles, site access, fuel and maintenance
	support for recovery operations.
	 Participate in ESF#4 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Environmental Protection

Phase	Roles and Responsibilities
Preparedness	See All Agencies roles and responsibilities.
Response	Provide support for debris removal
Recovery	Participate in ESF #4 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Health and Human Services

Phase	Roles and Responsibilities
Preparedness	See All Agencies roles and responsibilities.
Response	 Support temporary sheltering as appropriate (in cases of structural fires)
Recovery	Participate in ESF #4 after-action review.

Mitigation • See All Agencies roles and responsibilities.	
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Support Agency – Office of Homeland Security and Emergency Management

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#4 after-action issues.
Response	 Coordinate the request for resources as needed through
	EMAC and the state EOC.
	Manage the EOC.
Recovery	 Participate in ESF #4 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
	-
Preparedness	Participate in ESF #4 related planning, training, and
	Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#4 after-action issues.
	 Develop and maintain inventory of department
	resources available to support emergency operations.
Response	 Provide traffic and access control, in coordination with
	the Department of Transportation, at emergency scenes
	as requested by FRS.
	As needed, coordinate evacuations and provide security
	for evacuated areas.
	 Provide crowd control and site security.
	 If death occurs in a fire, the MCPD Homicide Section
	will investigate the death in coordination with the FRS
	FEI Unit
	 Investigate incidents where serious injury results from a
	fire/explosion in coordination with the FRS FEI Unit.
	• The MCPD will work in unified command with the FRS.
Recovery	As needed provide support for re-entry operations.
	Participate in ESF #4 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	 See All Agencies roles and responsibilities.
Response	 Provide support for heavy equipment, snow and debris removal and traffic management
Recovery	Participate in ESF #4 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Coordinating Organization – American Red Cross

Phase	Roles and Responsibilities
Preparedness	 See All Agencies roles and responsibilities.
Response	 Provide support to displaced persons as appropriate (in cases of structural fires)
Recovery	Participate in ESF #4 after-action review.
Mitigation	See All Agencies roles and responsibilities.

REFERENCES

• Fire and Rescue Service Disaster Plan.

ACRONYMS

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



ESF #5 Emergency Management Annex

PRIMARY AGENCY: Office of Emergency Management and Homeland Security

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

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 annex is to outline the specific roles and responsibilities of primary and support County departments and agencies 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 annex is applicable to all agencies that have assigned roles and responsibilities in the EOP in support of emergency management in ESF #5. This annex supplements the County EOP.
- The Emergency Management activities outlined in this annex will be accomplished through the Operations Support Group at the Emergency Operations Center (EOC). Prior to the activation of the EOC and when the EOC deactivates the activities will be accomplished through the Office of Emergency Management and Homeland Security (OEMHS). Please see the EOC Organization Chart (Figure 3 in the Basic Plan) for a list of participating agencies in the Operations Support Group.
- 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 the ESF #14 Annex for additional Long Term Recovery details.
- ESF #5 Emergency Management functions include:
 - Managing EOC operations and ensuring that the EOC is adequately staffed to accomplish its mission.
 - Providing technical assistance in support of the Community Services
 Section in order to establish shelters, reception centers or other mass care

- facilities. Support and guidance will also be provided for evacuations, developing and distributing protective action guidance and preparing emergency declarations.
- Support agencies in their efforts to ensure their disaster-related programs are compliant with Title II of the Americans with Disabilities Act.
- o 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, agencies, and supporting organizations engaged in emergency operations
- Serving as the primary point-of-contact with the Maryland Emergency Management Agency (MEMA) and the state EOC 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.

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 convened to monitor an incident to determine the scope and magnitude of the emergency and to recommend EOC activations.

Upon activation of the EOC, the ESF #5, under the auspices of the Operations Support Group, 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 annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- 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.

CONCEPT OF OPERATIONS

- 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 agencies and other supporting partner agencies and organizations. Departments and agencies will provide information to ESF #5 through the Operations Support Group related to their operations, resource requirements, and their assigned information collection requirements.
- The information collection process will focus on the following essential elements of information:
 - o 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.
- o Status of the transportation systems and infrastructure.
- o Status of communications capabilities and infrastructure.
- o Access and entry point to the affected area(s).
- Hazard-specific information regarding the incident.
- Current and forecast weather.
- o Status of critical facilities and infrastructure within the impacted area(s).
- Status of emergency declarations as applicable (e.g. local, state and federal).
- o Resource shortfalls.
- Response priorities.
- Status of operations by the County departments and agencies.
- 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 agencies to develop a county-wide summary of events, damages and response operations. See the Damage Assessment Annex. .
- The Department of Permitting Services (DPS), a support agency to ESF #5, is responsible for coordinating damage assessment operations as outlined in the Damage Assessment Annex to the EOP. Departments and agencies with assigned responsibilities for damage assessments will provide information to DPS through the Infrastructure Support Group at the EOC for review, analysis and distribution. This information will be transmitted to the Operations Support Group for reporting purposes.
- The Operations Support Group leader, in consultation with the Disaster Manager, will establish operational periods as the basis for action planning and situation reporting. ESF #5 will prepare and distribute the EOC schedule on a daily basis and prepare and distribute situation reports based upon information provided by the various County departments and agencies at the EOC 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 Public Information Office.
- Generally, once the EOC is deactivated, ESF #5 operations will transition to OEMHS during the recovery phase of operations.
- ESF #5 will develop a demobilization plan.
- Conduct hotwash and after action review following an emergency.

ROLES AND RESPONSIBILITIES

All Agencies

	Till Tigencies
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with all other agencies in this annex. Develop and maintain internal and external notification rosters and contact lists. Participate in all-hazards planning, training, and exercises. Train department staff for emergency assignments. Develop and maintain an agency-specific continuity of operations plan in accordance with County guidelines and standards. Participate in WebEOC trainings, drills, and exercises.
Response	 Ensure department provides adequate staff to provide support to the EOC.

Primary Agency - Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain the ESF #5 Annex to the
	Emergency Operations Plan.
	 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

Phase	Roles and Responsibilities
	 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 agency resources. Conduct WebEOC trainings and exercises. Build, develop, and test WebEOC boards.
Response	 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, protective action guidelines, and related issues. Serve as primary liaison to MEMA and the state EOC. Manage the overall emergency information collection process. Facilitate the EOC action planning process and publish the EOC action plan each operational period. Coordinate and manage requests for GIS support. Record, process, and track requests for resources to include mutual aid assistance submitted to the EOC.
Recovery	Coordinate with MEMA on state and federal relief programs.
Mitigation	Develop and maintain hazard and risk analysis for Montgomery County as a baseline for developing a County mitigation strategy.

Support Agency - County Attorney's Office

Phase	Roles and Responsibilities
Preparedness	 Assist in resolving ESF#5 after-action issues.
	 Advise County officials concerning legal
	responsibilities, powers, and liabilities in emergency
	declarations and operations.

Response	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.
Recovery	 Prepare waivers and legal clearances.
	 Assist with the preparation of applications, legal
	interpretations, or opinions, and Board of Supervisor
	packages regarding recovery and/or reimbursement.
	 Participate in after-action review.
Mitigation	 Provide technical assistance/preparation of applications,
	legal interpretations, or opinions.

Support – Finance Department

	Support – Finance Department
Phase	Roles and Responsibilities
Preparedness	 Assist in resolving ESF#5 after-action issues.
	 Provide assistance with grant management for
	emergency management related activities.
	 Assist in the provision of training on disaster related
	financial management procedures for County
	departments and agencies.
Response	 Provide assistance in documenting emergency-related
	costs.
	 Provide Project Codes so that the County's Departments
	and Agencies will be able to track expenses directly
	related to the disaster or emergency.
	 Ensure appropriate accounting reports are available to
	facilitate the compilation of countywide costs to support
	reimbursement claims or for management reporting
Recovery	 Provide assistance in documenting costs.
	 Provide assistance in preparing bills and requests for
	reimbursement.
	 Provide assistance and or financial advice to OEMHS in
	the preparation and review of federal reimbursement
	forms, financial reports, and applications.

Phase	Roles and Responsibilities
Mitigation	 As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support – Department of Permitting Services

Phase	Roles and Responsibilities
Preparedness	 Coordinate damage assessment operations as outlined in the Damage Assessment Annex to the EOP. Collect damage assessment reports from other departments and agencies and to review, analyze and synthesize these reports into an overall County damage assessment report. Disseminate this information as appropriate. Assist in resolving ESF#5 after-action issues.
Response	 Provide assistance in compiling damage assessment information for reports to MEMA. Provide damage assessment information related to commercial and residential structures.
Recovery	 Provide information and assistance as needed to the Preliminary Damage Assessment (PDA).
Mitigation	 Make recommendations for updating codes or ordinances, where applicable. Advise the public of private actions that could mitigate individual loss.

Support – Department of Technology Services

	Support Department of Teenhology Services
Phase	Roles and Responsibilities
Preparedness	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	 Provide GIS support to emergency operations.
	 Provide technical IT assistance and support to the EOC.
Recovery	 Provide GIS support for recovery operations.
Mitigation	Provide GIS support for hazard identification and risk
	analysis development.

REFERENCES

- Montgomery County Emergency Operations Plan.
- Damage Assessment Annex to the EOP.
- State of Maryland Emergency Operations Plan, 2009.
- Montgomery County Strategic Plan, 2011.

ACRONYMS

ADA Title II of the Americans with Disabilities Act

DPS Department of Permitting Services
EOC Emergency Operations Center
EOP Emergency Operations Plan
ESF Emergency Support Function
GIS Geographic Information System

IC Incident Command(er)

MEMA Maryland Emergency Management Agency

MOU Memorandum of Understanding

NCR National Capital Region

NIMS National Incident Management System

OEMHS Office of Emergency Management and Homeland Security

PDA Preliminary Damage Assessment

UC Unified Command



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

PRIMARY AGENCY: Department of Health and Human Services

Primary Agency	Department of Health and Human Services
	Community Use of Public Facilities
Support Agencies	Fire and Rescue Services
	Department of General Services
	Office of Emergency Management and Homeland
	Security
	Montgomery County Police Department
	Recreation Department
	Regional Service Centers
	Department of Transportation
	Community Engagement Cluster
	(Including the Volunteer Center, Office of Community
	Partnerships, and Regional Services Centers)
	American Red Cross
Cooperating	Montgomery College
Organizations	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 annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations ("agencies") in

mass care and sheltering operations following a disaster or emergency and to provide a concept of operations for conducting these services and support during operations.

Scope

This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of mass care and sheltering. This annex supplements the County EOP.

Definitions

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.

County Shelter – An emergency shelter operated in accordance with the Montgomery County EOP by the agencies and cooperating organizations of the Montgomery County Community Services Group.

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

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

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

Public Emergency Shelter - Facilities open to all residents that provide basic accommodations (i.e., food, water, beds and bedding, first aid and non-emergency health services) in a safe and secure environment. Reasonable

modifications to the County's policies and procedures will be made to provide auxiliary aids and services to ensure accessibility for people with disabilities.

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

ASSUMPTIONS

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

- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.
- The primary agency will actively engage the support and cooperating agencies in planning, training, and exercises to ensure an effective operation upon activation.
- This annex encompasses the full range of non-medical mass care services to include providing shelter, organizing feeding operations, providing nonemergency medical care at designated sites, collecting and providing information on disaster victims to family members, and coordinating bulk distribution of emergency relief items at County shelter sites and co-located animal shelters and other designated locations as appropriate.
- Emergency Support Function (ESF) #6 is responsible for coordinating and providing sheltering assistance to 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.

POLICIES

- The Department of Health and Human Services (DHHS) as the primary agency for mass care operations is responsible for coordination of the overall response operations. The DHHS will collect, organize, analyze, summarize, and disseminate information provided by various sources including support agencies.
- For purposes of this annex, mass care and sheltering includes provision of basic immediate care for disaster victims and functional needs support services for people with disabilities. 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.
- The primary agency will receive notification of incidents or potential incidents through the Office of Emergency Management and Homeland Security (OEMHS).
- The primary agency will notify support agencies 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, agencies, and organizations assigned to support this annex.
- DHHS will coordinate the staffing and services of reception centers and County sheltering facilities to meet immediate needs. The determination to open shelters and/or reception centers will be made by the Director of the OEMHS, in coordination with the primary agency.
- ESF #6 will collect information on shelter activities, populations, and related information and provide it to the EOC each operational period.
 - DHHS will coordinate with the Animal Services Division at the established shelter locations. The Animal Services Division will operate emergency pet shelters in accordance with the EOP Animal Protection Annex and the Emergency Response Plan for Animals.
- ESF #6 will establish and operate feeding sites to serve disaster victims as determined by the Director of the OEMHS.
- When directed, the DHHS will establish and operate a Family Assistance Center (FAC) to provide assistance to the families of disaster victims in Montgomery County.
- DHHS shall coordinate with ESF #16 agencies for volunteer and donations management needs, and the Department of Liquor Control and the County's Public Information Officer (PIO) to advise the public concerning the availability of emergency food and water supplies, food rationing (if necessary), and regarding food distribution locations, and procedures.
- DHHS will record expenditures, costs, and charges related to identifying and distributing emergency food and water, and submit records to the Director of Finance or his designee for compilation in support of reimbursement claims.
- ESF #6 operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

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

ROLES AND RESPONSIBILITIES

All Agencies

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Phase	Roles and Responsibilities
Preparedness	 Develop and maintain internal and external notification rosters and contact lists. Participate in all- hazards planning, training, and exercises. Train department staff for emergency assignments including the provision of functional needs support services. Develop and maintain an agency-specific continuity of operations plan in accordance with County guidelines and standards.
Response	 See individual agencies roles and responsibilities.
Recovery	 See individual agencies roles and responsibilities.
Mitigation	 As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Primary Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	Develop and maintain the ESF #6 Annex to the
	Emergency Operations Plan.
	 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.
	 DHHS will appoint a departmental representative to
	assist the OEMHS and the Emergency Management
	Group (EMG) in coordinating mass care programs.

Phase	Roles and Responsibilities
	Develop and maintain inventory of agency emergency
	response resources to include the durable medical
	equipment and consumable medical supplies needed to
	meet in-shelter functional needs support services.
	 Develop and maintain an inventory of basic animal
	supplies for service dogs in shelter with their owner.
	 Ensure protection of vital records.
Response	 Identify a representative to the EOC, if ESF #6 is
	activated, or when requested by the Chief
	Administrative Officer (CAO) or by OEMHS.
	 Submit requests for available emergency food,
	medicine, medical supplies, and water supplies from
	State and Federal resources to the Maryland Emergency
	Management Agency (MEMA), which will contact the
	Maryland Department of Human Resources (DHR).
	 Plan and distribute food vouchers and temporary cash
	assistance to assist eligible victims. The plan will have
	alternative provisions for food benefits when electrical
	power is not available.
	 Upon declaration of a "temporary emergency" by the
	USDA Food and Nutrition Service, issue food benefits
	(i.e. food stamps) to disaster victims in accordance with
	DHR procedures.
	 Upon a Declaration of Emergency by the Governor,
	arrange money grants for food to eligible disaster
	victims in accordance with DHR procedures.
	Provide for authorized issuance of food and/or money
	grants at DHHS offices and at Federal Emergency
	Management Agency (FEMA) Disaster Assistance
	Center(s) (DAC), when established.
	Ensure a shelter manager is designated at each shelter
	location and that they communicate with the EOC
	during each operational period.
	Conduct non-emergency medical care in shelters.
	Open and operate mass care county shelters as needed. This is a last of the state of the s
	This includes the support and coordination of the
	human aspect of the co-located shelters with the Animal
	Services Division.

Phase	Roles and Responsibilities
	Provide an emergency shelter liaison to coordinate with
	pet shelter liaison.
Recovery	 Facilitate ESF #6 after-action review.
	Continue on-going food programs, and adapt to include
	victims who become eligible as a result of a disaster.
	 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.
Mitigation	 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

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Phase	Roles and Responsibilities
Preparedness	 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 the Shelter task Force is activated, or when requested by the Chief Administrative Officer or by OEMHS. Develop and maintain inventory of agency resources.
Response	 Provide available staff, resources, and facilities to support emergency operations. Provide information as to community users in public facilities during emergency operations.
Recovery	Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#6 after-action issues.
	 Develop and maintain inventory of agency resources.
Response	 Ensure adherence to fire code in all shelters.
	Support the evacuation of mobility impaired residents
	from multiple story buildings
Recovery	Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. 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	 Conduct maintenance and facilities management at all Montgomery County government shelter locations. Provide fuel for emergency vehicles, portable equipment, and emergency generators.
Recovery	Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies
	 and cooperating organizations. Assist in resolving ESF#6 after-action issues.
	(See Volunteer Services section for possible additions to

	this section.)
Response	Determine need for opening shelters, reception centers,
	and other short-term mass care facilities.
	Provide technical assistance and support for mass care
	needs and operations.
	 Coordinate with non-profit organizations, businesses,
	Regional Services Centers, state and federal agencies to
	implement the donations management system.
Recovery	Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Montgomery County Police and Animal Services Division

Support Age	ncy – Monigomery County Police and Animal Services Division
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF#6 after-action issues.
	 Develop and maintain inventory of agency resources.
Response	 As needed, provide security for shelters, reception centers, and other mass care facilities and medical dispensing sites. Manage pet evacuations and sheltering operations. Provide a pet shelter liaison to coordinate with emergency shelter liaison.
Recovery	Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

 $Support\,Agency-Recreation\,Department$

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#6 after-action issues.
	 Identify a representative to the Emergency Operations

	Center (EOC), if the Community Services Group is
	activated, or when requested by the CAO or by
	OEMHS.
	 Develop and maintain inventory of agency resources.
Response	 Provide staff support for shelters, reception centers, and
	other short-term mass care facilities.
	 Provide facilities for community and emergency use.
Recovery	Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Transportation

	Support Agency – Department of Transportation
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF#6 after-action issues.
Response	 Provide support to evacuations by providing assistance in traffic control operations and providing barricades, signs, and other devices to assist 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 shelterees. Coordinate all County transportation resources planned for use in the evacuation.
Recovery	Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Community Engagement Cluster (including the Office of Community Partnerships, Volunteer Center, and Regional Services Centers)

Phase	Roles and Responsibilities
Preparedness	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	 Communicate needs to potential volunteers through
	existing volunteer databases or contact lists.
	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	Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – American Red Cross

	Cooperating Organization - American Rea Cross
Phase	Roles and Responsibilities
Preparedness	 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 the Community Services Group is activated, or when requested by the CAO or by OEMHS. Assess potential facilities for use as an emergency shelter, including ADA compliance.
Response	 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	Participate in after-action review.
	 Provide canteen services (e.g., bulk distribution of clean-

Phase	Roles and Responsibilities
	up kits) from mobile units for families cleaning up
	following a disaster.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – Montgomery College

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF#6 after-action issues. Identify a representative to the Emergency Operations Center, if the Community Services Group is activated, or when requested by the CAO or by OEMHS. Develop and maintain inventory of agency resources.
Response	 Provide available facilities for town hall meetings following disasters. Assist with damage assessment by providing damage assessment reports for the College. Conduct debris removal and disposal operations for College facilities and grounds.
Recovery	Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – Montgomery County Public Schools

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#6 after-action issues.
	 Identify a representative to the EOC if the Community
	Services Group is activated, or when requested by the
	CAO or by OEMHS.
	 Develop and maintain inventory of agency resources.
Response	 Provide facilities for shelters and reception centers.
	 Provide support for feeding operations.
	 Assist with damage assessment by providing damage
	assessment reports for the Montgomery County Public

Phase	Roles and Responsibilities
	Schools (MCPS).
	 Provide available facilities for medical dispensing sites.
Recovery	Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization - Montgomery County Sheriff's Office

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Phase	Roles and Responsibilities
Preparedness	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	Provide available staff, resources, and facilities to
	support emergency operations.
	 Provide security for all emergency shelters for the
	duration of the emergency shelter established by the
	County in coordination with the American Red Cross or
	Department of Health and Human Services, contingent
	upon available resources.
	 Provide assistance to the MCPD as requested
	 If needed, provide deputy sheriffs to ensure the orderly
	distribution of food, water, and/or medicine at county-
	identified distribution centers.
Recovery	Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

REFERENCES

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

ACRONYMS

ADA Americans with Disabilities Act

ARC American Red Cross

CAO Chief Administrative Officer DAC Disaster Assistance Centers

DHHS Department of Health and Human Services

DHR Department of Human Resources
EMG Emergency Management Group
EOC Emergency Operations Center
EOP Emergency Operations Plan
ESF Emergency Support Function
FAC Family Assistance Center

FEMA Federal Emergency Management Agency

FNSS Functional Needs Support Services

MCPD Montgomery County Police Department MCPS Montgomery County Public Schools

MEMA Maryland Emergency Management Agency NIMS National Incident Management System

OEMHS Office of Emergency Management and Homeland Security

PIO Public Information Office RSC Regional Services Center SOU Statement of Understanding



ESF #7 Resource Support and Logistics Management Annex

PRIMARY AGENCY: Department of General Services

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

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 annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations ("agencies") in providing logistical support to emergency operations under ESF #7 of the Montgomery County Emergency Operations Plan (EOP). The annex also provides a concept of operations for conducting logistical support services to

identify, procure, inventory, and distribute critical resources, in coordination with other local and state governments, the federal government, private industry, and volunteer organizations, to effectively respond to and recover from the effects of a disaster.

Scope

- This annex is applicable to all agencies that have assigned roles and responsibilities in the EOP in support of logistics operations in ESF #7. This annex supplements the County EOP.
- ESF #7 is not intended to replace or supplant the purchasing authorities of the individual County departments and agencies. Rather, ESF #7 will provide assistance to other County ESFs in locating and procuring critical resources, supplies, and services in support of emergency response and recovery operations.
- ESF #7 includes supporting the establishment of staging areas, storage facilities, points of distribution and other facilities that may be needed to support response and recovery operations.
- ESF #7 will maintain an inventory of essential material resources and a list of potential suppliers (in close coordination with other ESFs) in order to more expeditiously obtain resources during a major disaster or emergency.
- The Department of General Services as the primary agency will engage the ESF #7 support and partner organizations in planning, training, and exercises to ensure an effective logistics support operation upon activation.
- The primary and support agencies will develop internal operational plans and procedures necessary to accomplish their ESF #7 roles and responsibilities.

ASSUMPTIONS

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.
- The primary agency will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation.
- ESF #7 operates under the Infrastructure Support Group in the Emergency Operations Center (EOC).
- Significant disasters or emergencies may occur within the County that will require the distribution of relief commodities such as potable water, food, and ice to affected residents requiring a coordinated logistical effort.
- While Montgomery County contains sufficient resources to respond to most emergencies, a significant emergency situation may result in the depletion of some types of resources. In response to such a situation, it is the responsibility of the Montgomery County government to make the wisest, effective use of available resources to protect the lives and property of its citizens.
- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.
- Additional resources may take considerable time (72 hours or more) to deploy.
- Whenever practical, resources available from County or other governmental
 or quasi-governmental resources will be used before supplies or services are
 obtained from private contractors.

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

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- Potential sites for local resource collection, storage, and distribution sites will be identified and strategically located to facilitate recovery efforts. Standard operating procedures will be developed to manage the processing, use, inspection, and return of resources coming into the area. The State of Maryland has an agreement with Wal-Mart Stores/Sam's Club to use their parking lots as "points of distribution" (PODs) for emergency supplies. These sites will be considered in the event the County determines the need to establish PODs.
- Upon activation of the Emergency Operations Center, the Department of General Services will provide representation to the EOC to serve as the ESF #7 lead to coordinate resource and logistics management requirements and issues.
 - The Chief Administrative Officer (CAO) will authorize necessary emergency procurements to support emergency operations and delegate contracting authority to ESF #7
- Requests for resource and logistical support from on-scene incident commanders and/or other ESF representatives will be assigned to ESF #7 through the Infrastructure Support Group Leader. ESF #7 will manage all assigned requests for resources and logistical support and coordinate directly with the requester as necessary.

- ESF #7 will coordinate with the Department of Transportation as the primary agency for ESF#1 Transportation, as needed for transportation support for delivering and distributing resources.
- ESF # 7 will coordinate with the Montgomery County Police Department (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. ESF #7 will advise the Infrastructure Support Group Leader of shortfalls that may require state or federal assistance or to obtain guidance in prioritizing requests. ESF #5 Emergency Management will provide technical assistance in identifying resources that may be available through mutual aid agreements such as the Maryland Emergency Management Assistance Compact (MEMAC), Emergency Management Assistance Compact (EMAC), and the National Capital Region (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 Infrastructure Support Group Leader. Once it is determined that the state will be providing assistance, ESF #7 will coordinate directly as needed with the state ESF #7 counterpart in fulfilling the requests.
- In the event of a federal emergency or disaster declaration that includes Montgomery County, critical resources and logistical support may be available from federal sources. The Disaster Manager will initiate requests for assistance through the SEOC. Once it is determined that the federal government is providing the resources (such as potable water, food and ice) the County ESF #7 representative will coordinate directly with the designated federal point-of-contact to fulfill the County's requests and to address any issues as to delivery timelines and locations.
- The Department of Health and Human Services (DHHS) as the primary agency for ESF #6, Mass Care, Emergency Assistance, Housing & Human Services, will identify the need to establish points of distribution in order to distribute emergency relief commodities such as potable water and food. ESF

#7 will provide logistical assistance in establishing, staffing, and operating the PODs.

- The primary agency will ensure that all ESF related costs and expenditures are documented in accordance with guidance provided through ESF #5 at the EOC and internal County policies and procedures.
- ESF #7 operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.
- The ESF #7 representative at the EOC will ensure any open actions or issues are transferred to the Department of General Services for completion or resolution upon the de-activation of the EOC.
- The Department of General Services will facilitate an after-action review of ESF #7 operations within 30 days of the deactivation of the EOC. Issues identified will be assigned for resolution to the appropriate ESF #7 agency or submitted to Office of Emergency Management and Homeland Security (OEMHS) for resolution through the County Corrective Action Program (CAP).

ROLES AND RESPONSIBILITIES

All Agencies

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Phase	Roles and Responsibilities
Preparedness	 Develop and maintain internal department plans and procedures. Train department staff for emergency assignments. Develop and maintain internal notification roster. Develop and maintain inventory of department resources available to support emergency operations. Participate in all WebEOC trainings, drills, and exercises.
Response	 See individual agency roles and responsibilities. Update the WebEOC position log and monitor throughout the incident.
Recovery	See individual agency roles and responsibilities.
Mitigation	As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Primary Agency – Department of General Services

Support Agency – Department of Corrections and Rehabilitation

Phase	Roles and Responsibilities
Preparedness	Participate in ESF #7 related planning, training, and
	exercises.
	 Assist in resolving ESF #7 after-action issues.
	 Develop supporting plans and procedures.
Response	Provide community service volunteers and supervised
	inmate volunteers to assist with loading and unloading,
	sorting, packaging and otherwise handling donated
	goods, as necessary.
	As appropriate provide warehouse support through the
	Montgomery County Correctional Facility (MCCF) for
	storage of emergency relief commodities.
	 Provide emergency laundry service in support of
	County emergency operations through the MCCF.
	 Provide food preparation in support of County
	emergency operations from the MCCF facility.
Recovery	 Participate in ESF #7 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Economic Development

Phase	Roles and Responsibilities
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Preparedness	 Participate in ESF #7 planning, training, and exercises.
	 Assist with resolving ESF #7 related after-action issues.
Response	 Provide staff to support ESF #7 in the EOC when
	requested.
	 Provide staff to assist when needed with management
	of warehouse and/or distribution facilities.
Recovery	 Provide staff to assist when needed with management
	of warehouse and/or distribution facilities.
	 Participate in ESF #7 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Finance

Phase	Roles and Responsibilities
Preparedness	 Participate in ESF#7 planning, training, and exercises.
	 Assist with resolving ESF #7 related after-action issues.

Response	 Provide the Project code number(s) for supporting
	disaster operations.
	 Provide staff to support ESF #7 in the EOC when
	requested.
	 Provide financial management including maintaining
	vendor files and payment of bills.
	For expenditures requiring centralized Department of
	Finance approval, maintain records of expenditures,
	charges, and costs incurred by the County in identifying
	and distributing emergency food and water.
	 Establish accounts for tracking the costs associated with
	implementation and operation of a donations
	management program.
	Manage donations of cash or checks, except those
	marked for the Red Cross, in an account designated for
	disaster relief.
Recovery	Provide financial management including maintaining
	vendor files and payment of bills.
	Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Liquor Control

Phase	Roles and Responsibilities
Preparedness	Participate in ESF #7 planning, training, and exercises.
	 Assist in resolving ESF #7 after-action issues.
Response	 Provide staff to support ESF #7 in the EOC when requested.
	 As required, identify and manage warehouse buildings,
	appropriate sites for food and water storage areas, and reception areas.
	 Assist with establishing delivery locations for bulk food
	and water supplies, and the means of disbursement to
	individuals, shelters, and others, as required.
	 Provide drivers and trucks for delivery of food and
	water and provide appropriate materials handling
	equipment and qualified operators for forklifts, tow
	motors, etc.
	 Provide refrigerated trucks, if appropriate, and
	refrigerated warehouse space as a temporary morgue

Phase	Roles and Responsibilities
	when required.
Recovery	Provide support in demobilizing points of distribution
	established for distributing emergency relief
	commodities.
	 Participate in ESF #7 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Office of Emergency Management and Homeland Security

7.7	ency – Office of Emergency Management and Homeland Security
Phase	Roles and Responsibilities
Preparedness	 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	 Provide staff to support ESF #7 in the EOC when requested. Manage and track requests for resources submitted to Maryland Emergency Management Agency (MEMA). Provide technical assistance in identifying sources for emergency relief commodities. Coordinate the implementation of resource requests through Emergency Support Functions of the National Response Framework upon declaration of an emergency by the County Executive and subsequent declarations of an emergency by the Governor of Maryland and the President of the United States.
Recovery	 Manage and track requests for resources submitted to the MEMA. Participate in ESF #7 after-action review.
Mitigation	See All Agencies roles and responsibilities.
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Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	 Participate in ESF #7 planning, training, and exercises.

	Assist in resolving ESF #7 after-action issues.
Response	 Provide for traffic management and control at points of
	distribution.
	 Provide for security at PODs and other logistical
	support facilities.
Recovery	Participate in ESF #7 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Transportation

	Support Tigewey Department of Transportation
Phase	Roles and Responsibilities
Preparedness	 Participate in ESF #7 planning, training, and exercises.
	 Assist in resolving ESF #7 after-action issues.
Response	 Provide staff to support ESF #7 in the EOC when
	requested.
	 Coordinate and fill requests for available equipment,
	trucks, and operators.
	 Provide assistance in traffic management and control.
	 Provide information on traffic conditions and issues
	through the Transportation Management Center.
	 Provide support to evacuations by providing assistance
	in traffic control operations and providing barricades,
	signs, and other devices to assist MCPD in establishing
	a secure perimeter and manage vehicular and
	pedestrian traffic access/egress.
Recovery	 Coordinate and fill requests for available equipment,
	trucks, and operators.
	 Participate in ESF #7 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – Montgomery County Public Schools

Phase	Roles and Responsibilities
Preparedness	Participate in ESF #7 planning, training, and exercises.
	 Assist in resolving ESF #7 after-action issues.
Response	 Provide transportation support to logistics operations.
	 Provide available warehouse and storage space to
	support distribution of relief commodities.
Recovery	Participate in ESF#7 after-action review.
Mitigation	See All Agencies roles and responsibilities.

REFERENCES

Maryland Emergency Operations Plan, 2007.

ACRONYMS

ADA American's With Disabilities Act
CAO Chief Administrative Officer
CAP Corrective Action Program

DHHS Department of Health and Human Services

DRC Disaster Recovery Center

EMAC Emergency Management Assistance Compact

EOC Emergency Operations Center EOP Emergency Operations Plan ESF Emergency Support Function

MCCF Montgomery County Correctional Facility
MCPD Montgomery County Police Department
MCPS Montgomery County Public Schools

MEMA Maryland Emergency Management Agency

MEMAC Maryland Emergency Management Assistance Compact

NCR National Capital Region

NIMS National Incident Management System

OEMHS Office of Emergency Management and Homeland Security

PODS Points of Distribution

SEOC State Emergency Operations Center



ESF #8 Public Health and Medical Services Annex

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

Primary Agency	Department of Health and Human Services – Public Health Services
	County Attorney's Office
	Fire and Rescue Services
	Department of Liquor Control
Support Agencies	Office of Emergency Management and
Support Agencies	Homeland Security
	Montgomery County Police Department
	Regional Service Centers
	Department of Transportation
	Community Engagement Cluster
	Department of General Services
	Permitting Services
	MC 311
	American Red Cross
Cooperating	Montgomery College
Organizations	Montgomery County Public Schools
	Montgomery County Sheriff's Office
	Hospitals

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 annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations ("agencies") in public health and medical services operations following a disaster or emergency and to provide a concept of operations for conducting public health and medical services, and behavioral health and support during operations. This annex also covers protecting the food supply in the event of an accidental or deliberate action that threatens food safety and security, and providing nutrition assistance or protecting the County's natural and agricultural resources following a major disaster or emergency.

Scope

- This annex is applicable to all agencies that have assigned roles and responsibilities in the EOP in support of health and medical services in ESF #8. Health and medical support includes coordinating health and medical professionals and their disposition of care and treatment as well as managing medical supplies and resources to facilitate an effective and efficient response and recovery. This annex supplements the Montgomery County Emergency Operations Plan (EOP).
- In the event of an incident that results in mass fatalities the Maryland Office of the Chief Medical Examiner (MD OCME) will assume jurisdiction of human fatalities and investigate the deaths as authorized under Title 5 of the Health General Article of the Annotated Code of Maryland. The Mass Fatality Incident Annex to the EOP delineates the concept of operations and the roles and responsibilities of County departments and agencies in mass fatality situations. For the purposes of this annex, mass fatality will mean any situation in which there are more human bodies to be recovered and examined than can be handled by the usual local resources. In the event that MD OCME does not assume jurisdiction, it will become the responsibility of ESF-8.
- The Biological Incident Annex to the EOP is applicable to significant disease outbreaks resulting from bioterrorism attacks or natural origins within or affecting Montgomery County including:
 - Biological terrorism events involving Weapons of Mass Destruction (WMD);
 - o Emerging infectious diseases; and

- Novel pathogen outbreaks (pathogens that have not been previously identified).
- Another primary focus of this annex is food security for a significant food emergency. A food-related emergency involves the unintentional or deliberate contamination, threatened or actual, of food that impact human health. For purposes of this annex, a food-related emergency does not apply to food incidents routinely handled by the Montgomery County Department of Health and Human Services, Public Health Services (DHHS PHS) or the Maryland Department of Health and Mental Hygiene (DHMH). This annex is focused on food emergencies that may involve a large number of people in a small area or that are widespread, involving multiple localities and/or states. Maryland DHMH and Montgomery County DHHS/PHS will confer and work with state and federal agencies to ensure coordinated response to food related problems.
- The scope of this annex includes ensuring that the food products affected by
 the incident are safe; removing unsafe foods from commerce; and ensuring a
 partnership among federal, state, local, and private sector entities in
 providing timely, accurate information and in taking appropriate actions to
 mitigate the impacts of the incident.

ASSUMPTIONS

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.
- The primary agency will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation.

- A significant disaster event may cause injuries to a considerable number of people, produce physical or biological health hazards throughout the affected area, and create a widespread need for medical care or public health guidance.
- Medical, mental health and extended care facilities may be damaged or affected by utility company outages (electric, natural gas, and water) that will impact the ability to provide medical care.
- Damage to industrial sites, water systems, and pipelines may create secondary casualties, cause fires, or create a toxic or contaminated environment for communities and first responders.
- Damage to solid waste disposal facilities and water treatment systems as well as the disruption of electrical power may cause conditions that propagate bacteria and disease.
- An act of food tampering within the supply chain, particularly an act directed against large sectors of the food industry in the United States will have major consequences that may overwhelm the capabilities of one or more states and local jurisdictions, including Montgomery County.
- A food incident may include biological, chemical, or radiological contaminants that may require concurrent implementation of other EOP annexes. The incident may not be recognized as such until the biological, chemical, or radiological agent is detected or the effects of exposure to the public are reported to appropriate authorities.
- No single entity possesses the authority, expertise, and resources to act unilaterally on the many complex issues that may arise in response to a significant food incident, especially given the increasingly global nature of the food system.
- Food related emergencies may result from a variety of factors:
 - Natural disasters or man-made events that affect food or impact human health (e.g., hurricane, floods, power outages) that result in the loss of food due to spoilage or contamination.

- Unintentional contamination of food that results in a public health threat or food-borne disease such as improper processing or production.
- Deliberate contamination of food to cause harm to the public or the economy.
- In some cases, it may be difficult to determine initially whether an emergency is caused by deliberate or accidental factors. However, the initial response to protect public health and reduce the threat may be the same.

CONCEPT OF OPERATIONS

- All emergency response and recovery operations conducted under this annex will be in accordance with NIMS.
- The Department of Health and Human Services Public Health Service (DHHS
 – PHS) will actively engage the support agencies and the County medical
 community in planning, training, and exercises to ensure an effective
 operation upon activation.
- DHHS PHS as the primary agency for ESF #8 is responsible for coordinating the overall medical response operations. ESF #8 will provide health and medical services and behavioral health to the community during and after a disaster or emergency including the protection of the water supply, ensuring adequate sanitation, ensuring food safety, providing medical services, mass pharmaceutical dispensing, and preventing or controlling epidemics.
- Depending upon the scope and magnitude of an incident DHHS PHS may activate their Public Health Command Center (PHCC) to coordinate the overall medical response. Upon activation of the county Emergency Operations Center (EOC), DHHS PHS will provide representation to coordinate public health and medical services requirements and issues. ESF #8 reports to the Community Services Group leader at the EOC.
- The DHHS PHS representative at the EOC will maintain communications with the 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 PHS will collect, organize, analyze, summarize and disseminate information related to the medical infrastructure, services and public health issues in coordination with the ESF #8 support agencies and the medical community. This information will be disseminated to and coordinated with the EOC Operations Support Group. Damage assessment information will be provided to the Department of Permitting Services as detailed in the Damage Assessment Annex to the EOP.
- DHHS PHS in coordination with ESF #15 External Affairs will develop and disseminate public service announcements as necessary to provide the public with pertinent public health information and guidance and also within the County.
- DHHS PHS will coordinate incoming mutual aid 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 through the Community Services Group leader. 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 PHS will ensure that all ESF #8 related costs and expenditures are documented in accordance with guidance provided by ESF #5 and internal County policies and procedures.
- In the event of an incident that results in mass fatalities the Montgomery County Police Department (MCPD) will assume jurisdiction of human remains and investigate the death of human beings as casualties associated with an emergency as authorized under Section 35 of the County Code. The MD OCME is responsible for determining the cause and manner of the death specifically if the death occurs by violence, suicide, casualty, or suddenly as authorized under Title 5 of the Health General Article of the Annotated Code of Maryland. ESF #8 will coordinate support to the MD OCME as needed from County departments and agencies (see Mass Fatality Incident Annex to the EOP).
- DHHS PHS will coordinate with state and federal public health agencies and the Maryland Department of Health and Medical Hygiene (DHMH) to assess the health and medical needs arising from the incident.
- DHHS PHS is designated as the primary agency for this annex. The DHMH,
 Division of Food Control has the primary responsibility for responding to
 food safety and security incidents that involve food sold by a wholesale
 establishment or for incidents at a food processing establishment. In the
 event of a significant incident related to food security, County departments
 and agencies will provide support as necessary to state and federal
 authorities.
- In any incident involving food that is associated with a food service establishment, such as a restaurant or school cafeteria, DHHS PHS 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 PHS will alert the DHMH based upon the nature of the incident, DHMH 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 eggrelated products, whereas FDA is responsible for all other food sources. Depending upon the nature of the incident other federal departments and agencies may become directly involved as well. Further information on federal response policies related to nationally significant incidents regarding food safety and security are included in the ESF #11 (Agriculture and Natural Resources) and the Food and Agriculture Incident annexes to the 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 #8 will coordinate with ESF #7 Logistics Support and Resource
 Management for incoming mutual aid resources in support of food safety and
 security operations and will establish staging areas and logistical support
 bases for requested mutual aid resources.
- Restaurants, wholesale and grocery stores, schools, and other businesses that
 produce and distribute food or meals will be notified in case of suspicious
 outbreak involving food contamination.

- The ESF #8 representative at the EOC will ensure any open actions or issues are transferred to the DHHS for coordination and completion or resolution upon the de-activation of the EOC.
- DHHS will facilitate an after-action review of ESF #8 operations within 30 days of the closure of the EOC. Issues identified will be assigned to the appropriate ESF #8 agencies for action or submitted to the Office of Emergency Management and Homeland Security (OEMHS) for resolution through the County's Corrective Action Program (CAP).

ROLES AND RESPONSIBILITIES

All Agencies

	All Agencies
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain internal and external notification rosters and contact lists. Participate in all- hazards planning, training, and exercises. Train department staff for emergency assignments. Develop and maintain an agency-specific continuity of operations plan in accordance with County guidelines and standards. Participate in all WebEOC trainings, drills, and exercises.
Response	 Update the WebEOC position log and monitor throughout the incident.
Recovery	See individual agency roles and responsibilities.
Mitigation	 As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Primary Agency – Department of Health and Human Services / PHS

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain the ESF #8 Annex to the
	Emergency Operations Plan.
	 Develop and maintain supporting plans and procedures
	in coordination with ESF support agencies and
	cooperating organizations.

Phase	Roles and Responsibilities
Phase	 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, Maryland DHMH, 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. Provide this information in an accessible format to ensure effective communication with people with disabilities.
	 Ensure facilities used for county public health and medical services are accessible to individuals with disabilities.
Response	 Coordinate situation assessment of the medical infrastructure, services and medical needs including infrastructure that impacts people with functional needs. Issue drinking water and food restriction advisories. Establish and operate points of dispensing of prophylactic medication. Establish liaison with County hospitals, DHMH, community parters and other medical facilities to coordinate emergency request of available resources, including the Strategic National Stockpile (SNS). Coordinate with the Montgomery County Public Information Office to ensure the public is appropriately informed and that the information is provided in an accessible manner to ensure effective communication with people with disabilities. Implement quarantine/isolation measures upon authorization. Provide guidance to the public on general sanitation issues. Monitor food handling and mass feeding sanitation service in emergency facilities in coordination with the

Phase	Roles and Responsibilities
Phase	 American Red Cross (ARC). Monitor food handling practices in licensed commercial food service facilities in the affected area. Supported by the Maryland DHMH, advise on assessment of environmental risk related to the incident. Coordinate and provide disaster mental health services in conjunction with private community mental health partners. Provide emergency public health services. Coordinate laboratory surveillance and technical expertise provided by DHMH. Conduct environmental health assessments. Inspect for the safety of food. Conduct limited testing of clinical and environmental samples where food contamination is reported. Coordinate with ESF #13 to provide expertise for criminal investigations. Inspect restaurants and regulated portions of grocery stores to ensure food safety when an incident is reported. Provide epidemiological surveillance, outbreak investigation, and follow-up as needed and active disease surveillance and control. 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
	disability related assistance (DRA), durable medical equipment (DME), and consumable medical supplies (CMS).
Recovery	 Ensure that appropriate mental health services are available to disaster victims, responders and their families. Continue coordination as needed with state and federal health and environmental agencies, such as Department of Agriculture and Department of Natural Resources and DHMH. Provide people with disabilities information to connect

Phase	Roles and Responsibilities
	with state and federal agencies about available
	resources through the Deficit Reduction Act and the
	Centers for Medicare and Medicaid Services. Coordinate
	the disposal of contaminated food items and coordinate
	with MCPD Animal Services Division for the disposal of
	dead animals.
	 Conduct ESF #8 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – County Attorney's Office

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Phase	Roles and Responsibilities
Preparedness	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	Assist with the implementation of isolation and
	quarantine orders and other court orders as needed.
	Prepare, as appropriate, emergency ordinances (i.e.,
	price gouging and curfews) and local declarations.
	Advise County officials concerning legal
	responsibilities, powers, and liabilities regarding
	emergency operations and post-disaster and recovery
	assistance.
Recovery	Participate in the ESF #8 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#8 after-action issues.
Response	 Provide emergency medical care, triage, and
	transportation in accordance with standard operating
	policies and procedures.
	 Coordinate and activate the Community Emergency
	Response Team (CERT).
	As resources permit, provide ambulances and personnel

Phase	Roles and Responsibilities
	to assist with the evacuation of hospitals and nursing
	homes, after these facilities have exhausted their private
	transportation vehicle resources.
Recovery	Participate in ESF #8 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#8 after-action issues.
	 Coordinate with the Community Resilience and
	Outreach Program.
Response	 Activate and manage the EOC.
	 As necessary, coordinate requests for state and federal
	assistance.
	 Assist in the development and dissemination of
	protective guidance information.
Recovery	 Participate in ESF #8 after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Department of Liquor Control

	Support figency Department of English Control
Phase	Roles and Responsibilities
Preparedness	 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	Provide refrigerated trucks and refrigerated warehouse
	space as a temporary storage area or morgue when
	required.
	 Provide transportation support and delivery to
	identified facilities for mass dispensing activities
Recovery	Participate in ESF #8 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Montgomery County Police Department

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Phase	Roles and Responsibilities	
Preparedness	Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assisting assisting ESE#8 after a client increase.	
	Assist in resolving ESF#8 after-action issues.	
Response	 Provide security, as needed, for the Strategic National Stockpile receiving, staging and storing site, dispensing sites and medical treatment facilities. During mass fatality incidents under the guidance of the Office of the Chief Medical Examiner (OCME), in process evidence (fingerprinting, collection of personal effects, documentation of injuries, and identification and notification of next of kin). Conduct death investigations and coordinate and provide support to agencies that have primary investigative jurisdiction. Coordinate for technical expertise in investigations of food-borne diseases. Depending on scope and size of the incident, assist in the enforcement of isolation and quarantine orders. 	
Recovery	Participate in ESF #8 after-action review.	
Mitigation	See All Agencies roles and responsibilities.	

Support Agency – Department of Transportation

Support Agency - Department of Transportation	
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#8 after-action issues.
Response	 Provide support to evacuations by providing assistance
	in traffic control operations and providing barricades,
	signs, and other devices to assist the MCPD in
	establishing a secure perimeter and manage vehicular
	and pedestrian traffic access/egress.
	 Provide and coordinate transportation support to PODs.
Recovery	 Provide support to re-entry operations by providing
	assistance in traffic control.
	 Participate in ESF #8 after-action review.

Phase	Roles and Responsibilities	
Mitigation	See All Agencies roles and responsibilities.	

Support Agency – Community Engagement Cluster

Support Exercise Community Engagement Constant		
Phase	Roles and Responsibilities	
Preparedness	 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	 Assist with communication to non-profit community. 	
	 Assist with coordination of building space in Regional 	
	Services Centers for use as medical dispensing sites.	
Recovery	 Participate in ESF #8 after-action review. 	
Mitigation	See All Agencies roles and responsibilities.	

Support Agency – Department of General Services

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Phase	Roles and Responsibilities	
Preparedness	 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	 Provide available and appropriate space to serve as a 	
	medical dispensing site.	
Recovery	 Participate in ESF #8 after-action review. 	
Mitigation	See All Agencies roles and responsibilities.	

Support Agency – Department of Permitting Services

Phase	Roles and Responsibilities	
Preparedness	 Develop and maintain supporting plans and procedures 	
	in coordination with ESF primary and support agencies	
	and cooperating organizations.	
	 Assist in resolving ESF#8 after-action issues. 	
Response	 Provide inspection of wells and sewage disposal 	
	systems.	
Recovery	 Participate in ESF #8 after-action review. 	
Mitigation	 See All Agencies roles and responsibilities. 	

Cooperating Organization – Montgomery County Sherriff's Office

Phase	Roles and Responsibilities	
Preparedness	 Develop and maintain supporting plans and procedures 	
	in coordination with ESF primary and support agencies	
	and cooperating organizations.	
	 Assist in resolving ESF#8 after-action issues. 	
Response	 Provide security, as needed, for the Strategic National 	
	Stockpile receiving, staging and storing site, dispensing	
	sites and medical treatment facilities.	
	 Assist in the services of isolation and quarantine orders. 	
	 Assist community hospitals with security. 	
Recovery	 Participate in ESF #8 after-action review. 	
Mitigation	 See All Agencies roles and responsibilities. 	

Cooperating Organization – Montgomery County Public Schools

Phase	Roles and Responsibilities	
Preparedness	 Develop and maintain supporting plans and procedures 	
	in coordination with ESF primary and support agencies	
	and cooperating organizations.	
	 Assist in resolving ESF#8 after-action issues. 	
Response	 Provide available stage and distribution assets for the 	
	medications, if needed.	
	DHHS – PHS may request transportation assistance	
	from the schools if needed.	
Recovery	 Participate in ESF #8 after-action review. 	
Mitigation	 See All Agencies roles and responsibilities. 	

Cooperating Organization – Montgomery College

Phase	Roles and Responsibilities	
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. 	
	 Assist in resolving ESF#8 after-action issues. 	
Response	 Provide available facilities for points of dispensing sites. 	
Recovery	 Participate in ESF #8 after-action review. 	
Mitigation	 See All Agencies roles and responsibilities. 	

Cooperating Organization – American Red Cross

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#8 after-action issues.
Response	 Supplement County mental health services efforts.
	 Assist with recruiting trained volunteers to supplement
	staffing resources.
Recovery	Provide mental health services.
	 Participate in ESF #8 after-action review.
Mitigation	See All Agencies roles and responsibilities.

REFERENCES

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

ACRONYMS

ADA	Title II of the Americans with Disabilities Act	
ARC	American Red Cross	
CAP	Corrective Action Program	
CERT	Community Emergency Response Team	
DHHS	Department of Health and Human Services	
DHMH	Department of Health and Mental Hygiene	
DMAT	Disaster Medical Assistance Team	
EOC	Emergency Operations Center	
EOP	Emergency Operations Plan	
ESF	Emergency Support Function	
FDA	Food and Drug Administration	
MCPD	Montgomery County Police Department	
MD OCME	Maryland Office of the Chief Medical Examiner	
NCR	National Capital Region	

NIMS National Incident Management System

NRF National Response Framework

OCME Office of the Chief Medical Examiner

OEMHS Office of Homeland Security and Emergency Management

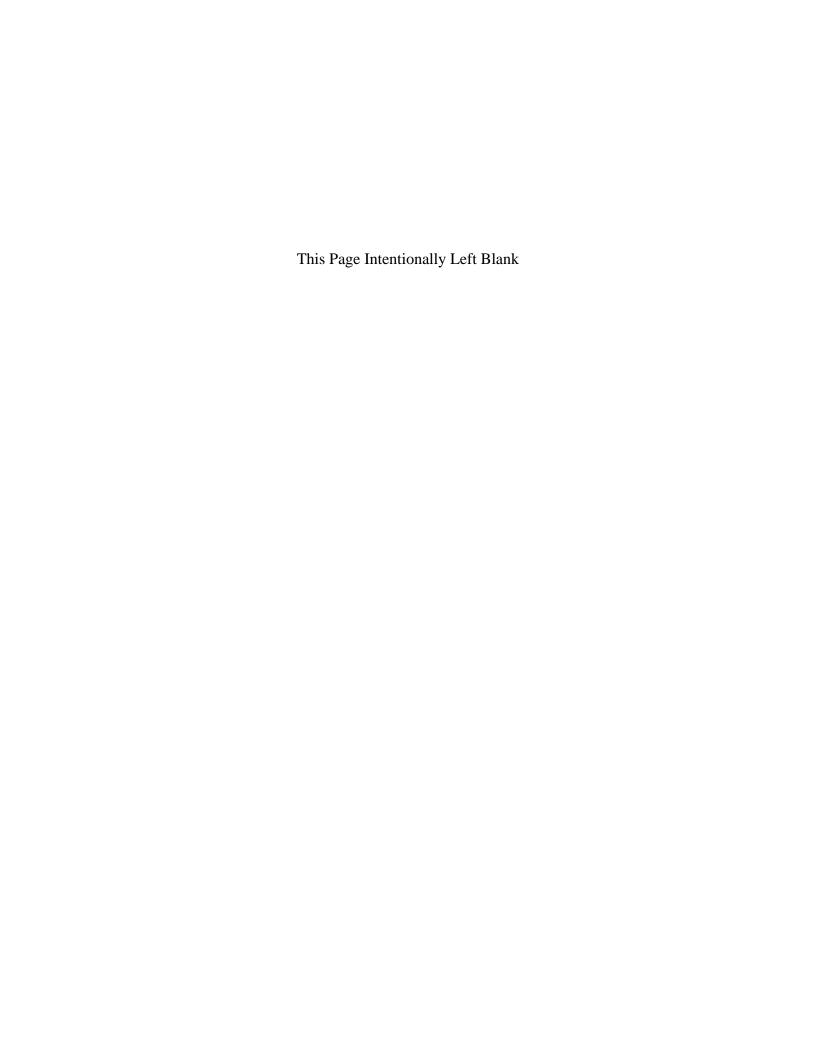
PHS Public Health Services

SEOC State Emergency Operations Center

SNS Strategic National Stockpile

USDA United States Department of Agriculture

WMD Weapons of Mass Destruction



ESF #9 Search and Rescue Annex

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

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

INTRODUCTION

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

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

DEFINITIONS

Search is defined as operations to locate persons missing, lost or unaccounted for; to remove them to a safe location if not trapped or injured; or to identify their location if trapped or injured so that their extrication and/or emergency medical treatment can be accomplished.

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

ASSUMPTIONS

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- 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. ESF #9 operates under the Emergency Services Team in the EOC.
- The primary agency during operations is dependent upon the nature of the mission requirements. For 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, Radio Amateur Civil Emergency Service, etc.) as needed.
- Whenever practical, resources available from county or other governmental
 or quasi-governmental resources will be used before supplies or services are
 obtained from private contractors, 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

All Agencies

	11W 11generes
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain internal and external notification
	rosters and contact lists.
	 Participate in all-hazards planning, training, and
	exercises.
	 Train department staff for emergency assignments.
	 Develop and maintain an agency-specific continuity of
	operations plan in accordance with county guidelines
	and standards.
	 Participate in all WebEOC activations and drills.
Response	 See individual agencies roles and responsibilities.
	 Update WebEOC position log and monitor throughout
	the incident.
Recovery	 See individual agencies roles and responsibilities.
Mitigation	As appropriate, identify potential opportunities for
	mitigating the impacts of future incidents.

Co-Primary Agency –Fire and Rescue Services

	Co-1 timuty ligency Title and Rescue Services
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain the ESF #9 Annex 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	 Provide representative to the EOC to serve as the lead
	for ESF #9 conducting rescue operations.
	 Serve as primary agency for conducting rescue
	operations as outlined in this annex using necessary
	federal, state, county and volunteer resources and
	available supporting agencies.
	 Coordinate the activities of rescue resources during
	disaster operations to accomplish incident objectives.

Phase	Roles and Responsibilities
	 Prioritize missions in accordance with information provided by the IC/UC/UAC and the Disaster Manager. Coordinate incoming mutual aid resources in support of rescue operations. Establish and operate staging areas as necessary. Provide emergency medical services and transport of victims.
Recovery	 Conduct ESF #9 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Co-Primary Agency – Montgomery County Police Department

C0-P1	rmary Agency – Montgomery County Police Department
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain the ESF #9 Annex 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 local rescue resource inventories. Develop and maintain resource inventories.
Response	 Provide representative to the EOC to serve as the lead for ESF #9 for conducting search operations. Serve as primary agency for conducting search operations as outlined in this annex using necessary Federal, State, county and volunteer resources and available supporting agencies. Coordinate the activities of search resources during disaster operations to accomplish incident objectives. Prioritize missions in accordance with information provided by the IC/UC/UAC and the Disaster Manager. Coordinate incoming mutual aid resources in support of search operations. Establish and operate staging areas as necessary. Provide traffic and access control at emergency scenes as necessary. Provide crowd control and site security as necessary.
Recovery	Participate in ESF #9 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Train department staff for emergency assignments.
	 Assist in resolving ESF#9 after-action issues.
Response	 Coordinate the request for resources as needed.
	 Coordinate the processing of data into GIS products.
Recovery	 Participate in ESF #9 after-action review.
Mitigation	See All Agencies roles and responsibilities.

REFERENCES

- Maryland Emergency Operations Plan (2007)
- Montgomery County Emergency Operations Plan.
- ESF #9Search and Rescue Annex to the NRF (January 2008).

ACRONYMS

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

UAC Unified Area Command

UC Unified Command

US&R Urban Search and Rescue



ESF #10 Oil and Hazardous Materials Response Annex

PRIMARY AGENCY: Fire and Rescue Services

Primary Agency	Fire and Rescue Services
	County Attorney's Office
Support Agencies	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 annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations ("agencies") in hazardous material operations following a disaster or emergency and to provide a concept of operations for conducting transportation services and support during operations.

Scope

 This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of hazardous materials operation in ESF #10. This annex supplements the County EOP.

- For purposes of this annex, hazardous materials include chemical, biological, radiological, and nuclear releases whether accidental or intentional.
- There are more than 180 facilities in the County subject to the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) reporting. There are an additional 3,000 facilities subject to reporting under the County's Executive Regulation 17-03.
- This annex encompasses the response to, containment of, and monitoring 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 annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- 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 agencies.
- Release of hazardous materials will initially require a local emergency response. The local emergency response may be adequate for certain limited releases. When additional support is required, assistance will be obtained through existing mutual aid agreements (maintained by ESF #10) and, if

necessary, through various state or federal agencies or through outside mutual aid available through the Maryland Emergency Management Assistance Compact (MEMAC) and the Emergency Management Assistance Compact (EMAC). Remediation may be accomplished through contractors.

- A wide variety of hazardous materials are transported through or utilized by facilities within the County. Hazardous material incidents can be expected to occur and pose significant threats to the County during transportation along major roadways, rail lines, pipelines, and at fixed facilities.
- Accidental or intentional releases can occur that may place citizens and emergency response personnel at risk and contaminate people, animals, roadways, structures, and waterways. A major disaster may result in multiple simultaneous hazardous material incidents.
- County and local responders may become overwhelmed by the magnitude of response required to assess, monitor, contain, remove, and dispose of hazardous materials. Standard communications media may be disrupted or destroyed. Damaged transportation infrastructure may delay and hinder response efforts.
- Fire and Rescue Services (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.

CONCEPT OF OPERATIONS

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

- Emergency operations conducted under ESF #10 will be in accordance with 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 lifesafety 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 multiagency 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 monitor cleanup
 operations, and oversee/assist in the investigation for emergency and postemergency 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 within the Operations Support Group will provide technical assistance in identifying resources available through mutual aid agreements such as MEMAC and EMAC.
- ESF #10 will allocate available resources to each mission based upon the priorities identified by the Disaster Manager in coordination with the IC.
- Depending on the size and scope of the incident, FRS or ESF #10 will coordinate incoming mutual aid resources in support of hazardous material response operations and will establish staging areas and logistical support bases for requested mutual aid resources. Incidents with a terrorism nexus (or suspected nexus) will involve additional coordination with local, state, and federal organizations. The EOP Terrorism Annex provides additional guidelines and procedures for response to terrorist incidents.
- Through the execution of memoranda of understanding and mutual aid agreements, the fire, rescue, and hazardous materials resources of federal agencies located within the County may be utilized.
- Requests for state or federal assistance will be coordinated by the Disaster Manager to the State Emergency Operations Center (SEOC) in response to needs identified by ESF #10 through the Emergency Services Group leader. Once it is determined that the state will be providing assistance, the ESF #10 representative will coordinate directly as needed with the state ESF #10 counterpart in fulfilling the requests.
- In the event of a federal emergency or disaster declaration that includes Montgomery County, critical resources and support may be available through the federal government. The Disaster Manager will initiate requests for federal assistance through the SEOC. Once it is determined that the federal government is providing the resources, the County ESF #10 representative will coordinate directly with the designated federal point-ofcontact 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 agencies (see Mass Fatality Annex to the EOP).
- FRS will ensure that all ESF #10 related costs and expenditures are documented in accordance with guidance provided by ESF #5 and internal County policies and procedures.
- ESF #10 operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.
- The ESF #10 representative(s) at the EOC will ensure any open actions or issues are transferred to the FRS as appropriate for coordination of the completion or resolution, upon deactivation of the EOC.
- FRS will facilitate an after-action review of ESF #10 operations within 30 days
 of the de-activation of the EOC. Issues identified will be assigned to the
 appropriate ESF #10 agencies for action or submitted to the Office of
 Emergency Management and Homeland Security (OEMHS) for resolution
 through the County's Corrective Action Program.

ROLES AND RESPONSIBILITIES

All Agencies

Phase		Roles and Responsibilities
Preparedness	•	Develop and maintain internal and external notification
		rosters and contact lists.

	Participate in all- hazards planning, training, and
	exercises.
	 Train department staff for emergency assignments.
	 Develop and maintain an agency-specific continuity of
	operations plan in accordance with County guidelines
	and standards.
	 Participate in all WebEOC activations and drills
Response	 Update WebEOC position log and monitor throughout
	the incident.
Recovery	 Participate in ESF #10 after-action review.
Mitigation	As appropriate, identify opportunities to mitigate the
	impact of future incidents.

Primary Agency – Fire and Rescue Services

	Primary Agency – Fire and Rescue Services
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain the ESF #10 Annex to the Emergency Operations Plan. Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. 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
Response	 through the LEPC. Provide technical support to on-scene operations in determining the type and nature of the hazardous material involved. Provide support for the response and containment at hazardous materials incidents. Coordinate requests for geographical information system (GIS) to support damage assessment activities. Ensure notification of appropriate local, state, and federal agencies in accordance with applicable laws and regulations. Coordinate mutual aid and private vendor resources.

Phase	Roles and Responsibilities
	 Establish as needed staging areas and other response facilities for mutual aid agreements. Determine the need for evacuations or other protective actions such as "shelter-in-place," risk analysis, plume, and dispersion modeling. Conduct decontamination operations for the public. When possible, establish a system for accounting for all exposed persons. With assistance from law enforcement, collect personal effects removed from contaminated persons.
Recovery	 Coordinate re-entry of the threatened or contaminated areas. Coordinate with appropriate County and state agencies and contractors for site clean-up and restoration. Conduct ESF #10 after-action review.
Mitigation	As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – County Attorney's Office

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF#10 after-action issues.
Response	 Assist in obtaining waivers and legal clearances needed to dispose of debris and materials. Provide advice on legal matters relating to emergency authority and responsibility.
Recovery	 Provide support to DEP in conducting investigations following hazardous material incidents.
Mitigation	As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Environmental Protection

Phase	Roles and Responsibilities
Preparedness	 Assist in resolving ESF#10 after-action issues.
_	Maintain inventory of agency resources.
Response	 Provide support to hazardous material response by providing detection, monitoring, and sampling and analysis operations in accordance with DEP Response Procedures for Hazardous Materials Spills. Provide support in determining the possible impact on sewer and/or water systems and potential mitigation measures. Determine suitable sites and establish procedures for the disposal of hazardous materials, in cooperation with
	local, state, and federal agencies.
Recovery	 Monitor hazardous material incident clean-up operations including coordinating the County's efforts in decontaminating public and private properties and the environment.
	 Coordinate monitoring and sampling operations with officials from other agencies that may become involved. Monitor the progress of cleanup and remediation contractors and assess if work is being performed in a

Phase	Roles and Responsibilities
	manner consistent with local, State and Federal guidelines for hazardous materials handling and disposal.
	 Conduct investigations in conjunction with State and Federal Agencies in an effort to determine parties responsible for the hazardous materials incident.
Mitigation	See all agencies roles and responsibilities.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#10 after-action issues.
	 Maintain inventory of agency resources.
Response	 Coordinate and fill requests for available heavy
	construction equipment, trucks, operators, and related
	construction supplies.
Recovery	 See All Agencies roles and responsibilities.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness Response	 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. Maintain the EOC in a state of operational readiness. Coordinate the request for resources as needed through EMAC and the state EOC. Coordinate with ESF #10 for evacuations or other protective actions such as "shelter-in-place" – risk analysis, plume, and dispersion modeling.
	 Provide assistance in coordinating evacuations. Manage the EOC.
Recovery	See All Agencies roles and responsibilities.

Phase	Roles and Responsibilities	
Mitigation	 Maintain registry of chemical storage and use facilities. 	

Support Agency – Montgomery County Police Department

Support figurey montgomery Country I once Department	
Phase	Roles and Responsibilities
Preparedness	 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 agency resources.
Response	 Conduct evacuations as needed. Initiate warning and alerting in cooperation with the FRS. Conduct death investigations. In those cases where other agencies have primary jurisdiction of death investigations (i.e. terrorism – 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. Coordinate with ESF #10 and ESF #13 for the disposition of personal property.
Recovery	See All Agencies roles and responsibilities.
Mitigation	As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.
	 Assist in resolving ESF#10 after-action issues.

Response	 Provide support to evacuations by providing assistance in traffic control operations to the MCPD establishing a perimeter and manage vehicular and pedestrian traffic access/egress. Provide and coordinate transportation support to evacuations.
Recovery	 Provide support to re-entry operations by providing assistance in traffic control.
Mitigation	 As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

REFERENCES

- Maryland Emergency Operations Plan (2007)
- Montgomery County Commodity Flow Survey (2009)
- Montgomery County Emergency Operations Plan.
- Terrorist Incident Annex to the Montgomery County EOP.
- Nuclear and Radiological Incident Annex to the Montgomery County EOP.
- Mass Fatality Annex to the Montgomery County EOP.
- ESF #10 Annex, Oil and Hazardous Materials Response, to the National Response Framework (January 2008).
- DEP Response Procedures for Hazardous Material Spills.

ACRONYMS

ADA	Americans with Disabilities Act
DEP	Department of Environmental Protection
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FRS	Fire and Rescue Services
GIS	Geographical Information System
IC	Incident Command(er)
ICS	Incident Command System
IMT	Incident Management Team
LEPC	Local Emergency Planning Committee

MCPD Montgomery County Police Department MDE Maryland Department of Environment

MD OCME Maryland Office of the Chief Medical Examiner
MEMA Maryland Emergency Management Agency
MEMAC Maryland Emergency Management Compact

NIMS National Incident Management System

NRC National Response Center NRF National Response Framework

OCME Office of the Chief Medical Examiner

OEMHS Office of Emergency Management and Homeland Security

OSC On-Scene Coordinator

SARA Superfund Amendments and Reauthorization Act

SEOC State Emergency Operations Center



ESF #11 Agriculture and Natural Resources Annex

PRIMARY AGENCY: Department of Health and Human Services

Primary Agency	Department of Health and Human Services / PHS
	Office of Consumer Protection
	Department of Economic Development
Cumport Agancies	Office of Emergency Management and
Support Agencies	Homeland Security
	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 annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations ("agencies") in performing the various Emergency Support Function (ESF) #11 missions such as responding to a significant animal or plant disease outbreak and to provide a concept of operations for conducting these services and support during operations.

Scope

This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of ESF #11. This annex supplements the County EOP.

ASSUMPTIONS

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- The 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 agencies 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 annex may be conducted for incidents that originate outside of Montgomery County or the State of Maryland but due to the nature and scope have interstate or national implications. This may necessitate the activation of other annexes as well.

CONCEPT OF OPERATIONS

 Emergency operations conducted under ESF #11 will be in accordance with the 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 in the Operations Support Group will provide
 technical assistance in identifying resources available through mutual aid
 agreements.
- ESF #11 will as necessary establish a unified command structure in order to coordinate operations.
- In the event of fatalities encountered during an incident involving food safety and security, DHHS will ensure notification of the 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 will coordinate support to the OCME as

needed from County departments and agencies (see Mass Fatality Annex to the EOP).

- Incidents with a terrorism nexus (or suspected nexus) will involve additional coordination with local, state, and federal organizations. The Terrorism Annex of the EOP provides additional guidelines and procedures for response to terrorist incidents.
- ESF #11 agencies will coordinate to ensure that unsafe foods are removed from commerce and that they will not be offered for sale until their safety is assured.
- ESF #11 will ensure that all ESF #11 related costs and expenditures are documented in accordance with guidance provided by the 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.

ROLES AND RESPONSIBILITIES

All Agencies

Phase	Roles and Responsibilities	
Preparedness	 Develop and maintain internal notification rosters and procedures. 	
	 Train department staff for emergency assignments. 	
	 Develop and maintain inventory of assets. 	
	 Develop and maintain an agency-specific continuity of 	

	 operations plan in accordance with County guidelines and standards. Participate in all WebEOC trainings, drills, and exercises.
Response	 Update the position log in WebEOC and monitor throughout the event.
Recovery	See individual agencies roles and responsibilities.
Mitigation	 As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Primary Agency – Department of Health and Human Services/ PHS

Primary Agency – Department of Health and Human Services/ PHS	
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain the ESF #11 Annex to the EOP.
	 Conduct ESF #11 planning, training and exercises.
	 Develop and maintain supporting plans and operational
	procedures in coordination with ESF support Agencies.
	 Manage resolution of ESF #11 after-action issues
	 Develop and maintain inventory of assets.
	 Coordinate resolution of ESF #11 after-action issues.
Response	 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.
Recovery	 Continue coordination as needed with state and federal
	health and environmental agencies, such as Department
	of Agriculture and Department of Natural Resources.
	 Continue to provide update information as need to the
	general public related to public health.
	Conduct ESF #11 after-action review.
Mitigation	 See all agencies roles and responsibilities.

Support Agency – Office of Consumer Protection

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and operational procedures. A sixting the state of FCF #11 file of the state o
	 Assist in the resolution of ESF #11 after-action issues.

Response	Provide assistance in addressing issues related to
	consumer protection.
Recovery	 Participate in ESF #11 after-action review.
Mitigation	 See all agencies roles and responsibilities.

Support Agency – Department of Economic Development – Animal Services

Phase	Roles and Responsibilities	
Preparedness	 Participate in ESF #11 planning, training, and exercises. 	
	 Develop and maintain supporting plans and operational procedures. 	
	Assist in the resolution of ESF #11 after-action issues.	
Response	Implement the local response to an outbreak of a highly	
	contagious animal disease.	
Recovery	 Participate in ESF #11 after-action review. 	
Mitigation	 See all agencies roles and responsibilities. 	

Support Agency – Office of Emergency Management and Homeland Security

	ney System of Emergency management with Hemician Security
Phase	Roles and Responsibilities
Preparedness	 Participate in ESF #11 planning, training, and exercises.
	 Develop and maintain supporting plans and operational
	procedures.
	 Maintain the EOC in a state of operational readiness.
	 Assist in the resolution of ESF #11 after-action issues.
Response	 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	 Participate in ESF #11 after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	 Participate in ESF #11 planning, training and exercises. Develop and maintain supporting plans and
	procedures.Assist with the resolution of ESF #11 after-action issues.
Response	Conduct criminal investigations and evidence gathering.
	 Coordinate with state and federal law enforcement

	authorities.
Recovery	 Participate in ESF #11 after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Department of Environmental Protection

Phase	Roles and Responsibilities
Preparedness	 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	 Support DHHS – PHS in coordination with Maryland
	Department of Natural Resources.
	 Provide DHHS – PHS with information on
	environmental hazards that would pose a potential
	health hazard.
Recovery	 Participate in ESF #11 after-action review.
Mitigation	 See All Agencies roles and responsibilities.

REFERENCES

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

ACRONYMS

ADA	Americans with Disabilities Act
DHHS	Department of Health and Human Services
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
MCPD	Montgomery County Police Department
MEMAC	Maryland Emergency Management Assistance Compact
NIMS	National Incident Management System
NRF	National Response Framework

OCME Office of the Chief Medical Examiner

OEMHS Office of Emergency Management and Homeland Security

PHCC Public Health Command Center PIO Public Information Office(r)



ESF #12 Energy Annex

PRIMARY AGENCY: Department of General Services

Primary Agency	Department of General Services
Support Agency	Office of Emergency Management and
	Homeland Security
	Potomac Edison
Cooperating	Baltimore Gas and Electric
Organizations	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 maintain, restore and rebuild the energy infrastructure following a disaster.

Purpose

The purpose of this annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations ("agencies") in collecting information on the status of energy services and infrastructure and facilitating service restoration following a significant emergency or disaster.

Scope

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

For purposes of this annex, "energy" includes producing, transporting, generating, and transmitting energy including electric power, natural gas, gasoline, heating oil and other fuels.

The primary function of ESF #12 is to collect, analyze, and provide information on the status of energy resources and related infrastructure within the County including fuel and electrical supply and distribution.

Additionally ESF #12 monitors the energy restoration process such as percentage of restoration, projected schedules for restoration and issues impacting the restoration operations.

ASSUMPTIONS

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.
- The primary agency will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation.
- Significant disasters or emergencies may occur within the County that will
 disrupt energy systems such as electrical power. The loss of any one of the
 energy utilities can endanger the safety and health of County residents,
 disrupt businesses, and interfere with the County's ability to provide needed
 services during the emergency. Any County facility critical to the health and
 safety of residents should have an emergency means of self generation.
- Energy disruptions can occur due to direct impact upon the infrastructure, surges in requirements, and widespread energy shortages.

- The rapid restoration of energy utilities is essential to the health and welfare of the County's residents and in preserving the County's economic base.
- The designated partner organizations are the primary sources of information that will be collected by the Department of General Services (DGS).
- The restoration of normal operations of energy facilities and distribution systems is the primary responsibility of the owners. However, since restoration of normal operations is critical to the recovery process, the County may provide assistance as needed to expedite the restoration process.
- Energy and utility providers have existing plans and procedures for dealing with energy and utility emergencies.

POLICY

- ESF #12 (DGS) will establish and maintain contact with appropriate private sector representatives to obtain information on energy facilities and distribution systems and the status of restoration.
- ESF #12 will develop internal operational plans and procedures necessary to accomplish their ESF #12 roles and responsibilities.
- Montgomery County, through ESF #12, will coordinate its response activities
 with the electric utilities including 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 will provide representation to the EOC to serve as the ESF #12 lead for collecting information on the status of the energy facilities and distribution systems. ESF #12 operates within the Infrastructure Support Group at the EOC.
- 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.
- ESF #12 provides a liaison to energy providers to facilitate a coordinated restoration of electric, gas, and fossil fuels as well as energy delivery systems. Montgomery County, through ESF #12, will coordinate its emergency response activities with local energy providers for the restoration of vital services in the event of outages and shortages.
- ESF #12 will monitor restoration efforts and provide status reports to ESF #5 Emergency Management in the Operations Support Group for each operational period until services are restored.
- In a significant disruption of energy services, it may be necessary to develop and implement a coordinated plan for communicating with the public regarding the extent of the emergency, actions being taken, and actions that the public may need to take. ESF #12 will work jointly with the service providers and ESF #15 External Affairs to develop and disseminate information to the public concerning the situation.

- ESF #12 will monitor restoration operations and, when appropriate, coordinate assistance from other County departments and agencies to expedite the restoration process (e.g., emergency debris removal to provide access).
- As necessary, 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 will 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.
- Requests for state or federal assistance will be coordinated by the Disaster Manager to the State Emergency Operations Center (SEOC) in response to needs identified by the ESF #12 through the Infrastructure Support Section Chief. Once it is determined that the state will be providing assistance, ESF #12 will coordinate directly as needed with the state ESF #12 on energy related actions and issues.
- In the event of a federal emergency or disaster declaration critical resources such as generators and technical assistance may be available through the federal ESF #12. The Disaster Manager will initiate requests for assistance through the SEOC. Once it is determined that the federal assistance is authorized, ESF #12 will coordinate directly with the designated federal point-of-contact to fulfill the County's requests and to address any issues as to delivery timelines and locations.
- DGS will ensure that all ESF #12 related costs and expenditures are documented in accordance with guidance provided through the Operations

Support Group and Finance and Risk Management at the EOC and internal County policies and procedures.

- Operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.
- ESF #12 at the EOC will ensure any open actions or issues are transferred to DGS for completion or resolution upon the demobilization of the EOC.
- DGS 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

All Agencies

	All Agencies
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain internal and external notification rosters and contact lists. Participate in all- hazards planning, training, and exercises. Train department staff for emergency assignments. Develop and maintain an agency-specific continuity of operations plan in accordance with County guidelines and standards. Participate in all WebEOC trainings, drills, and exercises.
Response	 Update the WebEOC position log and monitor throughout the event.
Recovery	 See individual agencies roles and responsibilities.
Mitigation	 As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Primary Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	Develop and maintain the ESF #12 Annex to the

Phase	Roles and Responsibilities
	Emergency Operations Plan.
	Develop and maintain supporting plans and procedures
	in coordination with ESF support agencies and
	cooperating organizations.
	 Coordinate resolution of ESF #12 after-action issues.
	In coordination with OEMHS maintain contact lists for
	energy service providers.
	 Maintain a list of portable generators available to the
	County.
Response	 Provide representative(s) to the EOC to serve as the ESF
	#12 lead.
	 Coordinate the collection and distribution of
	information related to energy supply, infrastructure,
	and restoration.
	 Establish and maintain liaison with service providers
	 Coordinate assistance to utilities for restoration (debris
	removal, emergency access).
	 Identify alternate sources of fuel.
	 Identify and develop measures to curtail and ration
	energy services.
	 Maintain information on the status of fuel supplies and
	distribution.
	Provide vehicles, site access, fuel and maintenance
	support for emergency transportation.
Recovery	 Monitor status of energy infrastructure and service
	restoration.
	 Conduct ESF #12 after-action review.
	Provide vehicles, site access, fuel and maintenance
	support for recovery operations.
Mitigation	 See All Agencies roles and responsibilities.

Cooperating Organization – Potomac Edison

Phase	Roles and Responsibilities
Preparedness	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.
	 Provide emergency notification information to DGS and

	OEMHS.
Response	 Provide information on the status of the electric system and facilities. Upon request, provide a representative to the EOC to provide a liaison between field operations and the County. Restore and operate the electrical system with consideration given to County priorities.
	 Identify assistance needed from the County in restoring electrical services.
Recovery	Participate in ESF #12 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – Baltimore Gas and Electric

Cooperating Organization - Buttimore Gus and Electric	
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF#12 after-action issues. Provide emergency notification information to DGS and OEMHS.
Response	 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 a liaison between field operations and the County. 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.
Recovery	Participate in ESF #12 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Office of Emergency Management and Homeland Security

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

	Assist in resolving ESF #12 after-action issues.
	Assist the primary agency in developing and
	maintaining points of contacts for notification of energy
	service providers.
	 Develop and maintain a power priority restoration list
	based upon facilities required to provide sheltering,
	sanitary facilities, and other basic needs.
Response	 Provide support for information collection and analysis
	related to ESF #12 responsibilities.
Recovery	 Provide support for information collection and analysis
	related to ESF #12 responsibilities.
	 Review and update the County's power restoration list.
	 Participate in ESF #12 after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Cooperating Organization – Potomac Electric Power Company

Cooperating Organization - Potomac Liectric Power Company	
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF #12 after-action issues. Provide emergency notification information to DGS and OEMHS.
Response	 Provide information on the status of the electric system and facilities. Upon request, provide a representative to the EOC to provide a liaison between field operations and the County. Restore and operate the electrical system with consideration given to County priorities. Identify assistance needed from the County in restoring electrical services.
Recovery	Participate in ESF #12 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – Washington Gas

Phase	Roles and Responsibilities	
Preparedness	 Develop and maintain supporting plans and procedures 	

	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF #12 after-action issues.
	 Provide emergency notification information to OEMHS.
Response	 Provide information on the status of the natural gas
	services, supplies, and facilities.
	 Upon request, provide a representative to the EOC to
	provide a liaison between field operations and the
	County.
	 Restore and operate natural gas service with
	consideration given to County priorities.
	 Identify assistance need from the County in restoring
	natural gas services.
Recovery	 Participate in ESF #12 after-action review.
Mitigation	 See All Agencies roles and responsibilities.

REFERENCES

- Damage Assessment Annex to the Montgomery County EOP.
- Maryland Emergency Operations Plan (2007).
- Metropolitan Washington Council of Governments (MWCOG) Power Emergency Alert Plan.

ACRONYMS

ADA	Americans with Disabilities Act
BGE	Baltimore Gas and Electric
CAO	Chief Administrative Officer
CAP	Corrective Action Program
DGS	Department of General Services
EMG	Emergency Management Group
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
NIMS	National Incident Management Agency

MWCOG Metropolitan Washington Council of Governments

OEMHS Office of Emergency Management and Homeland Security

SEOC State Emergency Operations Center PEPCO Potomac Electric Power Company



ESF #13 Public Safety and Security Annex

PRIMARY AGENCY: Montgomery County Police Department

Primary Agency	Montgomery County Police Department
	County Attorney's Office
Support Agencies	Department of Corrections and
	Rehabilitation
	Fire and Rescue Services
	Department of Transportation
	MC 311
	Chevy Chase Village
Cooperating	City of Gaithersburg Police
Organizations	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 annex 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 agencies designated as primary or support agencies to this annex and the Cities of Takoma Park, Rockville, Gaithersburg and Chevy Chase Village that maintain their own municipal police departments.
- Supplements the Montgomery County Emergency Operations Plan (EOP).
- Provides for the coordination of law enforcement resources and operations by the MCPD through the Emergency Operations Center (EOC) upon activation of the EOP.

SITUATION

- The MCPD has the primary responsibility for providing police services in Montgomery County, 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.
- For incidents that are the result of an act of terrorism (or suspected), the
 Federal Bureau of Investigation (FBI) will be the lead agency for the criminal
 investigation. The Terrorist Incident Annex to the EOP provides additional
 information on the concept of operations for responding to terrorist related
 incidents.
- For an incident that results in mass fatalities, the Mass Fatality Annex to the EOP will be activated for management of the fatalities.

ASSUMPTIONS

- The Planning Assumptions stated in the Montgomery County EOP also apply to this Annex.
- Additional law enforcement resources and services may often be available through mutual aid agreements.
- If local capabilities are exceeded, support may be available from state and federal law enforcement agencies and the Maryland National Guard.
- All emergency response and recovery operations conducted under this Annex will be in accordance with the National Incident Management Systems (NIMS) and Title II of the Americans with Disabilities Act (ADA).

CONCEPT OF OPERATIONS

- The MCPD monitors incidents on a continuous basis and routinely responds to emergency incidents. Most incidents are managed by the on-scene incident commander (IC).
- In incidents with multi-agency and/or multi-jurisdictional involvement, a unified command will be established.
- Upon activation of the EOC, the MCPD will provide representation to address countywide public safety requirements and issues. The MCPD, as the primary agency, will request representation from support and partner agencies as needed.
- The ESF #13 representative at the EOC will coordinate requests for state and/or federal law enforcement resources through the Disaster Manager.
- MCPD will coordinate incoming mutual aid resources in support of law enforcement and security operations and establish staging areas and logistical support bases for requested mutual aid resources supporting public safety and security activities.
- In the event National Guard resources are deployed to the County to augment law enforcement and security, the MCPD will coordinate and manage the use of those resources.
- Other County departments and agencies that require public safety and security assistance in conducting their emergency operations will request support through ESF #13 in the EOC. MCPD will ensure that all ESF #13 related costs and expenditures are documented in accordance with guidance provided by the 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 de-activation of the EOC.
- MCPD will conduct an after-action review of ESF #13 operations within 30 days of the closure of the EOC. Issues identified will be assigned to the appropriate ESF #13 agency for action or submitted to OEMHS for resolution through the County's Corrective Action Program (CAP).

ROLES AND RESPONSIBILITIES

All Agencies

	All Agencies
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain internal and external notification rosters and contact lists for the purpose of activating emergency response teams. 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. Participate in all WebEOC trainings, drills, and exercises.
Response	 Maintain position log in WebEOC and monitor throughout the incident.
Recovery	 See individual agencies roles and responsibilities.
Mitigation	 As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Primary Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain the ESF #13 Annex to the
	Emergency Operations Plan.
	 Develop and maintain supporting plans and procedures
	in coordination with ESF support agencies and
	cooperating organizations.
	 Coordinate resolution of ESF#13 after-action issues.

Phase	Roles and Responsibilities
	Develop and maintain mutual aid agreements.
	 Develop and maintain inventory of agency resources.
Response	Coordinate all emergency response law enforcement
	activities at the County level.
	 Provide traffic management and access control.
	 Enforce curfews as established by an emergency
	declaration or executive order.
	Maintain law and order.
	Coordinate the provision of security and traffic control
	at staging areas, reception centers, mass care shelters
	and other critical facilities.
	Implement and manage evacuations as required by the
	situation.
	Coordinate with higher levels of government for law
	enforcement support during emergency response
	activities.
	 Coordinate and manage mutual aid resources including the National Guard.
	Maintain documentation for costs related to ESF #13
	operations in accordance with County internal
	procedures.
Recovery	Provide security at designated recovery sites.
	Release mutual aid resources to home jurisdictions.
	As appropriate provide traffic and access control for re-
	entry operations.
	Conduct after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – County Attorney's Office

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies and cooperating organizations.
	 Assist in resolving ESF#13 after-action issues.

Response	 Provide legal opinions and interpretations.
	 Draft ordinances as appropriate.
Recovery	 Participate in after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Department of Corrections and Rehabilitation

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF #13 after-action issues.
	 Develop and maintain inventory of agency resources.
Response	 Provide available staff, resources, and facilities to
	support ESF #13 operations.
	 Upon request, provide assistance in security of
	designated facilities.
Recovery	 Provide available staff, resources, and facilities to
	support ESF #13 operations.
	 Participate in the ESF #13 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency –Fire and Rescue Services

D1	Dalas and Danas at 11111
Phase	Roles and Responsibilities
Preparedness	 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	 Provide detection, render safe, containment, and
	investigation for hazardous devices.
	 Provide medical support for MCPD operations.
Recovery	 Provide criminal investigation for fire and hazardous
	device incidents.
	 Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

MC 311

Phase	Roles and Responsibilities
Preparedness	 Assist in resolving ESF #13 after-action issues.

	 Develop and maintain supporting plans and
	procedures.
Response	 Provide appropriate information coming through the
	call center to public safety representatives.
	 Relay necessary public safety information to those
	contacting the call center.
Recovery	 Participate in ESF #13 after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Department of Transportation

	Support Agency – Department of Transportation
Phase	Roles and Responsibilities
Preparedness	 Assist in resolving ESF #13 after-action issues.
	 Develop and maintain inventory of agency resources.
	 Develop and maintain supporting plans and
	procedures.
Response	 Provide assistance in traffic management and control.
	 Provide information on traffic conditions and issues
	through the Transportation Management Center.
	 Provide support to evacuations by providing assistance
	in traffic control operations and providing barricades,
	signs, and other devices to assist Police in establishing a
	secure perimeter and manage vehicular and pedestrian
	traffic access/egress.
	 Provide available accessible transportation to assist with
	evacuations.
Recovery	Provide traffic control assistance as necessary for re-
	entry operations.
	 Participate in ESF #13 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – Montgomery County Sheriff's Office

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Phase	Roles and Responsibilities
Preparedness	 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	 Upon request, provide assistance in security of designated facilities.

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	Assist the MCPD with all law enforcement activities at
	the County level as requested.
	 Assist in maintaining law and order.
	 Provide security for critical facilities and resources, as
	requested.
	 Provide access control in restricted/evacuated areas, as
	requested.
	 Provide law enforcement communications capabilities.
	 Transport prisoners to and from District and Circuit
	Courthouse as requested.
	 Provide personnel and prisoner transport vans to assist
	Police or any other law enforcement agency when
	requested.
	Upon request, provide assistance to evacuations (control
	points, traffic management).
Recovery	Upon request, provide assistance in security of
	designated recovery facilities.
	Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization - Chevy Chase Village

	Cooperating Organization Checky Chase village
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF#13 after-action issues.
	 Develop and maintain inventory of agency resources.
Response	 Provide representation to the County EOC when activated. Provide available law enforcement as requested by the lead agency to support emergency operations in the County.
	 Maintain law and order within the Chevy Chase Village. Provide mobile units for warning operations. Provide security for critical facilities and resources within the Village and request support as needed through the lead agency. Provide access control in restricted/evacuated areas with the Village.

Phase	Roles and Responsibilities
	Provide traffic and crowd control.
Recovery	Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – City of Gaithersburg Police

	operating organization of the of Guillerson, grant of the
Phase	Roles and Responsibilities
Preparedness	 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	Provide representation to the County EOC when
	activated.
	 Provide available law enforcement as requested by the
	lead agency to support emergency operations in the
	County.
	 Maintain law and order within the City of Gaithersburg.
	 Provide mobile units for warning operations.
	 Provide security for critical facilities and resources
	within the City.
	 Provide access control in restricted/evacuated areas.
	 Provide traffic and crowd control.
Recovery	 Participate in ESF #13 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – City of Rockville Police

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#13 after-action issues.
	 Develop and maintain inventory of agency resources.
Response	 Provide representation to the County EOC when
	activated.
	 Maintain law and order within the City of Rockville.
	 Provide security for critical facilities and resources
	within the City and request assistance as needed.
	 Provide access control in restricted/evacuated areas

	 within the city. Provide traffic and crowd control within Rockville. Provide available law enforcement as requested by the lead agency to support emergency operations in the County.
Recovery	 Participate in ESF #13 after-action review.
	 Provide for traffic management and access control for
	re-entry operations.
Mitigation	 See All Agencies roles and responsibilities.

Cooperating Organization – City of Takoma Park Police

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF#13 after-action issues. Develop and maintain inventory of agency resources.
Response	 Provide representation to the County EOC when activated. Provide available law enforcement as requested by the lead agency to support emergency operations in the County. Maintain law and order within the City of Takoma Park. Provide mobile units for warning operations. Provide security for critical facilities and resources within the city. Provide access control in restricted/evacuated areas. Provide traffic and crowd control.
Recovery	Participate in ESF #13 after-action review.
Mitigation	See All Agencies roles and responsibilities.

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

Phase	Roles and Responsibilities	
Preparedness	Develop and maintain supporting plans and procedures	
	in coordination with ESF primary and support agencies	
	and cooperating organizations.	
	 Assist in resolving ESF#13 after-action issues. 	
Response	 Provide representation to the County EOC when 	

	 activated. Provide available law enforcement as requested by the primary agency to support emergency operations in the County
Recovery	 Participate in ESF #13 after-action review.
	Provide for traffic management and access control for
	re-entry operations.
Mitigation	 See All Agencies roles and responsibilities.

Maryland State Police

Phase	Roles and Responsibilities
Preparedness	 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	 Provide available law enforcement as requested by the
	primary agency to support emergency operations in the
	County
Recovery	 Participate in ESF #13 after-action review.
	 Provide for traffic management and access control for
	re-entry operations.
Mitigation	See All Agencies roles and responsibilities.

Maryland Transportation Authority

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Phase	Roles and Responsibilities
Preparedness	 Assist in resolving ESF #13 after-action issues.
	 Develop and maintain inventory of agency resources.
	 Develop and maintain supporting plans and
	procedures.
Response	 Provide assistance in traffic management and control.
	 Provide information on traffic conditions and issues
	through the Transportation Management Center.
	 Provide support to evacuations by providing assistance
	in traffic control operations and providing barricades,
	signs, and other devices to assist Police in establishing a
	secure perimeter and manage vehicular and pedestrian
	traffic access/egress.
Recovery	Provide traffic control assistance as necessary for re-

	•	entry operations. Participate in ESF #13 after-action review.
Mitigation	•	See All Agencies roles and responsibilities.

Cooperating Organization – Metropolitan Transit Police

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#13 after-action issues.
	 Develop and maintain inventory of agency resources.
Response	 Provide available law enforcement as requested by the
	primary agency to support emergency operations in the
	County
Recovery	 Participate in ESF #13 after-action review.
	 Provide for traffic management and access control for
	re-entry operations.
Mitigation	 See All Agencies roles and responsibilities.

ACRONYMS

ADA	Americans with Disabilities Act
CAP	Corrective Action Program
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FRS	Fire and Rescue Services
IC	Incident Command(er)
MCPD	Montgomery County Police Department
M-NCPPC	Maryland-National Capital Park and Planning Commission
MSP	Maryland State Police
NIMS	National Incident Management System
OEMHS	Office of Emergency Management and Homeland Security



ESF #14 Community Recovery Annex

PRIMARY AGENCY: Office of Emergency Management and Homeland Security

	110meium Security
Primary Agency	Office of Emergency Management and
	Homeland Security
	County Attorney's Office
Support Agencies	Community Use of Public Facilities
	Office of Consumer Affairs
	Department of Correction and Rehabilitation
	Department of Economic Development
	Department of Environmental Protection
	Department of Finance
	Fire and Rescue Services
	Department of General Services
	Department of Health and Human Services
	Department of Housing and Community
	Affairs
	Housing Opportunities Commission
	Intergovernmental Relations
	Department of Permitting Services
	Montgomery County Police Department
	Regional Service Centers
	Department of Technology Services
	Department of Transportation
	Community Engagement Cluster
	(Including the Volunteer Center, Office of
	Community Partnerships, and Regional
	Services Centers)
	Montgomery County Municipalities
Cooperating	Maryland National Capital Park and
Organizations	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 annex.

Purpose

The purpose of this annex is to outline the specific 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.

Scope

- This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of community recovery. This annex 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;
- o Effective mitigation strategies for land use planning;
- Restoration of the economy to pre-disasters levels;
- o Recovery of disaster response costs;
- o 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 agency 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.
- o 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 multiagency (or organizational) cooperation; or,
- iii. 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.
 - ii. All Task Forces created under the auspices of ESF #14 will be reported and transferred to the appropriate Recovery Support Functions under the direction of the Recovery Manager.
 - iii. 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.
 - 1. 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 annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).

- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- 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. Close liaison is maintained by the Volunteer Center with voluntary agencies supporting individual and family recovery needs to share information and to coordinate efforts when appropriate.
- Agencies with significant recovery roles have been designated as support
 agencies for this annex. Other agencies may be added based upon the needs
 of the disaster event and the long-term recovery process to include support of
 community activities such as memorial services.
- Planning for recovery may begin concurrently with response operations. ESF #14 may be activated at the EOC to coordinate initial planning for recovery. ESF #14 reports to the Operations Support Group Leader at the EOC.
- The initial focus of ESF #14 will be on damage assessment to determine whether or not to recommend the activation of the Montgomery County Recovery Organization. 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. 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	Description
Assistance	

Individual
Assistance: Aid to
individuals and
households.

Disaster Housing provides up to 18 months temporary housing assistance for displaced persons whose residences were heavily damaged or destroyed. Funding also can be provided for housing repairs and replacement.

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

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

Other Disaster Aid Programs include crisis counseling, disaster-related unemployment assistance, legal aid and assistance with income tax, Social Security, and Veteran's benefits.

Public Assistance

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

Hazard Mitigation

Funding for measures designed to reduce future losses to public and private property.

 Recovery programs authorized under a federal disaster declaration are administered by MEMA as outlined in the Maryland EOP and supporting plans and procedures. Depending upon the program, the County may need to provide logistical and administrative support, and technical assistance, or

to serve as a sub-grantee for grants management (public assistance and hazard mitigation). Support to MEMA will be coordinated through ESF #14 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 departments and agencies with roles and
 responsibilities under the EOP will be notified and provided relevant contact
 information.
- Unmet needs are any disaster-related losses experienced by the victim that cannot be provided for by the programs available from the local jurisdiction, state, or federal agencies due to the victim's ineligibility for such services or the goods or services. During the recovery phase, a collaborative effort is established between the government and the private nonprofit community to address the issue of unmet needs. During the recovery phase, ESF #14 will establish an Unmet Needs Coordination Task Force to identify and resolve emergency and long-term disaster-related unmet needs that cannot be met through traditional programs or resources. If the Recovery Organization is activated, the work of the Unmet Needs Coordination Task Force will be transferred to the appropriate Recovery Service Functions (RSFs).
- FEMA and MEMA may establish one or more Disaster Recovery Centers
 (DRCs) in the County following a federal disaster declaration. A DRC is a
 facility within or near the disaster area at which disaster victims (individuals,
 families, or businesses) learn about forms of assistance available, meet with
 federal, state, and local representatives, and, in some cases, apply for disaster
 aid.

- Recovery operations include restoration of County facilities and services.
 Montgomery County departments and agencies are responsible for restoring essential services as outlined in their individual Continuity of Operations Plan (COOP).
- The County may be eligible to apply for hazard mitigation assistance under the federal Hazard Mitigation Grant Program (HMGP). The HMGP provides grants to state and local governments to implement long-term hazard mitigation measures after a major disaster declaration. Hazard mitigation funding may also be available through the public assistance program under Section 406 of the Robert T. Stafford Act. Departments and agencies engaged in repair and restoration work will consider mitigation methods that will prevent or reduce damage in future incidents for potential funding as part this program.
- Mitigation efforts include activities, policies, or programs taken by County
 officials that will prevent, reduce, or alleviate the impact caused by disasters
 or emergencies on property, population, and the environment. The
 mitigation efforts include minimizing or eliminating the impact of hazards
 that exist within the County, such as:
 - o Amending zoning and building codes and ordinances;
 - o Providing public education and awareness; and
 - o 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 Public Information Office (PIO);

- Assist other organizations in identifying recovery and restoration actions; and
- o 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

All Agencies

	Att Agencies	
Phase	Roles and Responsibilities	
Preparedness	 Develop and maintain internal and external notification rosters and contact lists. Participate in all- hazards planning, training, and exercises. Train department staff for emergency assignments. Develop and maintain an agency-specific continuity of operations plan in accordance with County guidelines and standards (where applicable). Participate in all WebEOC trainings, drills, and exercises. Train all staff with response and recovery responsibilities in requirements of Chapter 7 under Title II of the ADA. Train all staff with recovery responsibilities on the contents of the Pre-Disaster Recovery Plan. 	
Response	 Update the WebEOC position log and monitor throughout the event. Provide staffing for the Montgomery County Recovery Organization in the event ESF #14 recommends its activation. 	
Recovery	See individual department's roles and responsibilities.	
Mitigation	 As appropriate, identify opportunities to mitigate the impact of future incidents. 	

Primary Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain the ESF #14 Annex to the Emergency Operations Plan. Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. Coordinate resolution of ESF#14 after-action issues.
Response	 Provide guidance to departments and agencies on tracking expenditures. In coordination with the Department of Permitting Services, collect and consolidate damage assessment information. Provide administrative support, as appropriate, for a federal/state PDA.
Recovery	 Coordinate with MEMA and FEMA on federal disaster relief programs. Coordinate support to MEMA/FEMA, as required, in establishing and operating DRC(s). Coordinate documentation of costs and requests for reimbursement. Provide technical assistance to County departments and agencies on recovery programs administered by MEMA and FEMA. Facilitate community recovery planning. Identify appropriate federal programs and agencies to support implementation of community recovery. Serve as sub-grantee for federal recovery program grants. Conduct an ESF #14 after-action review. Activate a Community Recovery and Restoration Task Force Establish an Unmet Needs Coordination Task Force.
Mitigation	Coordinate County department and agencies participation in post-disaster hazard mitigation activities.

Phase	Roles and Responsibilities
	Coordinate review and revision of County risk analysis
	and mitigation plans.

Support Agency - County Attorney's Office

	Support Agency – County Attorney's Office
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF#14 after-action issues.
Response	 Advise County officials concerning legal responsibilities, powers, and liabilities regarding emergency operations.
Recovery	 Prepare documents to extend, modify, or end local declarations. Advise County officials concerning legal responsibilities, powers, and liabilities regarding post-disaster and recovery assistance. Assist with the preparation of applications, legal interpretations, or opinions, and County Council packages regarding recovery and/or reimbursement. Assist in obtaining waivers and legal clearances needed to dispose of debris and materials resulting from an emergency or disaster. Collect payment of fines for County code violations cited by the Department of Environmental Protections. As requested participate in the community recovery planning process. Participate in ESF #14 after-action review.
Mitigation	 See all agencies roles and responsibilities.

Support Agency – Community Use of Public Facilities

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#14 after-action issues.
	 Develop and maintain inventory of agency resources.

Response	Provide available staff, resources, and facilities to
	support response operations.
Recovery	Provide available staff, resources, and facilities to
	support recovery operations.
	As requested participate in the community recovery
	planning process.
	 Participate in ESF #14 after-action review.
	 Train department staff for emergency assignments.
	Develop and maintain an agency-specific continuity of
	operations plan in accordance with County guidelines
	and standards.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Office of Consumer Affairs

1	Support Agency - Office of Consumer Affairs
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF#14 after-action issues.
Response	 Provide consumer affairs services during response operations.
Recovery	 Provide consumer affairs services during recovery operations. Provide information to single-family and multi-family homeowners on appropriate licenses to be applied for in the event their property is destroyed or damaged and needs to be rebuilt or repaired. As requested participate in the community recovery planning process. Participate in ESF #14 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Corrections and Rehabilitation

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#14 after-action issues.
	 Develop and maintain inventory of agency resources.

Response	 Provide support to ESFs #6, #7, #13, and #16.
Recovery	 Provide community service volunteers and supervised inmate volunteers to assist with loading and unloading, sorting, packaging and otherwise handling donated goods, as necessary. As requested participate in the community recovery planning process. Manage the repair and restoration of department facilities.
	Participate in the ESF #14 after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Department of Economic Development

<i>Supp</i>	ort Agency – Department of Economic Development
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#14 after-action issues.
	 Develop and maintain inventory of agency resources.
Response	 Provide staff to assist when needed with management
	of warehouse and/or distribution facilities.
Recovery	Provide counseling through the Business Resource
	Center to small businesses on the appropriate licenses to
	secure when repairing damaged or destroyed
	commercial property.
	 As requested participate in the community recovery
	planning process.
	 Participate in ESF #14 after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Department of Environmental Protection

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#14 after-action issues.
	 Develop and maintain inventory of agency resources.

Phase	Roles and Responsibilities
Response	 Serve as primary agency for ESF #3 (Public Works and Engineering). Survey the damage to County owned high hazard dams and collect information on damage to all other high hazard dams within the County. Collect information on damage to public water and waste disposal systems. Assist the Department of Permitting Services in conducting damage assessment at County/government
Recovery	 owned or operated public facilities. 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. Help coordinate repair and restoration of public water and waste disposal systems. Help coordinate repair and restoration of County owned high hazard dams and other high hazard dams within the County. Provide information to the public on debris and hazardous materials disposal. As requested participate in the community recovery planning process. Participate in ESF #14 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Finance

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#14 after-action issues.
	 Develop and maintain inventory of agency resources.

Phase	Roles and Responsibilities
Response	 Provide appropriate Index Codes so that the County's Departments and Agencies will be able to track expenses directly related to the disaster or emergency. Establish accounts for tracking the costs associated with implementation and operation of a donations management program. For expenditures requiring centralized Department of Finance approval, maintain records of expenditures, charges, and costs incurred by the County in identifying and distributing emergency food and water supplies to support reimbursement claims. Coordinate with OEMHS the role of any commercial insurance company who provides coverage for County/agency facilities and other owned property.
Recovery	 Provide assistance and or financial advice to OEMHS in the preparation and review of federal reimbursement forms, financial reports, and applications. Ensure appropriate accounting reports are available to facilitate the compilation of countywide costs to support reimbursement claims or for management reporting. Manage donations of cash or checks, except those marked for the Red Cross, in an account designated for disaster relief. As requested participate in the community recovery planning process. Participate in ESF #14 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#14 after-action issues.
	 Develop and maintain inventory of agency resources.
Response	 Serve as primary agency for ESF #4 (Firefighting), ESF
	#9 (Urban Search and Rescue) and ESF #10 (Oil and

	Hazardous Materials).
Recovery	Repair and restoration of department facilities,
	resources, and services.
	As requested participate in the community recovery
	planning process.
	 Participate in ESF #14 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of General Services

	Support Agency – Department of General Services
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#14 after-action issues.
	 Develop and maintain contracts for emergency
	equipment, supplies, and contractors.
	 Develop and maintain inventory of agency resources.
Response	 Serve as primary agency for ESF 7 (Logistics
	Management and resource Support).
	 Provide emergency workspace for displaced workers.
Recovery	 Acquire, store and distribute resources in support of
	recovery operations.
	 Provide support to damage assessments by assessing
	and reporting on the damages to County vehicles and
	equipment.
	 Coordinate logistical support for establishing and
	operating recovery facilities,
	Manage the repair and restoration of department
	facilities, resources, and services.
	 Assist with the receipt, transport, and storage of
	donated goods.
	As requested participate in the community recovery
	planning process.
	Participate in the ESF #14 after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures

Phase	Roles and Responsibilities
	 in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF#14 after-action issues. Develop and maintain inventory of agency resources.
Response	 Serve as the primary agency for ESF #6 (Mass Care, Emergency Assistance, Housing and Human Services) and ESF #8 (Public Health and Medical Services) and ESF #11 (Agriculture and Natural Resources).
Recovery	 Manage distribution of emergency food stamp allotments. Provide limited disaster housing for disaster victims. Provide referrals to state and federal agencies. Provide human services to assist individuals and families impacted by disasters. Coordinates health and mental health services. Manage unmet needs through the Unmet Needs Coordination Committee. As requested participate in the community recovery planning process. Provide staff support to the DRC(s). Participate in ESF #14 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Housing and Community Affairs

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#14 after-action issues.
Response	 Provide information, including resources for accessible
	and banner-free housing, on housing resources for use
	as emergency and/or community temporary housing.
	 Inspect residential dwellings to determine their
	suitability for habitation.
Recovery	 Provide information on housing resources, including
	accessible and banner-free housing, for use as
	emergency and/or long-term temporary housing.
	Facilitate the placement of people with disabilities and

Phase	Roles and Responsibilities
	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.
	 Participate in the ESF #14 after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Housing Opportunities Commission

Support Agency - Housing Opportunities Commission	
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#14 after-action issues.
Response	Provide available staff, resources, and facilities to
	support emergency operations.
Recovery	 Provide available staff, resources, and facilities to
	support recovery operations.
	 As requested participate in the community recovery
	planning process.
	 Participate in the ESF #14 after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Intergovernmental Relations

	Support ligency intergovernmental retutions
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#14 after-action issues.
Response	 Provide available staff, resources, and facilities to
	support emergency operations.

Phase	Roles and Responsibilities
Recovery	Provide available staff, resources, and facilities to
	support recovery operations.
	 As requested participate in the community recovery
	planning process.
	 Participate in the ESF #14 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Permitting Services

	pport rigency Department of I crimiting services
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#14 after-action issues.
	 Develop and maintain inventory of agency resources.
Response	Coordinate the overall damage assessment operations in
	accordance with the Damage Assessment Annex to the
	EOP.
Recovery	 Expedite, as prudent, the building permit issuance
	process and the review and approval of site-related and
	construction plans submitted for the demolition,
	rebuilding, or restoration of residential and commercial
	buildings.
	 Continue to coordinate the damage assessment process.
	As requested participate in the community recovery
	planning process.
	 Participate in the ESF #14 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Montgomery County Police Department

- Сирр	ort rigency monigomery county I office Department
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF#14 after-action issues.
Response	Serve as primary agency for ESF #13 (Public Safety and Security).
	 Animal protection and sheltering.
Recovery	 Manage the repair and restoration of department

Phase	Roles and Responsibilities
	facilities, resources, and services.
	 Provide security for recovery facilities such as DRCs.
	 As requested participate in the community recovery
	planning process.
	 Participate in the ESF #14 after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Department of Technology Services

	oponi Agency - Department of Technology Services
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#14 after-action issues.
	 Develop and maintain and update annually a list of
	County communication channel resources and agency
	assignments and provide the information to OEMHS.
Response	 Serve as primary agency for ESF #2 Communications.
Recovery	Manage repair and restoration of County
	communications facilities.
	 Provide support in establishing recovery facilities
	(communications and information management).
	 Provide geographical information system (GIS) support
	as requested to recovery operations.
	As requested participate in the community recovery
	planning process.
	 Participate in the ESF #14 after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
1 Hase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#14 after-action issues.
Response	 Serve as the primary agency for ESF #1 (Transportation).
	 Provide support to damage assessments by assessing
	and reporting on the damages to County maintained
	roads and bridges.

Phase	Roles and Responsibilities
	 Provide assistance in traffic management and control. Provide information on traffic conditions and issues through the Transportation Management Center. Provide support to evacuations by providing assistance in traffic control operations and providing barricades, signs, and other devices to assist MCPD in establishing a secure perimeter and manage vehicular and pedestrian traffic access/egress.
Recovery	 Manage the repair and restoration of County transportation systems and services. Manage the repair and restoration to County maintained roads and bridges. Provide transportation support to recovery operations. As requested participate in the community recovery planning process. Participate in the ESF #14 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Community Engagement Cluster

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF#14 after-action issues.
Response	 Serve as a support agency for ESF #16 Volunteer and Donations Management.
Recovery	 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. Participate in the ESF #14 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – Montgomery County Municipalities

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#14 after-action issues.
Response	 Provide available staff and resources, if required, to
	support response operations.
Recovery	 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.
	 Participate in the ESF #14 after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Cooperating – Maryland National Capital Park and Planning Commission

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF#14 after-action issues. Maintain and expand existing databases of historic, natural, and cultural resources
Response	 Provide information and guidance to ESF #14 as appropriate.
Recovery	 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. Participate in the ESF #14 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – Non-profit Organizations

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures

	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#14 after-action issues.
Response	 Provide available staff, resources, and facilities if
	required, to support response operations.
Recovery	 As requested participate in the community recovery
	planning process.
	 Participate in the ESF #14 after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Cooperating Organization – Montgomery County Sheriff's Office

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#14 after-action issues.
Response	Provide support for public safety and security under
	ESF #13.
	 Provide liaison support to court systems.
Recovery	 Manage the repair and restoration of department
	facilities.
	 As requested participate in the community recovery
	planning process.
	 Participate in the ESF #14 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – Utilities

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#14 after-action issues.
Response	 Provide support for ESF #3 Public Works and
	Engineering.
	 Provide available staff and resources, if required, to
	support response operations.

Phase	Roles and Responsibilities
Recovery	 Manage the restoration of services related to infrastructure.
	 As requested participate in the community recovery planning process.
	 Participate in the ESF #14 after-action review.
Mitigation	See All Agencies roles and responsibilities.

REFERENCES

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

ACRONYMS

ADA	Title II of the Americans with Disabilities Act
CAO	Chief Administrative Officer
COOP	Continuity of Operations Plan
DRC	Disaster Recovery Center
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GAR	Governor's Authorized Representative
GIS	Geographical Information System
HMGP	Hazard Mitigation Grant Program
IC	Incident Command(er)
JFO	Joint Field Office
MEMA	Maryland Emergency Management Agency
M-NCPPC	Maryland National Capital Park and Planning Commission
NIMS	National Incident Management System
NRF	National Response Framework
OEMHS	Office of Homeland Security and Emergency Management
PDA	Preliminary Damage Assessment

PDRP	Pre-Disaster Recovery Plan
PIO	Public Information Office
RSF	Recovery Service Function
SBA	Small Business Administration



ESF #15 External Affairs Annex

PRIMARY AGENCY: Public Information Office

Primary Agency	Public Information Office
	Montgomery County Police Department
	(in law enforcement directed emergencies)
	County Attorney's Office
Support Agencies	Fire and Rescue Services
	Department of Health and Human
	Services
	Office of Emergency Management and
	Homeland Security
	Department of Transportation
	Volunteer Center

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

Scope

- This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of public information services in ESF #15. This annex supplements the County EOP.
- The activities outlined in this annex will be accomplished through the ESF #15 as part of the staff that reports directly to the Emergency Operations Center (EOC) manager.

ASSUMPTIONS

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- 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 DFRS will be the lead in training for public safety responses.
- The tasks outlined in this annex encompass the full range of external affairs functions including public information, community relations, and governmental affairs.
- Public information includes providing incident-related information through the media and other sources to individuals, families, businesses, and industries affected by the incident.

- Community relations activities include identifying and communicating with community leaders (e.g., grassroots, political, religious, business, labor, and ethnic) and neighborhood advocacy groups to ensure a rapid dissemination of information, identify unmet needs, and establish an ongoing dialogue and information exchange.
- 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
 annex 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 annex will utilize all available communication tools during an emergency. This may include but is not limited to public information press releases, local cable television channels, the Montgomery County Web site, news conferences, local radio and television, media releases, highway advisory radio, community meetings, libraries, 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 Public Information Office, as the primary agency of ESF #15, will serve as the primary point-of-contact for release of information to the media and public. This policy does not prevent supervisors from other county departments from providing basic information to the media and the public nor does it preclude Public Safety Public Information Officers (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 Public Information Office.
- In cases other than in a law enforcement-directed emergency, the Public
 Information Office serves as the primary agency for public information and is
 responsible for coordination of public information operations. The Public
 Information Office will collect, organize, analyze, summarize, and
 disseminate information provided by various sources including support
 agencies.
- For "small-scale" emergency response operations, normally involving only
 one or two agencies such as Department of Fire and Rescue Services and the
 Montgomery County Police Department, the on-scene Incident Commander
 determines the need for notifications and all public information is
 coordinated through that agency's public information officer. This Public
 Information Officer will ensure that the Public Information Office is provided
 copies of relevant documents and kept apprised of field activities.
- The Public Information Office (or the MCPD in law enforcement-directed emergencies) will coordinate and share information with other County departments and agencies through established protocols and procedures.
- Depending upon the situation, the Public Information Office may establish a
 Joint Information Center (JIC) that will include representatives from the
 OEMHS, MCPD, FRS, Office of the Sheriff, and other departments and
 agency representatives as determined by the Public Information Office.
 Depending upon the nature of the incident, technical experts may be needed
 from a variety of agencies. All departments and agencies will provide public

information officers and/or technical experts to the JIC as requested by the Public Information Office or the MCPD (for law enforcement-directed emergencies).

- 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 agencies and partner organizations.
- In a scenario that has implications across the jurisdictions of the National Capital Region (NCR) a virtual Regional JIC may be activated to ensure that consistent information is provided throughout the NCR. The Public Information Office and the MCPD in a law enforcement-directed emergency will actively support the virtual JIC by ensuring that relevant information and documents are posted and participating in collaboration on common messages.
- 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 PIO 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

All Agencies

111 Agencies	
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain internal and external notification rosters and contact lists. Participate in all- hazards planning, training, and exercises. Train department staff for emergency assignments. Develop and maintain an agency-specific continuity of operations plan in accordance with County guidelines and standards. Participate in all WebEOC trainings, exercises, and drills.
Response	 Provide representative(s) to the EOC as necessary. Provide staff for the JIC if established. Maintain records of all public information releases. Coordinate and share information with other County departments and agencies. Update the WebEOC position log and monitor throughout the event.
Recovery	 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 agencies.
Mitigation	 As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Primary Agency – Public Information Office (or Montgomery County Police Department in law enforcement directed emergencies)

Phase	Roles and Responsibilities
Preparedness	 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

Phase	Roles and Responsibilities
	operations plan in accordance with County guidelines
	and standards.
Response	 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.
Recovery	 Coordinate public information requests.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF#15 after-action issues.
Response	 Coordinate public information requests and share with Public Information Office.
Recovery	 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	See All Agencies roles and responsibilities.

Support Agency – County Attorney's Office

Phase	Roles and Responsibilities	
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. 	
	 Assist in resolving ESF#15 after-action issues. 	
Response	Coordinate public information requests and share with	
	Public Information Office.	
Recovery	 Coordinate public information requests and share with 	

	Public Information Office.	
	•	Participate in ESF #15 after-action review.
Mitigation	•	See All Agencies roles and responsibilities.

Support Agency –Fire and Rescue Services

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Phase	Roles and Responsibilities
Preparedness	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	 Coordinate public information requests and share with
	Public Information Office.
Recovery	 Coordinate public information requests and share with
	Public Information Office.
	 Participate in ESF #15 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF#15 after-action issues. Assist PIO in developing and maintaining a hospital PIO list.
Response	 Coordinate public information requests and share with Public Information Office.
Recovery	 Coordinate public information requests and share with Public Information Office. Participate in ESF #15 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#15 after-action issues.
Response	 Coordinate public information requests and share with

Phase	Roles and Responsibilities
	Public Information Office.
Recovery	Coordinate public information requests and share with
	Public Information Office.
	 Participate in ESF #15 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#15 after-action issues.
Response	 Coordinate public information requests and share with
	Public Information Office.
Recovery	Coordinate public information requests and share with
	Public Information Office.
	 Participate in ESF #15 after-action review.
Mitigation	See All Agencies roles and responsibilities.

REFERENCES

- Montgomery County Emergency Operations Base Plan, 2009
- Public Information Office Standard Operating Procedures
- Police Department Public Information Standard Operating Procedures
- Fire and Rescue Service Public Information Standard Operating Procedures
- Title II of the Americans with Disabilities Act, Section 508 of the Vocational Rehabilitation Act

ACRONYMS

ADA	Title II of the Americans with Disabilities Act
DHHS	Department of Health and Human Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FRS	Fire and Response Service

JIC Joint Information Center

MCPD Montgomery County Police Department

NCR National Capital Region

NIMS National Incident Management System

OEMHS Office of Emergency Management and Homeland Security

PIO Public Information Office(er)



ESF #16 Volunteer and Donations Management Annex

PRIMARY AGENCY: Office of Emergency Management and Homeland Security

Primary Agency	Office of Emergency Management and Homeland Security
	Community Use of Public Facilities
Support Agencies	Department of Health and Human
	Services
	Department of Recreation
	Department of Liquor Control
	Community Engagement Cluster
	(including Office of Community
	Partnerships, Volunteer Center, and
	Regional Services Centers)
	Public Libraries
	Regional Service Centers
	MC311
Cooperating	American Red Cross
Organizations	Montgomery College

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 shelters, distribution sites, and family assistance centers as well as any donations received by the County.

Purpose

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

Scope

This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of volunteer and donations management services under ESF #16. This annex supplements the County EOP.

ASSUMPTIONS

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.
- The primary agency will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation.
- The primary purpose of this annex is to coordinate the provision of donated resources to meet the needs of the affected population and to effectively manage and control unsolicited donations and unaffiliated volunteers.
- Spontaneous volunteers and donations may support the response and recovery efforts if managed effectively.
- Through coordination and information sharing, the agencies identified in this annex will strive to match donated resources with unmet needs. The agencies

identified in this annex will serve as the clearinghouse for the delivery of donated goods to the affected areas.

- To the greatest extent possible, the County will not accept donated goods or services unless those donated goods or services can be directed to the end user. Those wishing to donate will be encouraged to donate cash or credit to charitable organizations supporting the relief effort.
- ESF #16 will coordinate with existing volunteer and disaster relief agencies serving the County to ensure efficient resource utilization and to avoid duplication of services.
- As part of the overall donations and volunteer management strategy, ESF #16
 will ensure that the public is informed as to the emergency needs related to
 volunteers and donations and that public information announcements
 provide instructions for donation of money, goods, or services.
- ESF #16 will establish, as necessary, storage, staging areas, and distribution points for controlling and distributing donated commodities.
- Public education on donations and volunteering for community service are critical components of this annex and will be conducted on a year-round basis.

POLICY

- The 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 be located within the Community Services group in the Emergency Operations Center (EOC) and will report to the Community Services Group Leader.
- For purposes of this annex, volunteer and donations management ensures the most efficient and effective use of unaffiliated volunteers, unaffiliated

organizations, and unsolicited donated goods and services in disaster situations.

CONCEPT OF OPERATIONS

- ESF #16 monitors incidents and threats to the County through the Community Services Group at the EOC. As an incident or threat escalates, OEMHS will issue notifications and alerts in accordance with established protocols and checklists.
- The decision to activate this annex will be based upon:
 - The size and magnitude of the incident is such that the public will want to show their support by donating funds, goods, or through volunteering.
 - Nonprofit or other agencies have requested assistance with managing volunteers and/or donations.
 - Other requests for similar assistance have been received by the EOC.
- Upon activation of this annex, OEMHS will notify all support agencies and organizations. This ESF will serve as the entry point at the EOC for all offers of donated goods and services.
- ESF #16 will monitor the level of activity related to donations.
- As needed, MC311 will assist in donation management by referring residents wishing to donate or residents needing donations to the appropriate resources. ESF #16 will provide MC311 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.
- As determined by OEMHS, and in consultation with support agencies, a volunteer mobilization center (VMC) may be established to serve as a

marshalling point for spontaneous volunteers. At the VMC volunteers will be registered, provided expedient training, and deployed to the support relief efforts.

- ESF #16 will establish logistics facilities to direct and store unsolicited donations if necessary.
- ESF #16 will work with all departments, agencies, and other disaster relief organizations engaged in the disaster response and recovery to share information of available resources and to match offers with unmet needs.
- ESF #16 will discourage unsolicited donations for which there are no identified requirements. Any unsolicited donations not directed to an end user will be directed to a designated staging or storage facility may be redirected to another organization or may not be accepted.
- Operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed. This annex's activities may continue into the recovery phase of the operation.

ROLES AND RESPONSIBILITIES

All Agencies

	All Agencies
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain internal and external notification rosters and contact lists. Participate in all- hazards planning, training, and exercises. Train department staff for emergency assignments. Develop and maintain an agency-specific continuity of operations plan in accordance with County guidelines and standards.
Response	 See individual agencies roles and responsibilities.
Recovery	 See individual agencies roles and responsibilities.
Mitigation	 As appropriate, identify opportunities to mitigate the impact of future incidents.

Primary Agency - Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain the ESF #16 Annex to the Emergency Operations Plan. Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. Coordinate resolution of ESF#16 after-action issues. Conduct public education and outreach activities which include information on how residents can pre-affiliate with existing volunteer organizations or serve as a resource in their communities. Ensure that a system is in place for receiving, recording, and tracking donations and volunteers.
Response	 Ensure that necessary logistics facilities are established. Ensure information sharing on available donations among other County, volunteer, and disaster relief organizations. Serve as primary point of coordination with MEMA on donations management issues. Develop and maintain information in coordination with ESF #15 External Affairs to be disseminated to the public concerning donations and volunteering.
Recovery	 Coordinate the planning for disposition of excess donated goods. Disseminate information on available donations to other County, volunteer, and disaster relief organizations. Conduct after-action review.
Mitigation	 See all agencies roles and responsibilities.

Support Agency – Community Use of Public Facilities

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#16 after-action issues.
Response	 Provide available staff, resources, and facilities to
	support emergency operations.
Recovery	 Participate in ESF #16 after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#16 after-action issues.
Response	 Provide available staff, resources, and facilities to
	support emergency operations.
Recovery	 Participate in ESF #16 after-action review.
Mitigation	As appropriate, identify potential opportunities for
	mitigating the impacts of future incidents.

Support Agency – Department of Recreation

	support figured Department of Incircuiton
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#16 after-action issues.
Response	 Provide available staff, resources, and facilities to
	support emergency operations.
Recovery	 Participate in ESF #16 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Liquor Control

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#16 after-action issues.
Response	 Provide available staff, resources, and facilities to
	support emergency operations.
Recovery	 Participate in ESF #16 after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Community Engagement Cluster (including Office of Community Partnerships, Volunteer Center, and Regional Services Centers)

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures

in coordination with ESF primary and support agencies
and cooperating organizations.
 Assist in resolving ESF#16 after-action issues.
 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.
Participate in ESF #16 after-action review.
 As appropriate, identify potential opportunities for
mitigating the impacts of future incidents.

Support Agency – Public Libraries Department

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Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#16 after-action issues.
Response	 Provide available staff, resources, and facilities to
	support emergency operations.
Recovery	 Participate in ESF #16 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – MC311

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#16 after-action issues.
Response	 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.
Recovery	 Participate in ESF #16 after-action review.

Mitigation	See All Agencies roles and responsibilities.
Willigation	bee 1111 rigerieles roles and responsibilities.

Cooperating Organization – American Red Cross

	1 6 6
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#16 after-action issues.
Response	 Provide available staff, resources, and facilities to
	support emergency operations.
Recovery	 Participate in ESF #16 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – Montgomery College

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#16 after-action issues.
Response	 Provide available staff, resources, and facilities to
	support emergency operations.
Recovery	 Participate in ESF #16 after-action review.
Mitigation	See All Agencies roles and responsibilities.

REFERENCES

• Volunteer Mobilization Center Procedure

ACRONYMS

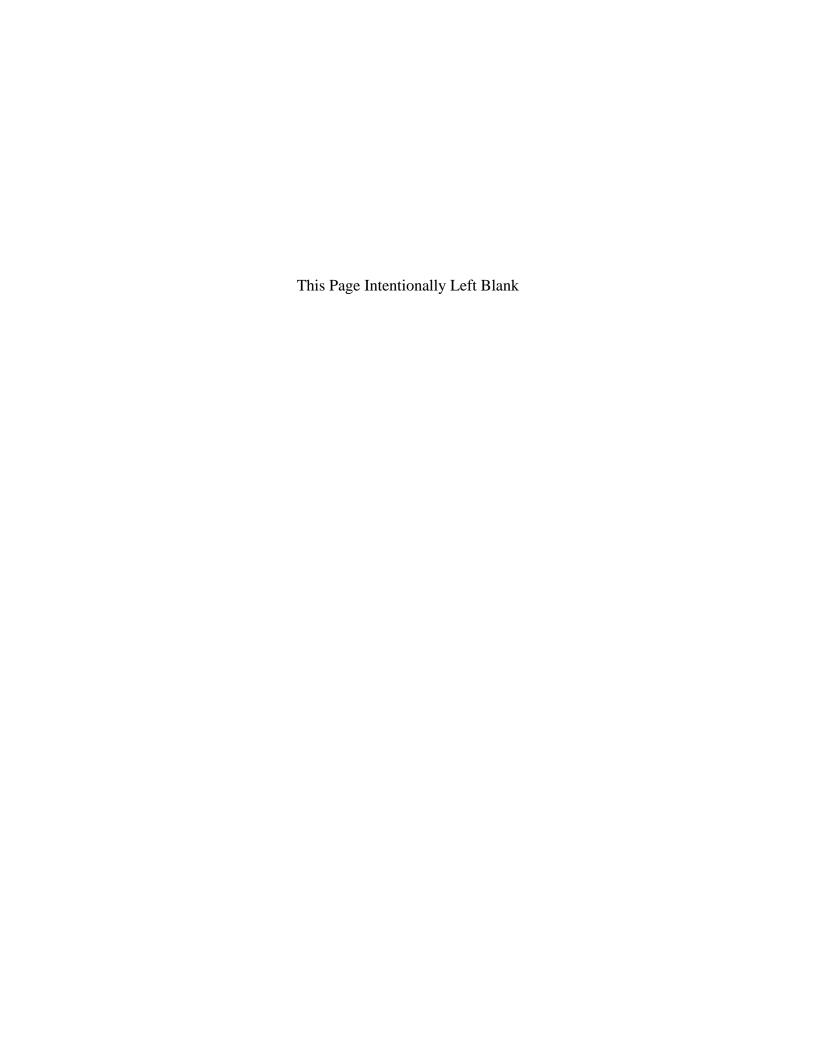
ADA	Americans with Disability Act
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function

MEMA Maryland Emergency Management Agency NIMS National Incident Management System

OEMHS Office of Emergency Management and Homeland Security

VMC Volunteer Mobilization Center

Section 3 – Incident Specific Annexes



Biological Incident Annex

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

Primary Agency	Department of Health and Human Services, Public Health Services
	County Attorney's Office
Support Agencies	Department of Corrections and Rehabilitation
	Fire and Rescue Services
	Department of Liquor Control
	Office of Emergency Management and
	Homeland Security
	Montgomery County Police Department
	Department of Recreation
	Department of Transportation
Cooperating	Montgomery County Public Schools
Organizations	Montgomery County Sheriff's Office

INTRODUCTION

Purpose

The purpose of this annex is to outline the actions, roles, and responsibilities of primary and support agencies and cooperating organizations ("agencies") in responding to potential or actual incidents of disease outbreaks of known or unknown origin requiring a coordinated County response. This annex supplements the Montgomery County Emergency Operations Plan (EOP).

Scope

- This annex is applicable to disease outbreaks resulting from bioterrorism attacks or natural origins within or affecting Montgomery County including:
 - Biological terrorism events involving Weapons of Mass Destruction (WMD);
 - o Emerging infectious diseases; and
 - o Novel pathogen outbreaks.

- The focus of this annex is the medical response to the public health from a biological event. This includes early recognition (surveillance and investigation), mass prophylaxis, and environmental testing and remediation.
- It may be necessary for non-public safety County agencies to reduce or suspend normal operations to assist with response to the incident.

Authorities

In addition to those provided in the EOP, the federal and state authorities applicable to this annex are noted below.

Federal:

- O Public Health Service (PHS) Act, 42 authorizing the Secretary of the U.S. Department of Health and Human Services (DHHS) to declare a public health emergency and to prepare for and respond to public health emergencies, including making and enforcing quarantine regulations necessary to prevent the introduction, transmission or spread of communicable diseases from foreign countries.
- o National Response Framework (NRF), January 2008.
- o Presidential Decision Directive 39.
- Federal Bureau of Investigation (FBI) Chemical/Biological Contingency Plan (classified). An unclassified version may be obtained from the FBI.
- DHHS Health and Medical Services Support Plan for the Federal Response to Acts of Chemical/Biological Terrorism.

State of Maryland:

- o Title 18: Disease Prevention Responsibilities of the Secretary
- o Maryland Emergency Operations Plan (2007).
- o COMAR 10.06.01.06
- o COMAR 10.59.01-10.59.03

SITUATION

 Montgomery County is a densely populated County, raising its potential as a target for terrorist attacks. There are numerous federal facilities in Montgomery County and numerous foreign dignitaries reside within the

County. In addition, there are many private businesses that support these federal agencies. The County serves as a major thoroughfare leading into Washington, D.C. These sensitive areas within Montgomery County may be susceptible to deliberate acts of terrorism including biological attacks. A biological event in Washington, D.C., could also have a significant impact on Montgomery County given the fact that many County residents work in the District and would attempt to return to their homes.

- A bioterrorism attack is the deliberate release of viruses, bacteria or other germs (agents) used to cause illness or death in people, animals, or plants. These agents are typically found in nature, but it is possible that they could be changed to increase their ability to cause disease, make them resistant to current medicines, or to increase their ability to be spread into the environment. Biological agents can be spread through the air, through water, in food, fomites (surfaces of inanimate objects such as a computer mouse, keyboard, telephone or door knob), and vectors. Some bioterrorism agents, like the smallpox virus, can be spread from person to person and some, like anthrax, are non-communicable.
- Bioterrorism agents are separated into three categories, depending on how
 easily they can be spread and the severity of illness or death they cause.
 Category A agents are considered the highest risk, Category B agents are
 considered moderate risk, and Category C agents are those that are
 considered emerging threats for disease.
- A pandemic is a global disease outbreak. An influenza pandemic occurs when a new influenza A virus emerges for which there is little or no immunity in the human population. It is difficult to predict the next pandemic or the severity. In recent history there have been worldwide influenza pandemics in 1918-19, 1957-58, 1968-69, and most recently 2009 2010 (H1N1).
- Various state and local public officials have overlapping authorities with regard to protecting public health and safety. The Governor, the State Secretary of Health and Mental Hygiene, the Montgomery County Council, the County Executive, the executive heads of cities and towns, and the County Health Officer each can implement authorities within the scope of their jurisdiction aimed at protecting public health, including nonpharmaceutical interventions such as social distancing, isolation, and

quarantine.. During a significant epidemic, the presence of overlapping authorities will necessitate close communication and coordination among appointed and elected leaders and the County Health Officer.

- The DHHS/PHS All-Hazards Emergency Response Plan (October 2012) contains information on the medical health and response capacity within Montgomery County.
- Maryland Responds, managed by the Department of Health and Mental Hygiene (DHMH) Office of Preparedness and Response, is a registry and callup system of licensed health care providers and other volunteers that have agreed to be contacted with a request to deploy in a public health emergency.
- Key medical staff at all local hospitals have been trained to recognize specific bioterrorism symptoms in patients and to deliver treatment as prescribed by the Centers for Disease Control and Prevention (CDC).

ASSUMPTIONS

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.
- The primary agency will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation.
- The response to a bioterrorism event or natural disease outbreak will be guided by the number of individuals affected as well as the nature of the incident.

- Early identification, effective communications, and a rapid medical response will be paramount to limiting the severity of a bioterrorism incident or natural disease outbreak.
- There is a possibility of a global outbreak of pandemic influenza that may overwhelm local, state, and federal resources. Unlike other emergency events, a pandemic has the ability to affect many localities simultaneously. Montgomery County must be prepared to meet its own needs without outside resources or mutual aid as state and federal aid may be limited or unavailable.
- A vaccine effective against the circulating pandemic influenza may not be available following the identification of the pandemic virus strain.
- An epidemic outbreak may originate from deliberate attacks and/or through environmental contact such as atmospheric dispersion, person-to-person contact, animal-to-person contact, insect vector-to-person contact or by way of contaminated food or water.
- Rapid and sustained human-to-human transmission of epidemic diseases (e.g. pandemic influenza) may occur and spread rapidly due to the extent of travel around the world and inadequate containment measures.
- Regardless of the origin, a biological agent may manifest itself either in clinical patient presentation in medical settings or as patterns of symptoms within health surveillance systems. In some cases, criminal intent may not be immediately apparent.
- A biological incident may involve a hoax, a threatened incident that has not yet occurred, a single-event emergency situation that has ended, or a continuing crisis of unknown duration and extent. The suspected or actual involvement of terrorists adds a complicating dimension to incident management.
- Many County agencies may be needed to provide employees to assist in staffing critical public health functions.
- Complex issues may arise in response to a disease outbreak requiring multijurisdictional response, inter-State response in the National Capital Region (NCR), and federal involvement, particularly including the United States

Department of Health and Human Services, and close coordination between numerous agencies at all levels of government, including the private medical community, especially the hospitals.

- Public information will be provided to County residents via media outlets.
- County first responders may be exposed to life threatening danger when entering a perimeter contaminated with biological agents resulting from an attack using a WMD.
- Some biological events may have major consequences that can overwhelm County and state capabilities and may seriously challenge existing federal response capabilities.
- Absenteeism, due to illness and fear of infection, may be significant during a
 disease outbreak potentially reaching a 40 percent absentee rate. Lack of
 childcare or eldercare may also influence absenteeism. In a severe pandemic
 absenteeism may reach 40 percent during the peak weeks of the community
 outbreak.
- DHHS/PHS All Hazard Emergency Response Plan and supporting annexes will provide the framework for the public health response operations.

CONCEPT OF OPERATIONS

General

- In Montgomery County, DHHS/PHS plans, prepares, practices and remains alert for biological events affecting public health. In the event of a public health emergency, DHHS, PHS and DHMH are prepared to quickly follow protective public health procedures.
- The County, in collaboration with NCR jurisdictions, state, and federal health and public safety agencies, is actively engaged in bioterrorism surveillance, detection and other safety activities on a 24-hour, seven days a week basis. A 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 agencies. Fire and Rescue Services will normally be the initial lead agency. During investigations, responders will follow guidelines and procedures provided in department response plans. In the event a public health response is necessary, DHHS will participate in the Unified Command (UC) and will assume the lead as circumstances indicate.
- The County Health Officer will direct DHHS/PHS in coordination with other departments and agencies 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.
- In the event of a public health emergency DHHS/PHS 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 and Mental Hygiene (DHMH), County hospitals and healthcare facilities. Emergency response strike teams will be activated and deployed through the PHCC based upon the scope and magnitude of the event.
- Depending upon the scope and magnitude of the incident, the 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 agencies. The EOC will serve as a multiagency 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 may also request activation of the EOC for biological incidents that may require multi-agency coordination and support in circumstances where the EOC is not yet activated. In the event of an EOC activation, the Health Officer will work in close coordination with the Disaster Manager in order to address the County's response to the incident and provide the necessary inter-agency coordination and decision-making needed to manage the overall response.
- The Health Officer and the Office of Emergency Management and Homeland Security (OEMHS) Manager will determine the need to activate the Joint Information Center (JIC) in order to provide information to the public.
- Depending upon the scope and magnitude of the incident, the Health Officer
 will activate and implement plans for mass prophylaxis and/or vaccinations
 as appropriate to the incident. Support for implementing the plans from other
 County departments and agencies will be coordinated through the EOC.
- DHHS/PHS has plans for mass dispensing or distribution of prophylactic medication (Annexes to the DHHS/PHS All Hazard Emergency Response Plan). Sites will be opened as needed to provide preventive medications and/or immunizations.
- The Health Officer, will direct the use and distribution of assets deployed in response to the incident. If needed, the Health Officer may request the Strategic National Stockpile (SNS) to augment the local capacity to respond. Requests for the SNS will be coordinated with the County EOC.
- At the state level, the Office of Preparedness and Response is responsible for staffing the Maryland DHMH Command Center during a significant public health event such as pandemic, natural disaster, act of terrorism or any incident that requires the coordination of state level health department resources. The DHMH Command Center coordinates the state health department response to an incident in collaboration with Maryland

Emergency Management Agency's (MEMA's) Emergency Operations Center and other state agencies. The PHCC will coordinate directly with DHMH as necessary to address public health issues.

- For a terrorist or suspected terrorist incident the FBI is the lead federal agency for criminal investigation. The response to a threat or actual incident will involve the Montgomery County Police Department (MCPD) as well as FBI. The MCPD has the primary responsibility for handling the law enforcement aspects of the County's response to the deliberate attacks involving biological agents and will serve as the liaison to the FBI. The Health Officer will coordinate the medical response to the incident in coordination with state and federal health officials. If an act of terrorism occurs, refer to the Terrorism Annex.
- The Mass Fatality Annex to the EOP and Annex F (Mass Fatality Incident Management) to the DHHS/PHS All Hazards Emergency Response Plan will be activated if necessary.
- County departments and agencies designated as the primary agency for the Emergency Support Functions (ESFs) will provide support as needed. ESF support activities will be coordinated through the EOC. The PHCC will coordinate requests for support from the ESFs through the EOC.
- A public health emergency event such as an influenza pandemic could extend over a long period of time. It is unlikely that the EOC will be in continuous operations the entire time.

ROLES AND RESPONSIBILITIES

All Agencies

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain internal and external notification
	rosters and contact lists.
	 Participate in all- hazards planning, training, and
	exercises.
	 Train department staff for emergency assignments.
	 Develop and maintain an agency-specific continuity of
	operations plan in accordance with County guidelines
	and standards.

	 Participate in all WebEOC trainings, drills, and
	exercises.
Response	 Update WebEOC position log and monitor throughout
	the event.
Recovery	 See individual departments' roles and responsibilities.
Mitigation	As appropriate, identify potential opportunities for
	mitigating the impacts of future incidents.

Primary Agency – Department of Health and Human Services / Public Health Services

	Services
Phase	Roles and Responsibilities
Phase Preparedness	
	by bio-events.Identify specialized resources such as personnel,
	jurisdictions to augment local resources.

Phase	Roles and Responsibilities
	Collaborate and coordinate with the State of Maryland
	to ensure a capable medical professional volunteer
	corps.
Response	 Enhance surveillance efforts for disease occurrence,
	including epidemiological investigation.
	Coordinate with the Public Information Office/ESF
	#15 External Affairs to provide public information
	about disease prevention and control.
	 Manage credentialed volunteers to staff jobs at mass
	and mobile medication dispensing or distribution.
	 Establish and operate Points of Dispensing (POD) sites
	for dispensing or distribution of prophylactic
	medication.
	Establish liaison with County hospitals and other
	medical facilities to coordinate emergency use of
	available resources, including the Strategic National
	Stockpile.
	Upon authorization implement non-pharmaceutical
	intervention measures (e.g., isolation / quarantine).
	Advise on the assessment of environmental risk related
	to biological event with support from the Maryland
_	Department of Health and Mental Hygiene.
Recovery	Maintain protective actions as situation dictates.
	Continue to coordinate and track resources and
	document costs.
	Participate in the development of environmental clean-
	up plans in coordination with local, state, and federal
	government agencies.
3.5''	Conduct an after-action review.
Mitigation	Conduct pre-event messaging to increase the public's
	preparedness for naturally-occurring and bioterrorism-
	related emergencies.

Support Agency – County Attorney's Office

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

	and cooperating organizations.Assist in resolving biological incident after-action issues.
Response	 Assist with the implementation of isolation and quarantine orders and other court orders as needed. Prepare, as appropriate, emergency ordinances (i.e., price gouging and curfews) and local declarations. Advise County officials concerning legal responsibilities, powers, and liabilities regarding emergency operations and post-disaster and recovery assistance.
Recovery	Participate in the after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Corrections and Rehabilitation

зиррог	i Agency – Department of Corrections and Renabilitation
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving biological incident after-action issues.
Response	 Provide community service volunteers and supervised inmate volunteers to assist with loading and unloading, sorting, packaging and otherwise handling donated goods, as necessary. As appropriate provide warehouse support through the Montgomery County Correctional Facility (MCCF) for storage of emergency relief commodities. Provide emergency laundry service in support of County emergency operations through the MCCF. Provide food preparation in support of County emergency operations from the MCCF facility. Provide security at the pods.
Recovery	Participate in after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency –Fire and Rescue Services

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

	 and cooperating organizations. Assist in resolving biological incident 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	 Establish on-scene incident command as appropriate. Provide response to suspected hazardous materials (e.g. white powder). Provide technical assistance in decontamination as needed.
	Provide emergency medical services.
Recovery	 Participate in after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Department of Liquor Control

	Support Agency –Department of Liquor Control
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving biological incident after-action issues.
Response	 Provide staff to the EOC when requested. As required, identify and manage warehouse buildings, appropriate sites for food and water storage areas, and reception areas. Assist with establishing delivery locations for bulk food and water supplies, and the means of disbursement to individuals, shelters, and others, as required. Provide drivers and trucks for delivery of food and water and provide appropriate materials handling equipment and qualified operators for forklifts, tow motors, etc. Provide refrigerated trucks, if appropriate, and refrigerated warehouse space as a temporary morgue when required.
Recovery	 Provide support in demobilizing points of distribution established for distributing emergency relief commodities. Participate in after-action review.

Mitigation	 See All Agencies roles and responsibilities.
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Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving biological incident after-action issues.
Response	 Activate and manage the EOC.
	 As necessary, coordinate requests for state and federal
	assistance.
	 Assist in the development and dissemination of
	protective guidance information.
Recovery	 Manage recovery operations in accordance with the
	Recovery Operations Annex.
	 Participate in after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Montgomery County Police Department

	port Agency Montgomery County I office Department
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.
	Assist in resolving biological incident after-action issues.
Response	 Provide for access control and protection. Enforce isolation and quarantine measures. Establish on-scene incident command and/or participate in a unified command structure.
	 Maintain security and traffic control in and around the scene. Provide security, as needed, for the Strategic National Stockpile receiving, staging and storing site, Points of Dispensing sites and medical treatment facilities. Coordinate and/or provide assistance in conducting evacuations. Serve as liaison to the FBI and other federal investigative agencies for terrorist incidents. Conduct criminal investigations. Determine usage rates for expendable PPE used during

	prolonged incidents and manage sufficient stocks for use during the incident.
Recovery	 Participate in the after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Department of Recreation

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving biological incident after-action issues. Identify a representative to the EOC, if the Shelter task Force is activated, or when requested by the Chief Administrative Officer (CAO) or by OEMHS.
Response	 Provide staff support for shelters, reception centers, and other short-term mass care facilities. Identify a representative to the 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	Participate in the after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
1 Hase	Roles and Responsibilities
Preparedness	 Identify a representative to the EOC, if the Shelter task
	Force is activated, or when requested by the CAO or by
	OEMHS.
Response	Provide staff to the EOC when requested.
	 Provide assistance in traffic management and control.
	Provide information on traffic conditions and issues
	through the Transportation Management Center.
	 Provide support to evacuations by providing assistance
	in traffic control operations and providing barricades,
	signs, and other devices to assist MCPD in establishing
	a secure perimeter and manage vehicular and
	pedestrian traffic access/egress.
Recovery	Coordinate and fill requests for available trucks, and

		operators. Participate in the after-action review.
Mitigation	•	See All Agencies roles and responsibilities.

Cooperating Organization – Montgomery County Public Schools

Phase	Roles and Responsibilities
Preparedness	 Identify a representative to the EOC, if the Shelter task Force is activated, or when requested by the CAO or by OEMHS.
Response	 Provide transportation support to logistics operations. 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	Participate in the after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – Montgomery County Sheriff's Office

	uting Organization Montgomery County onerty 5 Office
Phase	Roles and Responsibilities
Preparedness	 Identify a representative to the EOC, if the Shelter task
	Force is activated, or when requested by the CAO or by
	OEMHS.
Response	 Provide available staff, resources, and facilities to
	support emergency operations.
	 Provide security for all emergency shelters for the
	duration of the emergency shelter established by the
	county in coordination with the American Red Cross or
	Department of Health and Human Services, contingent
	upon available resources.
	 Provide uniformed personnel, vehicles, and K-9
	assistance to the County Police, as requested.
	 If needed, provide deputy sheriffs to ensure the orderly
	distribution of food, water, and/or medicine at County-
	identified distribution centers.
Recovery	 Participate in the after-action review.
Mitigation	 See All Agencies roles and responsibilities.

REFERENCES

- National Response Framework, January 2008.
- Presidential Decision Directive 39.
- FBI Chemical/Biological Contingency Plan.
- DHHS Health and Medical Services Support Plan for the Federal Response to Acts of Chemical/Biological Terrorism.
- Maryland Emergency Operations Plan (2007).
- DHHS/PHS All Hazards Emergency Response Plan (October 2012).

ACRONYMS

ADA Americans with Disabilities Act
CAO County Administrative Officer
CDC Centers for Disease Control

DHHS Department of Health and Human Services
DHMH Department of Health and Mental Hygiene

EOC Emergency Operations CenterEOP Emergency Operations PlanESF Emergency Support FunctionFBI Federal Bureau of Investigation

IC Incident Commander
JIC Joint Information Center

MCCF Montgomery County Correctional Facility
MCPD Montgomery County Police Department
MEMA Maryland Emergency Management Agency

NCR National Capital Region

NIMS National Incident Management System

NRF National Response Framework

OEMHS Office of Emergency Management and Homeland Security

PHCC Public Health Command Center

PHS Public Health Services
PIO Public Information Officer
PPE Personal Protective Equipment
SNS Strategic National Stockpile

UC Unified Command

WMD Weapons of Mass Destruction



Dam Failure Incident Annex

PRIMARY AGENCY: Office of Emergency Management and Homeland Security

Primary Agency	Office of Emergency Management and Homeland Security
	County Attorney's Office
Support Agencies	Department of Environmental Protection
	Fire and Rescue Services
	Department of Health and Human
	Services
	Montgomery County Police Department
	Department of Transportation
	Maryland Department of the
Cooperating	Environment Dam Safety Division
Organizations	City of Gaithersburg
	Maryland-National Capital Park and
	Planning Commission
	Montgomery County Revenue Authority
	Montgomery County Sheriff's Office
	Washington Suburban Sanitation
	Commission

INTRODUCTION

Purpose

The purpose of this annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations ("agencies") during incidents of actual or potential failure of regulated dams within Montgomery County. This annex also provides a concept of operations for monitoring these facilities and, as appropriate, notifying the public, conducting evacuations and over all incident response.

Scope

- This annex is applicable to all agencies that have assigned roles and responsibilities in the Montgomery County Emergency Operations Plan (EOP) in support of communications services under ESF #2. This annex supplements the County EOP.
- This annex applies to state regulated dams within the County classified as having a "high" or "significant" risk. It applies both to privately-owned and government-managed dams regulated by the state.

SITUATION

- Montgomery County is vulnerable to flooding due to dam failures.
 - This includes overtopping during storms, structural failure during storms or non-storm events such as piping "Sunny Day" failure.
 Dam failures pose a moderate hazard to the County as identified in the Montgomery County Hazard Mitigation Plan.
- According to the Maryland Department of Environment Dam Safety Division, within the County there are 15 impoundments that are classified as "high" and 23 classified as "significant" risk. Those classified as "high" are regulated by the state and are required to have an Emergency Action Plan (EAP) in place and filed with the County. The list of these facilities is provided at Tab
- The purpose of the Emergency Action Plan is to safeguard lives and reduce property damage in the event that a dam should fail. The EAP contains:
 - o Inundation map identifying the structures and properties that will be flooded in the event of a dam failure;
 - Procedures to monitor the dam periodically during significant rainfall events;
 - o Procedure to notify the County of a potential dam failure; and
 - o Procedures for warning and evacuating the residences at risk.
- 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.

- The MDE Dam Safety Division categorizes dams according to their size and potential downstream hazard. Dams are classified as:
 - Class 1 (High Hazard): Probable loss of life; major increases in existing flood levels at houses, buildings, major interstates and state roads with more than six lives in jeopardy in the event of a dam failure.
 - o Class 2 (Significant Hazard): Possible loss of life, significant increased flood risks to roads and buildings with no more than two houses or six lives in jeopardy in the event of a failure.
 - Class 3 (Low Hazard): Unlikely loss of life, minor increases to existing flood levels at road and buildings in the event of a failure.²
- The classifications for the sites in Montgomery County are included in the table provided at Tab 1.
- Dam owners are liable for damages resulting from a dam's improper operation or a failure that results in a sudden release of water downstream. It is also the owner's responsibility to inspect and maintain the dam and its appurtenances to ensure public safety.

ASSUMPTIONS

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.

² Maryland Department of the Environment Dam Safety Program Fact Sheet Dam Failure Incident Annex

- The primary agency will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation.
- All regulated dams classified as "high" or "significant" will have specific EAPs on file with the Office of Emergency Management and Homeland Security (OEMHS). EAPs will be available in the Emergency Operations Center (EOC).

CONCEPT OF OPERATIONS

- The owner of each dam is responsible for its safe and proper design, construction, operation, and maintenance.
- Dam owners will develop EAPs in accordance with the provisions of Maryland Dam Safety Manual (see references). Plans will be submitted to OEMHS for review and concurrence. OEMHS will coordinate with the appropriate support agencies and partner organizations for technical assistance in reviewing and approving the EAPs.
- If there is a problem or imminent problem at a dam, the owner will notify Montgomery County in accordance with the notification protocols included in the site-specific EAP. The Police 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. The EOC will be activated at the appropriate level to exercise
 overall coordination and direction of the emergency. The EOC will provide
 support to the Incident Commander (IC) in such areas as evacuation,
 communication, transportation, shelter and any other resources that may be
 required.
- Dam owners will continue to monitor conditions at the dam in accordance with the intervals identified in the EAP and provide updated information to the EOC via ESF #3. The EOC will ensure updated information is provided to appropriate County departments and agencies and the on-scene command.

- Dam operators will recommend evacuation of the public within the
 inundation zone if it is determined to be necessary in accordance with EAP.
 Recommendations will be conveyed to Montgomery County. The Chief
 Administrative Officer (CAO) or designee is generally responsible for making
 decisions to order an evacuation. However, the on-scene IC may direct an
 evacuation if he/she determines that there is an imminent threat to the public.
- Montgomery County will coordinate evacuation of the public in accordance with the EOP and the Emergency Support Function (ESF) #6 Mass Care Annex. The Montgomery County Police Department will be the lead for conducting the evacuation. In the event of an evacuation a Unified Command (UC) may be established. The UC will manage the evacuation and request additional support as needed through the EOC.
- Dam owners will continue to monitor conditions and will recommend to the County when it is safe for evacuees to return. The decision to allow evacuees to return will be made by the CAO or designee in conjunction with the onscene IC/UC. The dam's owner licensed engineer, as required by the EAP, will provide technical assistance as needed to evaluate the dam and supporting structures to determine if the situation allows for the safe return of evacuees.
- In the event that the dam is breached or fails causing flooding appropriate response and recovery operations will be conducted in accordance with the EOP.

ROLES AND RESPONSIBILITIES

All Agencies

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Phase	Roles and Responsibilities
Preparedness	 Develop and maintain internal and external notification rosters and contact lists.
	 Participate in all- hazards planning, training, and exercises.
	Train department staff for emergency assignments.
	 Develop and maintain an agency-specific continuity of
	operations plan in accordance with County guidelines

	and standards.Participate in all WebEOC trainings, drills, and exercises.
Response	 Update WebEOC position log and monitor throughout the event.
Recovery	See individual departments' roles and responsibilities.
Mitigation	As appropriate, identify potential opportunities for
	mitigating the impacts of future incidents.

Primary Agency – Office of Emergency Management and Homeland Security

Primary Age	ncy – Office of Emergency Management and Homeland Security
Phase	Roles and Responsibilities
Phase Preparedness	 Roles and Responsibilities Develop and maintain the Dam Failure Incident Annex to the EOP. Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. Coordinate resolution of dam failure incident afteraction issues. Maintain the EOC in a state of operational readiness. Develop and maintain an inventory of both publically and privately owned state-regulated dams within the County in coordination with the MDE Dam Safety Division. Ensure that inundation map information from the EAPs is available in the County Geographic Information Systems (GIS). Identify GIS products that will assist the evacuation managers and field response personnel. Review in coordination with MDE Dam Safety Division EAPs submitted by dam owners to ensure compliance with state guidelines. Distribute approved and updated EAPs to appropriate
	County departments and agencies.
	Maintain copies of updated EAPs in the EOC.
Response	Monitor weather and provide information to other County departments and agencies. Provide information to other
	 Receive through the ECC information on incidents or potential incidents from dam operators and distribute

Phase	Roles and Responsibilities
	information to appropriate County departments and
	agencies.
	 Activate and manage the EOC as appropriate.
	 Coordinate support to the IC(s) through the EOC.
Recovery	Conduct recovery operations in accordance with the
	EOP and the ESF #14 Long-term Recovery Annex.
	 Conduct an after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – County Attorney's Office

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#2 after-action issues.
Response	 Provide legal guidance on issues pertaining to
	evacuations.
Recovery	 Participate in an after-action review.
	 Conduct recovery operations in accordance with the
	EOP and the ESF #14 Long-term Recovery Annex.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Environmental Protection

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF#2 after-action issues. Provide technical assistance to OEMHS in reviewing EAPs. Develop and maintain EAPs for dams managed by the Department of Environmental Protection (DEP).
Response	 Monitor conditions at dams managed by DEP and provide information to OEMHS. Perform emergency mitigation on DEP managed dams as appropriate. Based upon conditions, perform detailed inspections of at risk dams and make assessment judgments on

	 structural integrity. Recommend evacuations if warranted by conditions/assessment of structural integrity for County owned dams.
Recovery	 Assess DEP managed dams to determine when it may be safe for evacuees to return. Provide technical advice to the Disaster Manager in evaluating conditions at other dams to determine if conditions allow for return of evacuees. Participate in an after-action review.
Mitigation	 As appropriate identify potential opportunities for mitigating the impacts of future incidents at dams managed by DEP.

Support Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#2 after-action issues.
	 Maintain copies of the updated EAPs.
Response	 Provide support for evacuations and coordinate
	evacuation operations with the Montgomery County
	Police Department (MCPD).
	 As needed conduct search and rescue operations.
Recovery	 Conduct recovery operations in accordance with the
	EOP and the ESF #14 Long-term Recovery Annex.
	 Participate in after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Provide lists of nursing homes, assisted living facilities, and large group homes for the GIS to determine if they are with the inundation zones.
Response	 Establish and operate temporary shelters as needed.

	 Advise healthcare facilities of potential impact of a dam
	failure on their facilities.
Recovery	 Participate in an after-action review.
	 Conduct recovery operations in accordance with the
	EOP and the ESF #14 Long-term Recovery Annex.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Montgomery County Police Department

- Опрр	on Agency - Monigomery County I once Department
Phase	Roles and Responsibilities
Preparedness	 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 pre-scripted evacuation notices
	for posting on residence doors.
	 Maintain copies of the updated EAPs.
Response	As necessary provide security, traffic management, and
	access control.
	Conduct evacuations including on-scene warning and
	alerting.
	 Provide for security of evacuated areas.
Recovery	Participate in the after-action review.
	 As necessary, provide security for damaged areas.
	 As appropriate provide traffic management for
	returning evacuees.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#2 after-action issues.
	 Maintain copies of the updated EAPs.
Response	 Provide assistance in planning and conducting
	evacuations.
	 Provide assistance as needed to the MCPD in traffic
	management and access control.
	 Provide transportation resources as needed to support

	evacuations.
Recovery	 Provide transportation guidance as needed to support
	return of evacuees.
	 Participate in the after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Cooperating Organization – Maryland Department of the Environment Dam Safety Division

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Phase	Roles and Responsibilities
Preparedness	 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.
	Manage the Dam Safety Program to ensure that all dams
	are designed, constructed, operated, and maintained
	safely.
	 Provide technical assistance to dam owners and
	operators in developing and maintaining EAPs.
Response	 Provide technical assistance in evaluating the dam and
	supporting structures to determine if the situation
	allows for the safe return of evacuees.
Recovery	Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization - City of Gaithersburg

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving ESF#2 after-action issues.
	 Develop and maintain EAPSs for City operated dams.
Response	 Monitor conditions at City owned dams and provide
	information to OEMHS/EOC.
	 Perform emergency mitigation on City dams as
	appropriate.
	 Based upon conditions, perform detailed inspections of
	at risk dams and make assessment judgments on
	structural integrity.

Phase	Roles and Responsibilities
	Recommend evacuations if warranted by
	conditions/assessment of structural integrity for City
	owned dams.
Recovery	Assess City owned dams to determine when it may be
	safe for evacuees to return.
	 Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – Maryland National Capital Park and Planning Commission

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF#2 after-action issues. Develop and maintain EAPSs for the Maryland-National Capital Park and Planning Commission (MNCPPC) operated dams.
Response	 Monitor conditions at MNCPPC owned dams and provide information to OEMHS/EOC. Perform emergency mitigation on MNCPPC dams as appropriate. Based upon conditions, perform detailed inspections of at risk dams and make assessment judgments on structural integrity. Recommend evacuations if warranted by conditions/assessment of structural integrity for MNCPPC owned dams.
Recovery	 Assess MNCPPC owned dams to determine when it may be safe for evacuees to return. Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – Montgomery County Revenue Authority

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

Phase	Roles and Responsibilities				
	and cooperating organizations.				
	 Assist in resolving ESF#2 after-action issues. 				
	 Develop and maintain EAPSs for dams operated by the 				
	Montgomery County Revenue Authority.				
Response	Monitor conditions at Authority owned dams and				
	provide information to OEMHS/EOC.				
	Perform emergency mitigation on Authority dams as				
	appropriate.				
	 Based upon conditions, perform detailed inspections of 				
	at risk dams and make assessment judgments on				
	structural integrity.				
	 Recommend evacuations if warranted by 				
	conditions/assessment of structural integrity for				
	Authority owned dams.				
Recovery	Assess Authority owned dams to determine when it				
	may be safe for evacuees to return.				
	 Participate in after-action review. 				
Mitigation	See All Agencies roles and responsibilities.				

Cooperating Organization – Montgomery County Sheriff's Office

Phase	Roles and Responsibilities				
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF#2 after-action issues. 				
Response	Provide security for temporary shelters as needed.				
Recovery	Participate in an after-action review.				
Mitigation	See All Agencies roles and responsibilities.				

Cooperating Organization – Washington Suburban Sanitary Commission

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF#2 after-action issues. Develop and maintain EAPSs for the Washington Suburban Sanitation Commission (WSSC) operated dams.

Phase	Roles and Responsibilities
Response	 Monitor conditions at WSSC owned dams and provide information to OEMHS/EOC. Perform emergency mitigation on WSSC dams as appropriate. Based upon conditions, perform detailed inspections of at risk dams and make assessment judgments on structural integrity. Recommend evacuations if warranted by conditions/assessment of structural integrity for WSSC owned dams.
Recovery	 Assess WSSC owned dams to determine when it may be safe for evacuees to return. Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

MAPS AND SUPPORTING DATA

See Table 1

REFERENCES

- Maryland Dam Safety Manual, 1996 (rev. 2003).
- State of Maryland Emergency Operations Plan, 2007.
- Montgomery County Emergency Operations Plan, 2008.
- ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services Annex to the Montgomery County Emergency Operations Plan.
- Emergency Action Plans for state regulated dams classified as "high" or "significant" risk.

ACRONYMS

ADA	Americans with Disabilities Act
CAO	Chief Administrative Officer

DEP Department of Environmental Protection

EAP Emergency Action Plan

ECC Emergency Communications Center

EOC Emergency Operations CenterEOP Emergency Operations PlanESF Emergency Support FunctionGIS Geographic Information Systems

IC Incident Commander

MCPD Montgomery County Police Department
MDE Maryland Department of the Environment
MEMA Maryland Emergency Management Agency

MNCPPC Maryland-National Capital Park and Planning Commission

NIMS National Incident Management System

OEMHS Office of Emergency Management and Homeland Security

UC Unified Command

WSSC Washington Suburban Sanitation Commission

Tab 1: High Hazard Class Dams in Montgomery County

Hazard	Dam Name	NID ID	Longitude	Latitude	Owner
Class					
High	Brighton Dam	MD00005	-77.0050	39.1933	Washington Suburban Sanitation Commission (WSCC)
High	Lake Walker Dam Pond 1	MD00054	-77.2083	38.1550	Lake Forest Associates
High	Upper Rock Creek Watershed Site 5 (Lake Needwood)	MD00048	-77.1300	38.1150	Maryland-National Capital Park and Planning Commission (MNCPPC) – Upper Rock Creek
High	Upper Rock Creek Watershed Site 1 (Lake Frank)	MD00050	-77.1183	38.0133	MNCPPC – Upper Rock Creek
High	Wheaton Branch Storm-water Management	MD00127	-77.0383	39.0250	Montgomery County Department of Environmental Protection (DEP)
High	Inspiration Lake	MD00193	-77.2400	38.1167	City of Gaithersburg
High	Crabbs Branch Storm-water Management Facility	MD00208	-77.1583	38.1217	DEP
High	Little Seneca Dam	MD00271	-77.3000	38.1850	WSCC
High	Lake Helene Dam	MD00300	-77.2400	38.1167	City of Gaithersburg
High	Summit Hall Park Dam	MD00308	-77.1911	38.1384	City of Gaithersburg
High	Railroad Branch Storm-water Management Pond	MD00316	-77.2750	38.1750	DEP
Significant	Lake Ninvana	MD00056	-77.2400	38.1150	Manor Care Incorporated
Significant	Lake Whetstone	MD00053	-77.2050	38.1667	Montgomery Village Foundation Inc.
Significant	Seneca State Park Dam	MD00087	-77.2550	38.1433	Maryland Department of Natural Resources – Land and Water Conservation Service
Significant	Gunners Lake	MD00279	-77.2567	38.1617	DEP
Significant	Burnt Hills Reservoir	MD00228	-77.0067	38.0317	MNCPPC
Significant	Little Bennett Golf Course	MD00343	-77.2933	38.2858	MNCPPC
Significant	Wheaton Regional Park Dam	MD00341	-77.0400	38.0550	MNCPPC

 $^{^3}$ Data on dams in Montgomery County is from the U.S. Army Corps of Engineers National Inventory of Dams. 3 National Inventory of Dams Identification Number.

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Mass Fatality Incident Annex

PRIMARY AGENCY: Montgomery County Police Department or Department of Health and Human Services

Primary Agency	Montgomery County Police Department or Department of Health and Human			
1 Illiary Agency				
	Services			
	County Attorney's Office			
Support Agencies	Department of General Services			
	Fire and Rescue Services			
	Department of Liquor Control			
	Office of Emergency Management and			
	Homeland Security			
	Montgomery County Police Department,			
	Victim Assistance Unit			
	Department of Transportation			
Cooperating	Montgomery County Sheriff's Office			
Organization	Wortigomery County Stierin Some			

INTRODUCTION

Purpose

The purpose of this annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations ("agencies") in responding to mass fatality incidents within Montgomery County. This annex also provides a concept of operations for conducting response and recovery operations following a mass fatality incident. It supplements the Montgomery County Emergency Operations Plan (EOP).

Scope

- This annex is applicable to all agencies that have assigned roles and responsibilities in the EOP in support of mass fatality incidents. This annex supplements the County EOP.
- This annex applies to any situation in which there are more human bodies to be recovered and examined than can be handled by the usual local resources.
- Many types of incidents that may result in mass fatalities (such as tornadoes, hurricanes, terrorist incidents, biological incidents, mass transit incidents) may also result in significant injuries and damage to homes, businesses and critical infrastructure that will need to be addressed by local, state and possibly federal resources. This annex is focused solely on the management of fatalities resulting from the incident. This includes, as appropriate:

Authorities

- Title 5 of the Health General Article of the Annotated Code of Maryland
- Title 14, Emergency Management Act of the Annotated Code of Maryland

SITUATION

- A large number of fatalities may result from a variety of causes including natural disasters, hazardous materials, terrorist attacks, transportation incidents, or as the result of a naturally occurring disease outbreak.
- The Maryland Office of the Chief Medical Examiner (OCME) has jurisdiction over any death which is the result, wholly or in part, of a casualty or accident, homicide, poisoning, suicide, criminal abortion, rape, therapeutic misadventure, drowning, or a death of a suspicious or unusual nature, or of an apparently healthy individual, or a case which is dead on arrival at the hospital. For incidents of this nature, the Montgomery County Police Department (MCPD) will serve as the primary County agency.
- For incidents that do not fall under the jurisdiction of OCME, such as an outbreak of a naturally-occurring communicable disease, the Montgomery County Department of Health and Human Services (DHHS) will serve as the primary County agency for these incidents.
- The authority for handling decedents is fully vested in the State of Maryland and not in the local jurisdictions. The State of Maryland has not given jurisdiction or

authority to County and local government to perform funerary or regulation functions. Under the Maryland Emergency Management Act the Governor may delegate mass fatality authority to local and County jurisdictions.

• Regardless of the scenario, all Montgomery County departments and agencies will have a significant role in all mass fatality incidents.

ASSUMPTIONS

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.
- The primary agency will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation.
- Terrorist incidents or other mass fatality events will occur with little or no warning.
 However, recognition of illness and death as a result of a bio-terrorism attack is likely preceded by a period of days to weeks.
- During a mass fatality event, media representatives will quickly attempt to establish a strong on-scene presence.
- For an incident with national impacts and a high number of fatalities, the mutual aid available to the County may be extremely limited or not available.
- Depending upon the number of fatalities, funeral homes, crematories, cemeteries and transportation resources may quickly become overwhelmed. There will be shortages of resources such as caskets, litters, and transportation vehicles.

• A biological incident will overextend public health resources leaving limited resources to manage fatality issues during an outbreak.

CONCEPT OF OPERATIONS

- Upon a state declaration of emergency, the Office of Emergency Management and Homeland Security (OEMHS) Manager or the County Executive (or his/her designee) may authorize the implementation of this annex. Implementation may begin prior to a declaration based on the following criteria:
 - o Recognition of a mass casualty event with expected deaths that exceed current day to day capacity to manage the decedents.
 - Recognition that a naturally occurring disease is resulting in increasing numbers of deaths that may exceed the local capability.
 - o Recognition of a bioterrorism event with a high homicide rate.
 - Notification from local hospitals and the local funeral homes that their capacity to process and store bodies has been exceeded.
 - o Recognition of any mass fatality event as defined by the Maryland OCME:
 - Any incident with fatalities which exceed or overwhelm usual local or OCME resources.
- Upon activation of this Annex, the primary and support agencies will function to address the entire spectrum of operations and that provides for the care of the decedent.
- In addition to the County Emergency Operations Center (EOC), the DHHS Public Health Command Center (PHCC) may be activated to support the response to these incidents.
- OEMHS will be responsible for notifications of a local mass fatality event to surrounding jurisdictions and support agencies will be made in an expedient manner by OEMHS.
- The establishment of jurisdiction is a critical decision that should be determined early in the event. This will allow notification of all pertinent agencies and reduce response and set up time.
- If jurisdiction does not fall under the OCME, such as in the case of naturally occurring communicable disease outbreak, Montgomery County will coordinate the management and storage of the fatalities exceeding the capacity of the local

mortuary affairs system. 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.
- The OCME in coordination with the Incident Commander (IC) may request additional resources through the EOC, such as the Disaster Mortuary Operational Response Team (DMORT) or other local, regional, or federal resources to support incident operations.
- In the event of a transportation incident, MCPD will coordinate with the National Transportation Safety Board (NTSB) as the lead agency for investigating the cause of the incident and facilitating support to the victims' families. The airline is primarily responsible for family notification of the incident (they may give death notification if it is known all have died but airlines will not notify the families of positive identification) and all aspects of victim and family logistical support. The airline will establish a Joint Family Support Operations Center (JFSOC) to coordinate providing support to the families. Montgomery County will provide a liaison to the IFSOC 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. Montgomery County Operations will be conducted as outlined in the Terrorist Incident Annex of the EOP. The FBI Victim Assistance Team may be deployed to assist victim's families.
- If the OCME or DMORT establishes mortuary affairs collection points (MACPs), DHHS will coordinate resources to support this operation. MACPs are locations throughout the community where non-contaminated remains are collected, stored, and preserved before being transported to the Incident Morgue or released to the Funeral Home chosen by the family. ESF #7, Logistics Management and Resource Support, in coordination with DHHS will coordinate the resources necessary if an MACP is necessary. Considerations for a MACP may include the following:
 - The facility will be available for the timeframe necessary. For a flu pandemic this may be as long as six months.
 - o The capability to retrofit the facility and the associated costs.
 - o Non-porous or disposable flooring.
 - o Room for office space.
 - o The site/facility should be accessible to tractor-trailers.
 - Shower facilities should be available.
 - Hot and cold running water.
 - o Heating or air conditioning dependent upon the season.
 - o Electricity available (110 volt, 300 amps as a minimum).
 - o Floor drainage for decontamination.
 - o Restrooms.
 - Space for support staff and rest areas.
 - Parking space for staff and trucks.
 - o Communications capabilities including multiple telephone and fax lines.
 - Secure entrances into the general area and into the entrance of the facility with uniformed guards.
 - o Security for the entire site.
 - o Removed from public view.
- DHHS, in coordination with the Department of General Services as the primary agency for ESF #7, and all support agencies under this annex, 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.

- O An incident morgue is defined as the location where the medical examiner and law enforcement conducts medicolegal death investigations, identifies the remains, documents injuries, determines the cause of death, and collects forensic evidence for criminal and/or civil courts and law enforcement.
- Based upon the scope and magnitude of the incident, DHHS, as the primary agency for ESF #8 and ESF #6 will determine, in coordination with the IC and the OEMHS Manager, the need to establish a Family Assistance Center (FAC) to facilitate support to the affected families. If activated, the FAC will be established and managed by DHHS.
- Effective communication with the public and the families of the victims will be critical during mass fatality incidents. Fatality information is very sensitive and requires knowledgeable and well-versed communications. The Montgomery County Public Information Officer, in coordination with the Maryland Department of Health and Mental Hygiene (DHMH), and the appropriate local, state, and federal law enforcement and emergency management agencies will provide the necessary information to the media in a manner that respects the privacy of the families involved and does not compromise the investigation of the event.
- The Montgomery County Public Information Office (PIO) as the primary agency for ESF #15 External Affairs will determine the need to establish a Joint Information Center (JIC). If activated, the JIC will be managed by the Public Information Office.
- The primary functions of the JIC will be to provide information to the general public and the media. The JIC will be established at a separate location from the FAC or may be operated as a "virtual" JIC from remote locations.
- During naturally occurring disease outbreaks when a death occurs in a residence, reporting by the public will be through the 911 system. All deaths occurring in residential homes and public places in the County will be investigated by the Montgomery County Police Department.
- During day-to-day operations and during smaller, more contained emergencies, the transportation of the decedents is accomplished by a funeral home or funeral service. However, it is possible during a mass fatality incident that transportation

resources may be scarce or overwhelmed and County resources will need to be identified and used to support transportation of decedents. Transportation resource needs will be addressed by the Department of General Services as the primary agency for ESF #7 Logistics Support and Resource Management in coordination with the Department of Transportation as the primary agency for ESF #1 Transportation.

- Hospitals have a limited capacity to hold decedents until the funeral home, anatomy board, or the OCME arrive to transport them for final disposition. Hospitals may have to expand their storage capacities when funeral homes, the Anatomy Board or the OCME resources are overwhelmed in a mass fatality event.
- Montgomery County may have to establish public/private partnerships with funeral directors, cemetery managers, and clergy to work with next-of-kin to facilitate timely and appropriate final disposition of the decedents.

ROLES AND RESPONSIBILITIES

All Agencies

	All Agencies
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain internal and external notification rosters and contact lists. Participate in all- hazards planning, training, and exercises. Train department staff for emergency assignments. Develop and maintain an agency-specific continuity of operations plan in accordance with County guidelines and standards. Participate in all WebEOC trainings, drills, and exercises.
Response	 Update WebEOC position log and monitor throughout the event.
Recovery	 See individual departments' roles and responsibilities.
Mitigation	 As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Co-Primary Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	Develop and maintain the Mass Fatality Annex to the

Phase	Roles and Responsibilities
	 EOP in cooperation with Montgomery County Police Department. Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. Coordinate resolution of mass fatality after-action issues.
Response	 Receive and distribute information to County departments and agencies on incidents or potential incidents. Serve as primary County agency for coordination with DHMH for incidents resulting from an outbreak of a naturally occurring communicable disease. Activate, if 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. Implement mass prophylaxis campaign to minimize fatalities, as appropriate. Provides information on infection control procedures. In consultation with the OEMHS Manager, determine need to establish a Family Assistance Center (FAC). Coordinate with Fire and Rescue Services (FRS), DHMH, and hospital Infectious Control Practitioners (ICPs) to identify causative agent in a disease outbreak. Coordinate, in conjunction with private community mental health partners including the American Red Cross, disaster mental health services during all phases of the disaster. This includes the provision of Critical Incident Stress Management (CISM) services to County employees. Coordinate with funeral home directors and cemetery managers to assist them in their dealing with the surge. Coordinate personal protective equipment protocols under guidance from the Centers for Disease Control and Prevention (CDC) and appropriate state agencies.

Phase	Roles and Responsibilities
	Process death certificates.
Recovery	Monitor the situation and provide information to other
	departments and agencies.
	Conduct after-action review.
Mitigation	See All Agencies roles and responsibilities.

Co-P ₁	rimary Agency – Montgomery County Police Department
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain the Mass Fatality Annex to the EOP in coordination with the Montgomery County Department of Health and Human Services. Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. Coordinate resolution of mass fatality after-action issues.
Response	 Coordinate the provision of access control and protection. Establish on-scene incident command as appropriate. Provide initial notification to OCME as appropriate. Serve as primary County agency for coordination with OCME for incidents resulting from violent, suspicious, unnatural, homicidal, suicidal or unexplained circumstances. In conjunction with Fire and Rescue Services, the MD OCME, and other law enforcement agencies, coordinate resources for the storage, disposition, identification and handling of human fatalities. Establish and maintain chain of custody of the decedents. Request or recommend the establishment of a FAC. Provide for traffic management. Provide security of facilities such as Incident Morgues, mortuary affairs collection points, or the Family Assistance Center. Locate, collect, protect and document evidence. Provide support to OCME in processing of bodies (fingerprinting, DNA sampling, collecting personal effects and documentation of injuries).

Phase	Roles and Responsibilities
	 Assist with victim identification.
	 Conduct investigations.
	 Assist in Next of Kin notifications of death and positive
	identifications.
	 Conduct accident reconstruction as appropriate.
	 Provide input into the family briefings and incident
	press releases
Recovery	 Provide support to recovery operations as outlined in
	the Recovery Operations and Financial Management
	Annex.
	 In consultation with MCPD and DHHS determine
	closure date for FAC (if activated).
	 Participate in after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency - County Attorney's Office

	Support rigency County rittorney's Office
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving mass fatality incident after-action issues.
Response	 Prepare waivers and legal clearances. Provide advice concerning legal responsibilities, powers, and liabilities regarding emergency operations. Prepare, as appropriate, emergency ordinances (i.e., price gouging and curfews) and local declarations. Assist and advise MCPD and DHHS on working relationships with funeral directors and cemetery management.
Recovery	Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of General Services

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

	and cooperating organizations.
	 Assist in resolving mass fatality incident after-action
	issues.
	 Identify facilities that may serve as incident morgues
	and/or mortuary affairs collection points.
	 Develop and maintain lists of critical resource for a mass
	fatality incident.
Response	 Lease facilities as needed.
	 Contract transportation services as requested.
	 Procure critical resources.
	 Support the Funeral Industry and Cemetery needs to
	facilitate timely final disposition.
Recovery	 Restock commodities and supplies as necessary.
	 Participate in after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency –Fire and Rescue Services

	support figurey The will rescue services
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving mass fatality incident after-action issues.
Response	 Establish on-scene incident command as appropriate. Coordinate search, rescue, and recovery with MCPD for the location of victims. Advise MD OCME on adequate personal protection equipment for OCME staff to protect against exposure to hazardous materials. Provide limited sampling services to identify causative agents.
Recovery	Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Liquor Control

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving mass fatality incident after-action

	issues.
Response	 Provide refrigerated trucks and refrigerated warehouse
	space as a temporary storage area or morgue when
	required
Recovery	Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency -Office of Emergency Management and Homeland Security

5 ·· F F - 7 · - 3 ·	ncy –Office of Emergency Management and Homeiana Security
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving mass fatality incident after-action issues. Monitor and track incidents and potential incidents 24/7.
Response	 Receive and distribute information to County departments and agencies on incidents or potential incidents. Activate and manage the EOC as appropriate. 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. Determines in conjunction with the Incident Commander and Montgomery County DHHS whether to establish a family assistance center.
Recovery	 Monitor the situation and provide information to other departments and agencies. Conduct after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Montgomery County Police Department Victim Assistance Unit

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

	 Assist in resolving mass fatality incident after-action
	issues.
Response	 Coordinate support to victim's families such as crisis
	intervention, assistance to address social needs, and
	financial compensation.
	 Coordinate with DHHS, 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	 Participate in after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Department of Transportation

Support Agency – Department of Transportation	
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving mass fatality incident after-action issues.
Response	 Provide assistance in traffic management and control. Provide information on traffic conditions and issues through the Transportation Management Center. Provide support to evacuations by providing assistance in traffic control operations and providing barricades, signs, and other devices to assist Police in establishing a secure perimeter and manage vehicular and pedestrian traffic access/egress. Coordinate transportation services as needed to support incident facilities such as the MACP and/or Incident Morgue.
Recovery	 Provide traffic control assistance as necessary for reentry operations. Participate in mass fatality incident after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization - Montgomery County Sheriff's Office

Phase	Roles and Responsibilities

Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving mass fatality incident after-action issues.
Response	 Upon request, provide assistance in security of designated facilities. Assist the MCPD with all law enforcement activities at the County level as requested. Assist in maintaining law and order. Provide security for critical facilities and resources, as requested. Provide access control in restricted/evacuated areas, as requested. Provide law enforcement communications capabilities. Provide personnel and prisoner transport vans to assist Police or any other law enforcement agency when requested. Upon request, provide assistance to evacuations (control points, traffic management).
Recovery	 Upon request, provide assistance in security of designated recovery facilities. Participate in after-action review.
Mitigation	 See All Agencies roles and responsibilities.

REFERENCES

- Department of Health and Human –Services, Public Health Services All-Hazards Emergency Response Plan, Mass Fatality Incident Management (Annex F).
- Mass Fatality Plan Office of the Chief Medical Examiner State of Maryland.
- Maryland Department of Health and Mental Hygiene, Maryland Mass Fatality Plan.
- National Transportation Safety Board Federal Family Assistance Plan For Aviation Disasters, August 1, 2000.

ACRONYMS

ADA Americans with Disabilities Act

CDC Centers for Disease Control and Prevention

CISM Critical Incident Stress Management

DHHS Department of Health and Human Services
DHMH Department of Health and Mental Hygiene
DMORT Disaster Mortuary Assistance Response Team

EOC Emergency Operations CenterEOP Emergency Operations PlanESF Emergency Support FunctionFAC Family Assistance Center

FBI Federal Bureau of Investigation

FRS Fire and Rescue Services
IC Incident Commander
ICP Incident Command Post

ICPs Infectious Control Practitioners

JFSOC Joint Family Services Operations Center

JIC Joint Information Center

MACP Mortuary Affairs Collection Point

MCPD Montgomery County Police Department

ME Medical Examiner

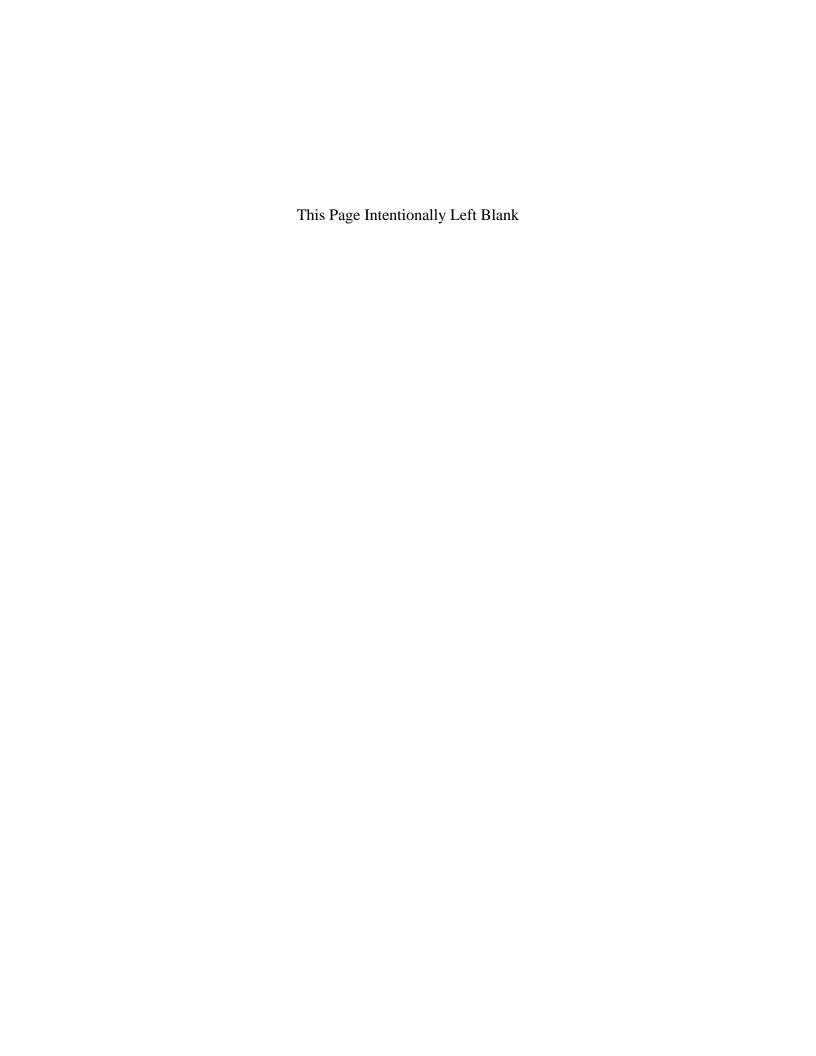
NIMS National Incident Management Agency NTSB National Transportation Safety Board OCME Office of the Chief Medical Examiner

OEMHS Office of Emergency Management and Homeland Security

PHCC Public Health Command Center

PHS Public Health Service

PIO Public Information Office(r)



Nuclear and Radiological Incident Annex

PRIMARY AGENCY: Fire and Rescue Services

Primary Agency	Fire and Rescue Services
	Department of Environmental Protection
Support Agencies	Department of Health and Human
	Services
	Office of Emergency Management and
	Homeland Security
	Montgomery County Police Department
	Public Information Office
	Department of Transportation

INTRODUCTION

Purpose

The purpose of this annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations ("agencies") in responding to incidents involving nuclear or radioactive materials. The annex outlines the actions associated with nuclear/radiological incident response, threat assessment, notification procedures, joint investigative/response procedures and recovery activities.

Scope

This annex is applicable to all agencies that have assigned roles and responsibilities in the Montgomery County Emergency Operations Plan (EOP) in support of nuclear/radiological incidents. This annex supplements the County EOP.

- This annex is applicable to nuclear/radiological incidents, including accidental, sabotage and terrorist incidents, involving release or potential release of radioactive material that poses an actual or perceived significant hazard to public health, and/or the environment within or affecting Montgomery County including:
 - Construction or industrial incidents where an isotope may become exposed;

- o Transportation accidents involving nuclear/radioactive material.
- Lost radioactive material sources;
- Terrorist use of radiological dispersal devices (RDD), improvised nuclear devices, or other radiological devices; and
- Accidents at facilities using radioactive materials, nuclear reactors, and nuclear power plants.
- This annex is County wide in scope and includes coordination with and support to the municipalities within Montgomery County.
- The focus of this annex is on the consequence management response to a
 radiological or nuclear incident. If the incident results in mass fatalities, the Mass
 Fatalities Incident Annex will be activated. For terrorist incidents involving
 radiological or nuclear agents, the Terrorism Incident Annex provides the
 framework for coordinating the law enforcement response.
- This annex is broad in scope. Specific operations in response to an incident will be in accordance with established department and agencies operating procedures.

AUTHORITIES

Federal

- Atomic Energy Act (AEA) of 1954 as amended.
- Public Health Service Act (42 U.S.C. § 201).
- Homeland Security Presidential Directive (HSPD) 5, "Management of Domestic Incidents." (2003).
- The National Strategy to Combat Weapons of Mass Destruction (2002)
- The Homeland Security Act of 2002.
- The Post-Katrina Emergency Management Reform Act of 2006.
- The National Strategy for Homeland Security (2007).
- Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), (1980).

State

- Title 8: "Radiation" of the Annotated Code of Maryland.
- Title 14: "Local Emergency Plans" of the Annotated Code of Maryland.
- Maryland Emergency Operations Plan (2007).
- Maryland Radiological Emergency Plan (Annex Q to the Maryland Emergency Operations Plan (2007).

SITUATION

- There are several hundred facilities in Maryland that use radioactive materials. Each site may have its own risk of contaminating or exposing the community to unhealthy levels of radiation. There are also numerous shipments of radioactive materials traveling on the state's highways and railroad systems with the potential for a transportation or rail accident that may result in the release of radiation.
- The closest nuclear power plant to Montgomery County is the Calvert Cliffs Nuclear Power Plant in Calvert County, Maryland. Montgomery County is within the fifty mile ingestion exposure pathway Emergency Planning Zone (EPZ) of this facility where radioactive materials could contaminate water supplies, food crops and livestock in the event of a release.
- Nuclear or radiological terrorism, including "Dirty Bombs" (radiological dispersal
 devices), is another potential threat. Montgomery County is a densely populated
 County within the National Capital Region (NCR) increasing its potential as a target
 for terrorist attacks. There are numerous federal facilities in Montgomery County
 and private businesses that support these federal agencies. The presence of the
 federal facilities increases the risk of terrorist attacks.
- A number of federal agencies have independent authorities related to radiological and nuclear incidents and may take unilateral actions pursuant to these authorities.
 The federal response will be coordinated with the state and County as appropriate.

ASSUMPTIONS

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

- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.
- The primary agency will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation.
- The resources and/or expertise of Montgomery County could quickly be depleted by a response to a major radiological incident and its consequences. The detection of radiation and contamination and applications of countermeasures will require special equipment and specially trained personnel to operate the equipment and interpret the readings. Therefore, extensive use of state and federal resources and intrastate mutual aid agreements must be anticipated.
- Incidents involving radioactive materials could result in contamination of fixed facilities and possible release via air or water pathways to the surrounding environment.
- A radiological incident may affect populations across multiple jurisdictions simultaneously, requiring management of multiple incident sites each of which may require an incident response and a crime scene investigation. Depending on the scope and magnitude of the incident or in the event of multiple incidents there may be competing demands for specialized state and federal resources.
- Radiological incidents may not be immediately recognized as such until the radioactive material is detected or the effects of radiation exposure are manifested in the population.
- Many victims may self report to healthcare treatment facilities for definitive treatment, bypassing efforts for field decontamination. This may results in potential exposure of treatment facilities to secondary contamination.
- An act of radiological terrorism, particularly an act directed against a large population within the Washington D.C. 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.

- For incidents with regional or national impacts, mutual aid available to the County may be extremely limited or not available.
- Extensive media coverage and strong public fear can continue for a prolonged period.
- Complex issues may arise in response to possible radiological exposure of the
 population and/or environment, including water supply and the food supply,
 requiring multi-jurisdictional, as well as state and federal involvement and close
 coordination among numerous agencies at all levels of government and the private
 sector.

CONCEPT OF OPERATIONS

General

- Fire and Rescue Services (FRS) will serve as the primary agency for nuclear and radiological incidents. The department has established operating procedures for responding to potential and actual incidents. Emergency medical services and hazardous material teams of the Fire and Rescue Services will typically be dispatched to the scene immediately. Emergency Support Function (ESF) #10 will be activated if necessary.
- As soon as possible, first responders will attempt to make a determination as to whether the release was the result of an accident or intentional such as an act of terrorism. An act of terrorism will result in a criminal investigation lead by the Federal Bureau of Investigation (FBI) and the designation of the affected area as a crime scene (see Terrorist Incident Annex). 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. The law enforcement response and coordinating structures are outlined in the Terrorist Incident Annex.
- In the event of a significant radiological or nuclear incident a unified command will be established.
- The Incident Commander (IC) will initially:
 - Manage any rescues as the incident permits;
 - o Establish a security perimeter;

- Initiate triage, decontamination and treatment of victims.
 Decontamination of victims, if appropriate, will be conducted on-scene whenever possible prior to transporting them to medical facilities for treatment; and
- Initiate hazard agent identification and determine any needs for additional assistance. The response may include evacuation or isolation of the incident. Temporary or short-term evacuation of a specific area or building may be directed as a consequence of a credible threat.
- Based upon the scope and magnitude of the incident or threat, the Chief Administrative Officer (CAO) or his designee will activate the Emergency Operations Center (EOC) to provide overall coordination of the response, provide support to the incident commander (IC) and coordinate requests for state and federal assistance as appropriate. The Office of Emergency Management and Homeland Security (OEMHS) Manager at the EOC will coordinate support to the IC in accordance with the ESFs established in the base EOP.
- Upon activation of the EOC, the Montgomery County Public Information Office may establish and operate a Joint Information Center (JIC) as outlined in the ESF #15 External Affairs Annex.
- County departments and agencies may activate their individual Department Operations Center (DOC) as needed to coordinate their respective response operations. Not all departments have established DOCs.
- The Maryland Emergency Management Agency (MEMA) will coordinate the state's response to a radiological incident through the State Emergency Operations Center (SEOC). The Governor will direct the state's response to the emergency through MEMA, which will coordinate the implementation of the Maryland Emergency Operations Plan and the Radiological Emergency Plan (Annex Q to the State EOP).
- Maryland's Department of the Environment's (MDE) Radiation Health Program
 responds to any actual or staged emergencies at the Calvert Cliffs Nuclear Power
 Plant and any industrial, medical or transportation radiation accident, or serious
 incidents involving radiation. The Radiation Health Program health physicists
 assume the responsibility of Radiation Accident Assessment coordination,
 analysis, communication, and field team surveyors in response emergencies
 involving radiation.

- 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.
- If mass fatalities occur that overwhelm the County's capability to effectively manage, the Mass Fatality Incident Annex to the EOP will be implemented. The site and/or remains resulting from a radiological or nuclear terrorist incident is a crime scene, therefore all remains and personal effects associated with the event become forensic evidence. The FBI will be the lead investigative agency and the Office of the Chief Medical Examiner (OCME) will work concurrently with the FBI and the Montgomery County Police Department to ensure proper fatality management operations.
- To prevent the loss of a medical treatment facility due to secondary contamination, the Emergency Communications Center (ECC) in coordination with the Department of Health and Human Services, will inform hospitals and other medical treatment facilities as soon as possible of the potential of a nuclear/radiological incident and the likelihood of potentially contaminated patients arriving to their facilities.
- The level of federal response to an incident is based upon numerous factors
 including the ability of the state and Montgomery County officials to respond;
 the type or amount of radiological material involved; the extent of the impact or
 potential impact on the public and the environment and the size of the affected
 area.
- 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).
- If the incident involves deliberate food or water contamination ESF # 8 will be activated. ESF # 8 will be responsible for ensuring that the food products affected by the incident are safe; removing unsafe foods from commerce; and ensuring a partnership among federal, state, local, and private sector entities in providing timely, accurate information and in taking appropriate actions to mitigate the impacts of the incident.
- In the event of an accident accusing radiological release, private owners/operators have primary responsibility for recovery planning and eventual cleanup within their facility boundaries and may have responsibilities for recovery activities outside their facility under applicable legal obligations under oversight of federal agencies.
- Montgomery County will have primary oversight for coordinating the planning and recovery of the affected area. Recovery includes any actions necessary for the continued protection of the public and the resumption of normal activities. Recovery activities will commence once the conditions of the incident are stabilized and immediate actions to protect public health and property are completed. Recovery operations will be conducted in accordance with ESF #14 Long-term Recovery Annex to the EOP. As necessary, the County will request appropriate assistance from the federal government.

ROLES AND RESPONSIBILITIES

All Agencies

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain internal and external notification rosters and contact lists. Participate in all- hazards planning, training, and

Phase	Roles and Responsibilities
	 exercises. Train department staff for emergency assignments. Develop and maintain an agency-specific continuity of operations plan in accordance with County guidelines and standards. Participate in all WebEOC trainings, drills, and exercises.
Response	 Update WebEOC position log and monitor throughout the event.
Recovery	See individual department roles and responsibilities.
Mitigation	 As appropriate identify potential opportunities for mitigating the impacts of future incidents

Primary Agency -Fire and Rescue Services

Primary Agency –Fire and Rescue Services	
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain the Nuclear and Radiological Incident Annex to the EOP. Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. Coordinate resolution nuclear/radiological incidents after-action issues. Develop and maintain inventory of assets. In coordination with the Department of Health and Human Services (DHHS) and the Department of Environmental Protection (DEP), develop decontamination, contamination containment, and monitoring procedures to ensure safety of response personnel, the evacuated population, and the general population in situations involving radiological agents.
Response	 Establish on-scene IC/Unified Command (UC) as appropriate. Determine the need for evacuations and provide support to the MCPD for evacuation operations. Provide detection, render safe, containment, and investigation for hazardous devices." Establish and conduct radiological monitoring and

Phase	Roles and Responsibilities
	 decontamination operations. Deploy hazardous Materials Emergency Response resources as necessary. Inform hospitals and other medical treatment facilities of potentially contaminated patients arriving at their facilities. Coordinate with hospital security and medical staff to establish controlled access to the hospital in which radiological screening is done prior to entry. Assist hospital staff with screening and decontamination resources as needed. Determine and implement on-scene protection actions.
Recovery	 Participate in the after-action review. Provide support to recovery operations as outlined in the Recovery Operations Annex.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Department of Environmental Protection

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving nuclear/radiological incident afteraction issues. Develop and maintain inventory of critical resources and potential suppliers. Provide technical advice in developing decontamination, contamination containment, and monitoring procedures for the safety of response personnel, the evacuated population, and the general population in situations involving radiological materials.
Response	 Coordinate with 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.

Phase	Roles and Responsibilities
	 Monitor incident clean-up operations including coordinating the County's efforts in decontaminating public and private properties and the environment. Survey the damage to public water and waste disposal systems. Provide technical assistance to the on-scene command and the EOC. Support state and federal monitoring, assessment and remediation of environmental issues related to the incident.
Recovery	 Participate in the after-action review. Coordinate with Federal and State Agencies on oversight of contractors performing incident clean-up operations on public and private properties. Monitor the progress of site restoration and decontamination Contractors and assess if work is being performed in a manner consistent with local, State, and Federal guidelines. Conduct investigations in conjunction with State and Federal Agencies in an effort to determine parties responsible for the radiological incident. Determine suitable sites and establish procedures for the disposal of hazardous materials, in cooperation with local, State, and Federal agencies.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	Assist in resolving nuclear/radiological incident after-
	action issues.
	 Support the health care system's planning efforts for
	medical surge capacity including mass casualty and
	mass fatality incidents.
	Provide technical advice in coordination with FRS and
	the Maryland Department of Health and Mental
	Hygiene (DHMH), such as developing decontamination,

Phase	Roles and Responsibilities		
	 contamination containment, and monitoring procedures to ensure safety of response personnel, the affected population, and the general population in situations involving radiological agents. Develop and maintain the County plan for receiving and distributing resources available through the federal Strategic National Stockpile. Maintain current DHMH and Centers for Disease Control and Prevention (CDC) protocols for radiological exposure assessment, laboratory testing, and medical management by the healthcare system. 		
	Monitor food service facilities.		
Response	 Provide immediate assessment of the situation to determine the threat to life and any population screening criteria to be applied. Provide non-medical mass care by providing emergency shelters and rendering basic first aid and referrals to appropriate medical personnel and facilities. Disseminate updated medical management protocols to health care providers from DHMH and CDC. 		
	 In consultation with state and federal subject matter experts and the IC/UC, coordinate with the Office of Public Information (ESF 15) to inform the public of the threat and advise the affected population of necessary protective actions. 		
	 Coordinate through the EOC, the use of available medical services and supplies, including local drug caches and the Strategic National Stockpile. 		
	 Coordinate sampling and laboratory analysis of biological and environmental samples. Consult on workers' health and safety regarding 		
	 personal protective equipment requirements. Inform hospitals and other medical treatment facilities of potentially contaminated patients arriving at their facilities. 		
	 As early as possible begin collecting information for a registry of persons who may have been contaminated with radioactive materials or exposed to radiation. Enhance surveillance to detect patients with radiological 		

Phase	Roles and Responsibilities
	exposure. • Ensure food safety. •
Recovery	 Pending transfer of responsibility to DHMH or the Agency for Toxic Substance Disease Registry, continue the registry initiated during the response phase to monitor the affected population for short- and long-term health effects that could be related to radiation exposure. Provide technical advice to hospitals and commercial laboratories regarding ongoing bioassays. In coordination with the Public Information Office, educate the public regarding proper actions to take to monitor their immediate and long-term health. Participate in the after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency –Office of Emergency Management and Homeland Security

Support Age	ncy –Office of Emergency Management and Homeland Security		
Phase	Roles and Responsibilities		
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving nuclear/radiological incident afteraction issues. Develop and maintain a list of medical and research facilities, industrial users, nuclear power plants, and federal government installations, which store and use radioactive materials, including the types of radioactive material they use, store or transport. Maintain a database that provides information relative to a radiological hazards base map that shows the locations where radioactive materials are used, locations for radiological monitoring equipment, and shelters. Maintain the EOC in a state of operational readiness. 		
Response	Activate and manage the EOC.Coordinate mutual aid from the NCR or through the		
	Maryland Emergency Management Assistance Compact (MEMAC) and Emergency Management Assistance Compact (EMAC).		

Phase	Roles and Responsibilities		
	 Coordinate with MEMA through the SEOC to request state assistance. Coordinate through MEMA implementation requests through Emergency Support Functions of the National Response Framework upon declaration of an emergency of major disaster by President. Assist in the development and dissemination of protective guidance information. In coordination with the Director of Emergency Management (CAO) and the IC determine the need to establish support facilities such as temporary shelters, reception area and a family assistance center. Alert appropriate local, state and federal agencies that have the expertise, resources and responsibility in 		
Recovery	 responding to and recovering from such events. Maintain protective actions as situation dictates. Manage recovery operations as the primary agency for Recovery Operations. Develop long-term environmental decontamination plans, as necessary, in coordination with the appropriate local, state and federal government agencies. Participate in after-action review. 		
Mitigation	 See All Agencies roles and responsibilities. 		

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
1 Hase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving nuclear/radiological incident afteraction issues.
Response	 Provide traffic management and access control. Establish on-scene IC and/or participate in a UC structure. Provide security of emergency site, evacuated areas, shelter areas, hospitals, vital facilities, supplies, and other assigned locations. Provide security for controlled access to hospitals for those who may be contaminated with radiological

Phase	Roles and Responsibilities		
	material, in conjunction with Fire and Rescue Services		
	and hospital security and medical staff.		
	 Conduct evacuation operations as needed in accordance 		
	with department evacuation procedures.		
	 Serve as liaison to the FBI and other federal 		
	investigative agencies for terrorist incidents.		
	 Coordinate on-scene warning and alerting in 		
	cooperation with the Fire and Rescue Services		
Recovery	 Continue to provide for site access control as needed. 		
	 Participate in the after-action review. 		
Mitigation	 See All Agencies roles and responsibilities. 		

Support Agency – Department of Transportation

Support Agency - Department of Transportation			
Phase	Roles and Responsibilities		
Preparedness	Develop and maintain supporting plans and procedures		
	in coordination with ESF primary and support agencies		
	and cooperating organizations.		
	Assist in resolving nuclear/radiological incident after-		
	action issues.		
	 Develop and maintain inventory of assets. 		
Response	 Provide trucks and operators to support removal of safe, 		
	packaged material to an appropriate site under the		
	direction of state and federal authorities.		
	Provide assistance to the Police Department as needed		
	for traffic management and access control.		
	Manage emergency debris removal from County roads		
	and highways.		
Recovery	Participate in the after-action review.		
	Provide for debris removal of uncontaminated debris		
	from County roads and highways.		
Mitigation	See All Agencies roles and responsibilities.		

REFERENCES

- Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).
- National Oil and Hazardous Substance Contingency Plan (NCP).
- State of Maryland Emergency Operations Plan, 2007.

- Maryland Radiological Emergency Plan (Annex Q to EOP).
- National Response Framework, Nuclear/Radiological Incident Annex, 2008.
- Maryland Department of the Environment Air Radiation Management Administration
- Department of Energy (DOE) National Nuclear Security Administration (NNSA)
- Oak Ridge Institute for Science and Education's Emergency Assistance Center/Training Site (REAC/TS)
- Interagency Modeling and Atmospheric Assessment Center (IMAAC)
- Nuclear Incident Response Team (NIRT)
- Federal Radiological Monitoring and Assessment Center (FRMAC)
- Advisory Team for Environment, Food and Health (A-Team)

ACRONYMS

ADA	Americans	With	Disabilities A	∖ct

AEA Atomic Energy Act

CAO Chief Administrative Officer
CDC Center for Disease Control

CERCLA Comprehensive Environmental Response, Compensation, and Liability Act

CFR Code of Federal Regulations

DEP Department of Environmental Protection
DHHS Department of Health and Human Services
DHMH Department of Health and Mental Hygiene

DOC Department Operation Center

DoD Department of Defense DOE Department of Energy

ECC Emergency Communications Center

EOC Emergency Operations Center
EOP Emergency Operations Plan
EPZ Emergency Planning Zone
ESF Emergency Support Function
FBI Federal Bureau of Investigation

FRS Fire and Rescue Services

FRMAC Federal Radiological Monitoring and Assessment Center

HSPD Homeland Security Presidential Decision

IC Incident Command

IMAAC Interagency Modeling and Atmospheric Assessment Center

JIC Joint Information Center

MCPD Montgomery County Police Department

Nuclear and Radiological Incident Annex

MDE Maryland Department of the Environment
MEMA Maryland Emergency Management Agency
NIMS National Incident Management System

NCP National Contingency Plan NCR National Capital Region

NIRT Nuclear Incident Response Team

NNSA National Nuclear Security Administration

NRF National Response Framework

OCME Office of the Chief Medical Examiner

OEMHS Office of Homeland Security and Emergency Management

OSC On-Scene Coordinator

REAC/TS Oak Ridge Institute for Science and Education's Emergency Assistance

Center/Training Site

RDD Radiological Dispersal Device RHP Radiological Health Program

SEOC State Emergency Operations Center

SNS Strategic National Stockpile

UC Unified Command

USCG United States Coast Guard



Severe Weather Incident Annex

PRIMARY AGENCY: Office of Emergency Management and Homeland Security

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

INTRODUCTION

Purpose

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

Scope

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

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

SITUATION

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

ASSUMPTIONS

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

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

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

CONCEPT OF OPERATIONS

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

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

ROLES AND RESPONSIBILITIES

All Agencies

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain internal and external notification rosters and contact lists. Participate in all- hazards planning, training, and exercises. Train department staff for emergency assignments. Develop and maintain an agency-specific continuity of operations plan in accordance with County guidelines and standards. Participate in all WebEOC trainings, drills, and exercises.
Response	 Update WebEOC position log and monitor throughout the event.
Recovery	See individual Departments roles and responsibilities.
Mitigation	 As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Primary Agency – Office of Emergency Management and Homeland Security

Primary Agency – Office of Emergency Management and Homeland Security	
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain Severe Weather Annex to the EOP. Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. Coordinate resolution of severe weather incidents afteraction issues. Monitor weather conditions and forecasts. In coordination with the Public Information Office promote public readiness through community seminars and other appropriate venues. Provide preparedness and safety information to the public via the Montgomery County website and other
7	means.
Response	Continue to monitor weather conditions and provide
	information to County departments and agencies.
	Conduct pre-arrival teleconference to access possible
	impact and preparedness.

Phase	Roles and Responsibilities
	 Ensure that the NWS is notified of significant damages resulting from suspected straight line winds, tornadoes and/or hail. Activate and manage the EOC as appropriate. Assist ESF #6 in the determination of the need to establish and open shelters. In coordination with the Incident Commander(s), the Public Safety Group, and the Emergency Services Group, assist with the determination of need to conduct evacuations. Serve as primary agency for ESF #16 (Volunteer and Donations Management).
Recovery	 Monitor the situation and provide information to other departments and agencies. Manage recovery operations in accordance with EOP, Recovery Operations Annex. Conduct an after-action review.
Mitigation	 Develop and maintain the Montgomery County Hazard Mitigation Plan. Develop and maintain the hazard and risk analysis for Montgomery County as the baseline for developing a County mitigation strategy.

Support Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving severe weather incidents after-action issues.
Response	 Provide support as needed in conducting evacuations. Conduct rescue operations. Provide preliminary damage reports.
Recovery	 Provide support to recovery operations as outlined in <i>EOP</i>, <i>Recovery Operations Annex</i>. Participate in the after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving severe weather incidents after-action issues.
Response	 As the primary agency for ESF #12, collect information related to energy supply, infrastructure and restoration. Assess damage to all County buildings, facilities, vehicles and equipment managed by the department.
Recovery	 Monitor the status of energy infrastructure, distribution and service restoration. Monitor status of the repair and restoration of County facilities managed by the department. Support the Preliminary Damage Assessment (PDA) by providing relevant data and technical assistance. Participate in an after-action review of the damage assessment process.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Health and Human Services

	ervingency Definition of Memory and Manager
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving severe weather incidents after-action issues.
Response	 Assist with damage assessment related to health hazards that may be caused by the disruption of sanitary waste disposal. Issue health advisories in coordination with the Maryland Department of Health and Mental Hygeine and the Public Information Officer. Establish and operate temporary shelters as needed. As required, establish and operate a Family Assistance Center. Monitor food safety and general sanitation and provide active disease surveillance and "contact" investigations, if warranted, at mass care/shelter facilities.
Recovery	Provide support to recovery operations as outlined in

		the EOP, Recovery Operations Annex.
	•	Participate in the after-action review.
Mitigation	•	See All Agencies roles and responsibilities.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving severe weather incidents after-action issues.
Response	 Provide support as needed in conducting evacuations. Manage traffic. Monitor road conditions. Provide support to the Sheriff's Office on security issues as needed for shelters and other response facilities. Provide for security and access control for areas that are damaged and/or evacuated.
Recovery	 Provide support to recovery operations as outlined in EOP, Recovery Operations Annex. Participate in the after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving severe weather incidents after-action issues. Monitor traffic and transportation system conditions.
Response	 As lead agency for ESF #1, collect, analyze and distribute information on the impact and status of the County's transportation systems, accessible transportation resources, and infrastructure. Conduct operations for snow and ice removal and mitigation. Provide damage assessment reports for all Countymaintained bridges and roads. Coordinate with the Maryland Department of

Phase	Roles and Responsibilities
	 Transportation and other regional transportation organizations to obtain information on travel conditions and impacts to the transportation infrastructure. Manage transportation services to support emergency operations. Provide support and technical assistance for evacuations. Maintain public transportation services.
Recovery	 Provide support to recovery operations as outlined in EOP, Recovery Operations Annex. Participate in the after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Community Engagement Cluster

	Support figure Community Engagement Custer
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving severe weather incidents after-action issues.
Response	Communicate volunteer needs with existing volunteer contact lists.
Recovery	 Assist with donations management efforts by soliciting needs from non-profit community. Coordinate with other volunteer organizations (VOADs and Volunteer Centers) in the National Capital Region to obtain additional resources when necessary. As requested participate in the long-term recovery planning process. Participate in the after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – American Red Cross

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving severe weather incidents after-action issues.

Phase	Roles and Responsibilities
Response	As needed, open and operate mass care shelters.
	 Provide for mass feeding operations as needed.
	 Provide for basic immediate needs of disaster victims
	such as food, clothing, and shelter.
	Submit Red Cross disaster assessment results to Incident
	Command.
	 Assist with bulk distribution of supplies such as clean
	up kits.
Recovery	Participate in the after-action review.
	Provide support to recovery operations as outlined in
	the EOP, Recovery Operations Annex.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – Maryland-National Capital Parks and Planning Commission

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving severe weather incidents after-action issues.
Response	See All Agencies roles and responsibilities.
Recovery	 Provide guidance to long term recovery operations to ensure compliance with appropriate land use ordinances and master plans. As requested participate in the long-term recovery planning process. Participate in the after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – Montgomery County Public Schools

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving severe weather incidents after-action issues.
Response	 Determine need to close schools or modify hours (open late/dismiss early),

Phase	Roles and Responsibilities
	As needed provide for the emergency care of students
	and employees during normal school hours.
	 Provide facilities as needed to serve as temporary
	shelters.
	 Assess damage to school facilities.
Recovery	 Participate in the after-action review.
	 Provide support to recovery operations as outlined in
	the EOP, Recovery Operations Annex.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – Montgomery County Sherriff's Office

Cooperating Organization – Montgomery County Snerriff's Office	
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving severe weather incidents after-action issues.
Response	 As primary agency for ESF #4, #10, and #9, collect, analyze and distribute information on the impact on the Sherriff's Office. Provide security as needed for shelters and other response facilities.
Recovery	 Manage the repair and restoration of department facilities. As requested participate in the long-term recovery planning process. Participate in the after-action review. Provide support to recovery operations as outlined in the EOP, Recovery Operations Annex.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – Montgomery County Municipalities

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving severe weather incidents after-action issues.
Response	 Provide available staff and resources, if required, to

Phase	Roles and Responsibilities
	support response operations.
Recovery	 Provide guidance to long term recovery operations to
	ensure compliance with appropriate land use
	ordinances and master plans.
	 As requested participate in the long-term recovery
	planning process.
	 Participate in the after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Cooperating Organization – Utilities

cooperating engineering extremes	
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving severe weather incidents after-action issues.
Response	 Provide support for ESF #3 (Public Works and Engineering). Provide available staff and resources, if required, to support response operations.
Recovery	 Manage the restoration of services related to infrastructure. As requested participate in the long-term recovery planning process. Participate in the after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – Volunteer Agencies

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving severe weather incidents after-action issues.
Response	 Provide available staff, resources, and facilities if required, to support response operations.
Recovery	As requested participate in the long-term recovery planning process.

Phase	Roles and Responsibilities	
	 Participate in the after-action review. 	
Mitigation	 See All Agencies roles and responsibilities. 	

REFERENCES

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

ACRONYMS

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



Terrorism Incident Annex

PRIMARY AGENCY: Montgomery County Police Department

Primary Agency	Montgomery County Police Department
	Department of Environmental Protection
Supporting	Department of Technology Services
Agencies	Department of General Services
	Department of Health and Human
	Services
	Fire and Rescue Services
	Office of Emergency Management and
	Homeland Security
	Department of Transportation
Cooperating Organization	Montgomery County Sheriff's Office

INTRODUCTION

Purpose

The purpose of this annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations ("agencies") in response operations following a terrorism incident and to provide a framework and guidelines for a comprehensive, coordinated, and integrated County response to terrorist incidents and/or threats of terrorism.

Scope

- This annex is applicable to all agencies that have assigned roles and responsibilities in the Montgomery County Emergency Operations Plan (EOP) in support of response to terrorism incidents. This annex supplements the County EOP.
- This annex is applicable to all threats or acts of terrorism within or affecting Montgomery County including but not limited to:

- o Bombings;
- Weapons of Mass Destruction (WMD) attacks involving chemical, biological, radiological, nuclear, or explosive (CBRNE) agents;
- o Hostage-taking and/or active shooter(s) situations;
- o Other methods that intend to cause mass casualties and/or harm to critical infrastructure or the environment; and
- o Cyber terrorism.

This annex:

- Provides a concept of operations and describes the legal authorities and defines organizational roles and responsibilities for responding to terrorist incidents within or affecting the County.
- Applies to Montgomery County departments, agencies, and cooperating organizations that have identified roles and responsibilities within the EOP.
- Is County-wide in scope and includes coordination with and support to the municipalities located within the County.
- Focuses on the law enforcement and criminal investigation aspects of a terrorist incident and the coordination among the local, state, and federal governments.
- Depending on the nature of the incident or threat this annex may be used in conjunction with the Radiological/Nuclear, Biological, and Mass Fatality Incident Annexes to the EOP that will provide the framework for managing the consequences of the incident.
- o The Emergency Support Functions (ESFs) identified in the EOP will be activated to provide support to emergency operations.

AUTHORITIES

In addition to the local, state, and federal authorities identified in the EOP, the following federal authorities are also applicable:

- Presidential Decision Directive 39 (classified). An unclassified version may be obtained from the Federal Bureau of Investigation (FBI).
- FBI Chemical/Biological Contingency Plan (classified). An unclassified version may be obtained from the FBI.
- FBI Nuclear Incident Contingency Plan (classified). An unclassified version may be obtained from the FBI.

• Department of Health and Human Services (DHHS) Health and Medical Services Support Plan for the Federal Response to Acts of Chemical/Biological Terrorism.

SITUATION

• Montgomery County is a densely populated County within the National Capital Region (NCR) increasing its potential as a target for terrorist attacks.

There are numerous federal facilities in Montgomery County and numerous foreign dignitaries reside with the County. In addition, there are numerous private businesses that support these federal agencies.

• The complexity, scope, and potential consequences of a terrorist threat or incident require a rapid and decisive capability to resolve the situation. Such a threat or incident demands an extraordinary level of coordination of law enforcement, criminal investigation, protective actions, emergency management functions, and technical expertise across all levels of government. An incident may affect a single location or multiple locations, each of which may be an incident scene, a hazardous scene, and/or a crime scene simultaneously.

ASSUMPTIONS

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources via mutual aid agreements
- 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.
- The primary agency will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation.

- The Chief Administrative Officer (CAO), or his/her designee, is in charge of County personnel and resources in responding to terrorist incidents within Montgomery County.
- Terrorist attacks will most likely occur with little or no advance warning at any time
 of the day.
- A terrorist incident may vary in terms of its characteristics. The attack may involve single or multiple geographic areas, and may result in mass casualties. It may involve a hoax, a threatened incident that has not yet occurred, a single-event emergency situation that has ended, or a continuing crisis of unknown duration and extent. The suspected or actual involvement of terrorists adds a complicating dimension to incident management.
- A terrorist incident could involve hostages, active shooter(s) or other situations that must be resolved prior to activating all or parts of the emergency response operations.
- Montgomery County will provide liaison as needed to federal facilities established to respond to the incident in order to ensure a unified response.
- Residents will monitor the media in order to receive emergency information.
 Extensive media coverage and strong public fear can continue for a prolonged period.
- Widespread power and communications outages may require use of alternate methods of providing public information and delivering essential services.
 Communications may be problematic due to demands exceeding capacities.
- County public safety personnel may be exposed to life threatening danger from an attack using WMD. Such events may have major consequences that can overwhelm County and state capabilities and may seriously challenge existing federal response capabilities.
- Secondary weapons may be placed at the scene to intentionally endanger emergency response personnel, damage response resources, disrupt operations or to cause additional casualties or further property damage.

- The FBI is the lead agency for criminal investigations of terrorist acts or threats. The incident scene may have to be preserved as a crime scene by law enforcement personnel at the same time that response and rescue operations are underway.
- A terrorist incident involving damage or disruption to computer systems, telecommunications networks, internet systems and disturbance to vital networks for utilities, transportation or communication could endanger health and safety of the population and result in substantial economic losses.

CONCEPT OF OPERATIONS

General

- Based upon the scope and magnitude of the incident the Emergency Operations
 Center (EOC) will be activated and serve as the multi-agency support and
 coordination facility for the Montgomery County government during a terroristinitiated emergency or disaster The EOC will provide coordination and deployment
 of County resources in support of the Incident Commander and the coordination
 and approval of all requests for assistance outside the County as outlined in the
 EOP.
- The initial notification of an incident will most likely be a 911 call to the Emergency Communications Center.
- The Montgomery County Police Department (MCPD) has the primary responsibility for handling the law enforcement aspects of the County's response to a terrorist incident. The lead agency responsible for managing the consequences on-scene in most instances will be Fire and Rescue Services. Depending on the nature of the attack, Fire and Rescue Services may assume incident command when there is no immediate information that the event is terrorism related or was intentional. In most cases there will be a joint response by Police and Fire and Rescue Services units, requiring a unified command. The County's emergency response will be conducted under the Incident Command System (ICS). If the event requires multiagency and/or multi-jurisdictional involvement, a Unified Command (UC) will be established. The County's senior police and fire supervisors will establish an onscene Incident Command (IC) and designate an Incident Command Post (ICP) location in order to manage the consequence of the incident. The ICP will be established in an area free of potential hazards that may be a result of the incident.

- The IC or UC staff will assign resources to save lives, protect property and to mitigate impacts to the environment.
- The MCPD will provide the initial response and evidence gathering relative to a possible criminal investigation originating within the County and will coordinate with other local, state and federal law enforcement organizations as appropriate. Based upon the initial investigation the MCPD will notify the FBI through the Department chain-of-command. It is likely that this initial law enforcement effort will be augmented with federal law enforcement.
- Initial response is to prevent loss of life or personal injury. It may include
 evacuation or isolation of the incident. Evacuations will be conducted in accordance
 with the EOP. Temporary or short-term evacuation of a specific area or building
 may be directed as a consequence of a credible threat. Sheltering-in-place may be
 employed when it is in the best interest for people to remain indoors to be protected
 from potentially harmful agents.
- Based upon the scope and magnitude of the incident or threat the Director of Emergency Management will activate the EOC to provide overall coordination of the response, provide support to the IC, and request assistance from the state and federal governments as appropriate. ESFs will be activated as needed to support actual or anticipated requirements and will provide representatives to the County EOC upon activation. The EOC will maintain communications and coordination with local officials in all affected jurisdictions, the IC(s) and the federal Joint Operations Center (JOC) (if activated) during the response and recovery operations.
- The Montgomery County Public Information Office will establish and operate a
 Joint Information Center (JIC) as outlined in the ESF #15 External Affairs Annex to
 the EOP
- When the threat/incident information is validated by the FBI as a terrorist act, the FBI Field Office assigned to the case will deploy to the general location of the threat. If the initial assessment warrants, the FBI will begin a formal threat assessment process. This involves a joint assessment combining experts from the law enforcement and intelligence communities. The FBI will provide knowledge of psychological factors, historic and intelligence records, and technical factors such as weapons and methods all aimed at establishing the credibility of the threat. Law enforcement at all levels of government will support the investigative process. A significant law enforcement component will be integrated into the UC established with the FBI serving as the lead investigative agency.

• The FBI will establish a command post to manage investigative and intelligence activities. Depending upon the scope and magnitude of the incident the FBI command post may evolve into a JOC if the threat or incident may involve a WMD or CBRNE material. The FBI will coordinate the necessary federal law enforcement assets required to respond, mitigate and resolve the threat or the incident in coordination with the state and local law enforcement agencies. The Terrorism Incident Law Enforcement and Investigation Annex to the National Response Framework (NRF) provides detailed information on the organization and functions of the JOC. The JOC organization is provided below:

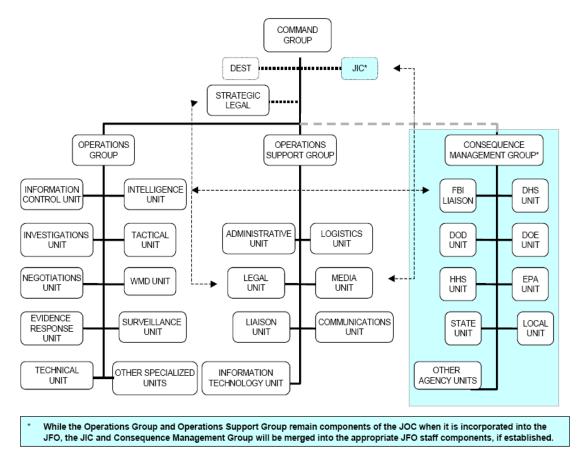


Figure 1 Joint Operations Center Organization

(Source: Terrorism Incident Annex of the NRP, 2004 *remains the same in the NRF)

 The FBI On-Scene Commander (OSC) of the JOC will most likely request the County and State authorities to assist in the crisis management response. The vested authority of the FBI, designated as the lead federal agency of crisis management of terrorist incidents does not preempt state and local agencies from conducting crisis management preparation within the scope of their responsibilities.

- If appropriate, additional FBI resources may be summoned. Among those that may become involved in the situation are:
 - The Strategic Intelligence Operations Center (SIOC) This is the FBI Headquarters center for command and control, located in Washington D.C.
 - The Profiling and Behavioral Assessment Unit This is a unit that develops psychological profiles and assists in the credibility assessment process, located in Quantico, Virginia.
 - The Hazardous Materials Response Unit This unit is trained and equipped to deal with chemical and biological agents that may be used in a terrorist act or threat.
 - o The Critical Incident Response Group (CIRG) This is an organization which includes several units, some of which are listed above. Included is the Crisis Management Unit, which assists local FBI offices in developing procedures and organization to deal with major situations such as terrorist acts. The agencies' hostage negotiators are affiliated with CIRG.
 - The Hostage Rescue Team This unit is a highly mobile special weapons and tactics team.
- The County ICP will continue to operate and manage the County response to the consequences of the incident in accordance with the EOP. MCPD, Fire and Rescue Services, Department of Health and Human Services, and the Office of Emergency Management and Homeland Security will provide liaisons to the JOC to ensure integration of operations. Other departments and agencies may also provide liaisons depending upon the nature of the incident and the response operations.
- Locating, accessing, rendering safe, controlling, containing, recovering, or disposing
 of a WMD that has not yet functioned, and disposing of CBRNE material will be
 done in coordination with appropriate departments and agencies involving the
 Department of Defense (DOD), Department of Energy (DOE), and the
 Environmental Protection Agency (EPA). The Nuclear/ Radiological and Biological
 Incident Annexes of the NRF describe the specialized resources, roles and
 responsibilities of the federal departments that are involved in the threat assessment,
 mitigation, response and recovery operations.
- In the event of mass fatalities as a result of the incident, the Mass Fatalities Incident Annex to the EOP will be activated to manage the fatalities.
- If the incident involves biological agents, the County response will be in accordance with the Biological Incident Annex. Mass immunization or prophylaxis will be

implemented as appropriate by the Montgomery County Department of Health and Human Services, as outlined in the annex.

- If the incident involves radiological or nuclear devices the Radiological/Nuclear Incident Annex will be used to manage the County response.
- When in the determination of the Secretary of the Department of Homeland Security (DHS), in coordination with the Attorney General, the incident becomes a federal emergency or major disaster, DHS will establish a Joint Field Office (JFO) to coordinate the overall federal response. The JOC will become a section of the JFO. The JFO will be managed by a Federal Coordinating Officer (FCO) designated by the Federal Emergency Management Agency (FEMA). The FCO will ensure support is provided to the FBI as required and will lead the federal consequence management response.
- Upon determination that applicable law enforcement and/or intelligence goals and objectives are met and no further threat exists, the FBI Special-Agent-in-Charge may deactivate the JOC and direct a return to routine law enforcement operations. If a JFO is established it will continue to operate to coordinate federal recovery assistance. At that time, the Office of Emergency Management and Homeland Security will become the primary agency for Montgomery County and will manage recovery operations in accordance with the ESF #14 Long-Term Recovery Operations Annex to the EOP.

Federal Assistance

- In addition to the FBI as the lead agency for law enforcement and investigations for a terrorist incident or threat other federal departments and agencies have authorities, resources, capabilities and expertise that may support terrorism law enforcement and investigation operations. This includes, but is not limited to:
 - O 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.
 - o *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. Also see the Biological Incident Annex for the role of DHHS.
- O 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.
- o *Environmental Protection Agency (EPA)* EPA can provide federal onscene coordinators to incidents within its jurisdiction and can access federal funding to abate and mitigate incidents involving CBRNE releases. It has access to the federal Superfund Technical Assistance Response Team to support operations relating to the contamination of any environmental media. It can conduct environmental and water supply monitoring during events, and can assist in consequence assessment and protective action decisions. EPA can become the lead federal agency during the site restoration (recovery) phase of the incident.
- When the FBI activates a JOC, the agencies identified above normally will provide representatives to assist with the response.
- In the event that the President declares an emergency or major disaster declaration as a result of the incident, a full range of federal assistance becomes available under the NRF.

State Assistance

The State of Maryland will provide assistance as outlined in the State of Maryland Emergency Operations Plan, Annex D State Terrorist Incident Response Plan. Requests for assistance to the state will be through the County EOC to the State EOC.

ROLES AND RESPONSIBILITIES

All Agencies

Phase Roles and Responsibilities

Preparedness	Develop and maintain internal and external notification rosters and contact lists.
	 Participate in all- hazards planning, training, and exercises.
	 Train department staff for emergency assignments.
	 Develop and maintain an agency-specific continuity of
	operations plan in accordance with County guidelines and
	standards.
	 Participate in all WebEOC trainings, drills, and exercises.
Response	 Update WebEOC position log and monitor throughout the event.
Recovery	 See individual departments' roles and responsibilities.
Mitigation	 As appropriate, identify potential opportunities for
	mitigating the impacts of future incidents

Primary Agency –Montgomery County Police Department	
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain the Terrorism Incident Annex to the EOP. Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. Coordinate resolution of terrorism incident after-action issues. Attempt to prevent the event from occurring by locating and eliminating the hazard, and identifying and apprehending the responsible party(s) in coordination with the FBI.
Response	 Provide on-scene unified incident command with Fire and Rescue Services. Ensure notification of the FBI for suspected terrorist incidents. Coordinate with the DHS and the Public Information Office to notify public of the threat, as well as implement and advise risk population of the necessary protective actions to take in context of anticipated event. Provide support for explosive incidents. Direct the activities of emergency evacuation, in conjunction with Fire and Rescue Services and the EOC (if activated). Provide for the security of evacuated areas, critical facilities, resources, and the impacted area to protect the crime scene and to facilitate response and recovery efforts.

Phase	Roles and Responsibilities
	 Coordinate evacuation operations on-scene.
	Provide crowd control.
	Provide traffic management.
	Preserve the crime scene.
	 Conduct investigations in accordance with federal, state,
	and local laws.
	If and where necessary, provide support to the FBI crisis
	management team in conjunction with other local police
	departments and the Maryland State Police.
	 Coordinate animal protection operations.
Recovery	Monitor the situation and provide information to other
	departments and agencies.
	 Manage recovery operations in accordance with the EOP,
	Recovery Operations Annex.
	Conduct an after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Environmental Protection

	pport rigency Department of Environmental Potection
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving terrorism incident after-action issues. Develop and maintain a list of qualified contractors and consultants to sample surface and ground water, soil and air contaminants. Develop and maintain a list of certified laboratories for testing water, ground and air samples.
Response	 Upon request provide available staff, resources, and facilities to support terrorism response/consequence management. Provide limited control/mitigation service for the release of hazardous materials. Assist in developing short-term and long-term measures to minimize the impact on the environment. Materials/waste and oversight for remediation efforts. Conduct limited radiological monitoring and provide technical support for decontamination operations. Assist in the collection of weather data as needed.

Phase	Roles and Responsibilities
Recovery	Participate in an after-action review.
	Coordinate and assist with the long-term monitoring
	Provide support to recovery operations as outlined in the
	ESF #14 Long-term Recovery Annex to the EOP.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Technology Services

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving terrorism incident after-action issues.
Response	 Upon request provide available staff and resources to support terrorism response/consequence management. 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	 Participate in an after-action review. Provide support to recovery operations as outlined in the ESF #14 Long-term Recovery Annex to the EOP.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures in
	coordination with ESF primary and support agencies and
	cooperating organizations.
	 Assist in resolving terrorism incident after-action issues.
Response	 Provide on-scene unified incident command with the
	MCPD.
	 Provide available staff, resources, and facilities to support
	emergency operations.
	Provide staffing for appropriate positions within the

Phase	Roles and Responsibilities
	Incident Command System.
	 Provide fire prevention and suppression services.
	Provide emergency medical care, triage, and transportation.
	 Provide control/mitigation service for the release of
	hazardous materials/waste and oversight for remediation
	efforts.
	 Provide explosive detection, render safe, and disposal.
	 Conduct radiological monitoring and decontamination
	operations.
	 Coordinate evacuation operations on-scene.
	 Conduct/coordinate search and rescue operations.
	Initiate on-scene warning and alerting.
Recovery	Participate in an after-action review.
	 Provide support to recovery operations as outlined in the
	ESF #14 Long-term Recovery Annex to the EOP.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of General Services

	Support Agency Department of General Services
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving terrorism incident after-action issues.
Response	 Upon request provide available staff and resources to support terrorism response/consequence management. Provide facilities to support emergency response operations. Collect, analyze, and distribute information on the status of the County's infrastructure (facilities).
Recovery	 Participate in an after-action review. Provide support to recovery operations as outlined in the ESF #14 Long-term Recovery Annex to the EOP.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Department of Health and Human Services

Phase Roles and Responsibilities

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving terrorism incident after-action issues.
Response	 Provide available staff, resources, and facilities to support emergency operations. Provide non-medical mass care by operating emergency shelters (per ESF #6 guidelines). Conduct non-emergency medical care in shelters. Provide public health services of epidemiology, food protection, infection control and mass dispensing of drugs and vaccinations specific to the incident.
Recovery	 Participate in an after-action review. Provide mental health services including critical incident stress management, crisis care and referrals to victims of the incident. Provide support to recovery operations as outlined in the ESF #14 Long-term Recovery Annex to the EOP.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Office of Emergency Management and Homeland Security

Supportrige	
Phase	Roles and Responsibilities
Preparedness	 Participate in planning, training and exercises for terrorism Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving terrorism incident after-action issues. Monitor and track incidents and potential incidents 24/7.
Danaman	
Response	 Provide technical assistance and administrative support in the preparation and processing of emergency declarations, protective action guidelines, and related issues. Serve as primary liaison to the Maryland Emergency Management Agency (MEMA) and the state EOC. Determine level of EOC activation and issue notifications. Manage EOC operations. In coordination with the IC/UC determine need for conducting evacuations and opening temporary shelters. Manage the overall emergency information collection process.

Phase	Roles and Responsibilities
	 Facilitate the action planning process and publish the EOC action plan each operational period. Record, process, and track requests for resources submitted to the EOC. Deploy a DHS representative to act as the on-scene liaison officer at the incident scene. Ensure the continued supply of resources required for response and recovery operations. Coordinate the submission of all requests for Statewide Mutual Aid.
Recovery	Participate in an after-action review.Provide support to recovery operations as outlined in the
	ESF #14 Long-term Recovery Annex to the EOP.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Department of Transportation

	Support Agency - Department of Transportation
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving terrorism incident after-action issues.
Response	 Upon request provide available staff and resources, to support terrorism response/consequence management. Provide emergency transportation to support emergency response operations. Coordinate with the MCPD for road closures and provide support for traffic control. Provide barricades, signs and other appropriate resources to assist the MCPD in establishing a secure perimeter. As appropriate provide support for evacuation planning and implementation. Collect, analyze, and distribute information on the status of the County's transportation infrastructure and services.
Recovery	 Participate in an after-action review. Provide support to recovery operations as outlined in the ESF #14 Long-term Recovery Annex to the EOP.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – Montgomery County Sheriff's Office

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving terrorism incident after-action issues.
Response	 Upon request provide available staff, resources, and facilities to support terrorism response/consequence management Assist with providing meals for displaced residents and emergency response personnel via contract services. Provide security for shelters. Assist with law enforcement. Assist with crowd control. Assist with security of emergency site, evacuated areas, vital facilities, and supplies. Assist with evacuations. Augment security at County owned and leased facilities. Provide for security and evacuation as necessary for jails and courts.
Recovery	 Participate in an after-action review. Provide support to recovery operations as outlined in the ESF #14 Long-term Recovery Annex to the EOP.
Mitigation	 See All Agencies roles and responsibilities.

REFERENCES

- National Response Framework, January, 2008.
- Terrorism Incident Law Enforcement and Investigation Annex to the National Response Framework, January 2008.
- State of Maryland Emergency Operations Plan, 2007.

ACRONYMS

ADA Americans with Disabilities Act

CAO Chief Administrative Office

CBRNE Chemical, Biological, Radiological, Nuclear, Explosive

CIRG Critical Incident Response Group

DHHS Department of Health and Human Services

DHS Department of Homeland Security

DoD Department of Defense DOE Department of Energy

EOC Emergency Operations Center EOP Emergency Operations Plan

EPA Environmental Protection Agency
ESF Emergency Support Function
FBI Federal Bureau of Investigation
FCO Federal Coordinating Officer

FEMA Federal Emergency Management Agency

IC Incident CommanderICP Incident Command PostICS Incident Command System

JFO Joint Field Office

JIC Joint Information Center JOC Joint Operations Center

MCPD Montgomery County Police Department MEMA Maryland Emergency Management Agency

NCR National Capital Region

NIMS National Incident Management System

NRF National Response Framework

OSC On-Scene Commander

SIOC Strategic Intelligence Operations Center

UC Unified Command

WMD Weapons of Mass Destruction



Section 4 – Functional Annexes



Animal Protection Annex

PRIMARY AGENCY: Montgomery County Police Department, Animal Services Division

Primary Agency	Montgomery County Police Department, Animal Services Division
	Department of General Services
Support Agencies	Department of Health and Human Services
	Office of Emergency Management and Homeland Security
	Department of Transportation
	(Non Co-located Shelters Only)
	City of Gaithersburg Animal Control
Cooperating	City of Rockville Animal Services Division
Organizations	Montgomery County Public Schools
	Montgomery County Sheriff's Office
	(Co-located Shelters Only)

INTRODUCTION

Purpose

The purpose of this annex is to outline the specific roles and responsibilities primary and support agencies and cooperating organizations ("agencies") in animal protection services following a disaster or emergency, and to provide a concept of operations for conducting animal protection services and support during operations. This annex applies to co-located and non-co-located shelter operations (definitions provided below).

Scope

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

ASSUMPTIONS

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.
- The primary agency will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation.
- There are a number of threats that could impact Montgomery County including naturally occurring animal disease events or the intentional release of agricultural diseases. Additionally, natural disasters or other emergencies could require sheltering of domestic animals and/or relocation of agricultural livestock. Each of these situations may generate the need for either emergency animal shelter operations or animal disease response operations in this area.
- Service animals accompanying residents with disabilities will be sheltered together
 in Montgomery County citizen shelter. As defined in Title II of the Americans with
 Disabilities Act, a service animal is a dog that is individually trained to do work or
 perform a task for a person with a disability. There are no breed restrictions or any
 requirements for special licenses or documentation required to certify the dog as a
 service animal.
- Montgomery County has the responsibility to prepare for emergency animal shelter operations to protect local pet populations that may accompany residents displaced from their homes and others who evacuate into Montgomery County due to emergency situations.
- Animal shelter and care needs may range from very short term operations for a limited number of animals where the primary objective is to provide protection from

the weather, and basic care, to more lengthy operations for a large number of animal evacuees.

- Selected animal shelters will be accessible for people with disabilities and established in proximity to Montgomery County citizen shelters requiring close coordination, communications, and control with the Department of Health and Human Services (DHHS).
- Montgomery County has the responsibility to prepare to support operations of the Maryland Department of Agriculture (MDA) that has the responsibility for animal disease monitoring, diagnosis, prevention, quarantine, and isolation.
- Montgomery County Police Department, Animal Services Division, as the primary
 agency will actively engage the support agencies in planning, training, and exercises
 to ensure an effective operation upon activation.
- This annex encompasses the full range of animal protection services that may be required to support emergency response operations; transport of critical supplies, equipment, shelter, and evacuate animals and their owners.

POLICY

- The Montgomery County Police Department (MCPD), Animal Services Division, as
 the primary agency for animal protection, is responsible for coordination of the
 overall response operations. Police will collect, organize, analyze, summarize, and
 disseminate information provided by various sources including support agencies.
- The MCPD will report to the Emergency Operations Center (EOC) upon request from the Office of Emergency Management and Homeland Security (OEMHS).
 MCPD will coordinate with the Animal Services Division if emergency animal protection measures are required.
- The MCPD, Animal Services Division will:
 - Provide immediate care and control of animals; to minimize animal suffering and human anguish by providing temporary shelter for companion animals during an evacuation, emergency veterinary care to injured animals, and a system for returning animals to their owners after a large-scale disaster/event is over; and

- Diagnose, prevent, and control animal-related diseases of public health significance in coordination with the MDA. Any injured animal which needs further medical care will be transferred off site to a veterinary clinic (or examined by the on-site veterinarian if one is available) as soon as possible.
- Co-located shelters are defined as a shelter where pet owners and their pets are housed or sheltered in the same building, or an adjacent building.
- Non co-located shelters will be defined as a shelter which houses only pets, with their owners being housed or sheltered elsewhere.

CONCEPT OF OPERATIONS

- Montgomery County is responsible for developing a plan for coordinating and
 providing animal and sheltering care services to animals affected by a disaster. The
 requirements for services may vary depending upon the nature, type, and level of
 the emergency. Montgomery County will work closely with volunteer
 organizations that provide animal shelter and care support to determine the
 availability of shelter and care services, encourage facility owners to sign
 agreements for use of those facilities, and encourage facility owners to allow their
 personnel to participate in shelter management training provided by the American
 Red Cross (ARC).
- The Animal Services Division will provide direct oversight to all emergency animal shelters run by organizations under contract by the County.
- As an incident or threat escalates, the primary agency will issue notifications to support agencies and agency emergency personnel in accordance with established protocols and checklists.
- Upon activation of the EOC, the MCPD will provide representation to coordinate animal protection requirements and issues.
- Once the EOC is activated, all requests for animal protection support from other County departments and agencies will be submitted to the EOC for coordination, validation, and/or action by the agencies identified in this annex.
- The EOC Manager in coordination with the MCPD Liaison at the EOC is expected to determine the need for opening animal sheltering operations based on the

emergency situation that prevails, and may also recommend the closing of shelters when they are no longer required. The Animal Services Director or Designee may help coordinate these actions. This individual may further assign tasks and responsibilities to support animal shelter and care efforts.

- The Department of Transportation (DOT) will provide available transportation for evacuees between human shelters and non co-located shelters within the County, as requested by the EOC Manager. If needed and school is not in session, Montgomery County Public Schools (MCPS) may provide available transportation for evacuees between human shelters and non co-located shelters (humans only).
- The Montgomery County Sheriff's Office (MCSO) will provide security assistance at all co-located shelter facilities.
- The DHHS will coordinate with the Animal Services Division in identifying, preventing, and controlling human exposure to communicable diseases at co-located shelters.
- Emergency Support Function (ESF) #6 is responsible for:
 - Organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on disaster victims to family members, and coordinating bulk distribution of emergency relief items, to include at County shelter sites and co-located animal shelters.
 - Coordinating and providing sheltering assistance to those County residents with non-medical special needs cases at co-located shelter locations.
 - Providing supplies and equipment for shelter support personnel.
- The County, in cooperation with volunteer disaster assistance organizations, will provide temporary shelter and essential life support services for companion animals displaced from their homes.
- The MCPD and the EOC Manager will determine which shelter site(s) to activate as emergency animal shelters. The specific facilities that will be used for animal care and sheltering during an emergency will depend on the needs of the situation, the status of available facilities, the location of the hazard area, and the anticipated duration of operations. Shelters are typically opened and closed based on need.

- When occupancy of existing shelters reaches 75 to 80 percent, consideration should be given to opening an additional facility.
- It is generally more effective in terms of resource utilization to operate a few medium to large shelters than a large number of small facilities.
- Individuals with animal shelter management training should manage the animal shelters. The Animal Services Division will maintain a listing of trained qualified managers in the local area.
- To ensure consistency in shelter activities, it is desirable that all shelters follow a general set of operating guidelines. The Director of the Animal Services Division will develop the standard operating guidelines for care and shelter operations.
- Animal Shelter Managers are expected to provide periodic reports on the number of occupants and capacity of the shelter to the MCPD Liaison in the EOC.
- Local government is responsible for providing the following support for shelter operations (refer to ESF #6 Mass Care and Sheltering):
 - o Security and, if necessary, traffic control at shelters;
 - Transportation for food, shelter supplies, and equipment if the organization operating the shelter cannot do so;
 - o Registering, tracking, and identifying animals; and
 - o Basic non-emergency medical attention for humans.
- Any animals still under the care of the Emergency Animal Shelter at the time of deactivation will be transferred to an appropriate fixed facility for the continued care of the animals by the Animal Services Division.
- Any animal not reclaimed from Montgomery County Animal Services Division within 10 days of the closing of the Emergency Animal Shelter will be considered abandoned and will become the property of Montgomery County Animal Services Division, who will make a disposition of the animal in accordance with applicable State and County laws and the procedures of the Montgomery County Humane Society. Every attempt will be made to reunite the animals with their owners.

ROLES AND RESPONSIBILITIES

All Agencies

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain internal and external notification rosters and contact lists. Participate in all- hazards planning, training, and exercises. Train department staff for emergency assignments. Develop and maintain an agency-specific continuity of operations plan in accordance with County guidelines and standards. Participate in all WebEOC trainings, drills, and exercises.
Response	Update WebEOC position log and monitor throughout the event.
Recovery	See Individual Departments' roles and responsibilities.
Mitigation	 As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Primary Agency – Montgomery County Police Department, Animal Services Division

	Animul Services Division
Phase	Roles and Responsibilities
Preparedness	Develop and maintain the Animal Protection Annex to
	the Emergency Operations Plan.
	 Develop and maintain supporting plans and procedures
	in coordination with ESF support agencies and
	cooperating organizations.
	Coordinate resolution of Animal Protection after-action
	issues.
	The Animal Services Division is responsible for
	developing plans and procedures to provide shelter and
	care to an indeterminate number of companion animals
	and livestock during natural and man-made disasters.
	 Identify potential locations for fixed facility and
	temporary companion animal and livestock shelters.
	Determine estimated capacities and functional
	capabilities for emergency animal shelters.
	Identify the emergency electrical capabilities and

Phase	Roles and Responsibilities
	 sanitation requirements for these fixed facilities as well as any temporary animal shelters to be constructed. Recruit volunteer groups and assign key staff personnel to assist with operations at the shelter facilities. Identify local resources for veterinary services, animal medical supplies, and vaccines for use at these shelter facilities. Identify local resources for pet and animal foods, cages, and flea sprays/dips for use at these shelter facilities. Prepare/obtain brochures and handout materials on animal disaster planning for community distribution to promote citizen awareness. Have this information
Response	 available on agency's web site. When advised by the EOC that an evacuation is imminent, the assigned Animal Shelter Director will begin temporary shelter operations at selected sites. The MCPD's media division will coordinate with the County Public Information Officer (PIO) to disseminate pet evacuation and shelter information through the appropriate media outlets. Receive and care for evacuated pets and animals. Register each animal and maintain accurate records on their status. The Animal Services Division will pick up and transport animals in the evacuation area(s) as needed. Mobilize emergency veterinary teams for emergency medical care of injured animals. Special consideration for medical care should be given to injured service animals, as long as it does not delay care to an animal with life-threatening injuries. Recruit volunteers to assist in the feeding and cleaning of the animals and shelter. Provide timely situation reports to the EOC of Animal Control Services activities in the field and in the shelters. Establish lost and found resource listings through media and web site.
Recovery	Continue to provide for the shelter and care of displaced animals as long as required according to the applicable

Phase	Roles and Responsibilities
	laws of the State of Maryland, local Laws/ordinances
	and established policies and procedures.
	 Release/reclaim all animals from the shelters to the
	proper owners/custodians in as expeditious a manner as possible.
	Conduct thorough search, locate, and rescue operations
	throughout the affected areas for lost, misplaced,
	abandoned, and/or injured companion and farm
	animals in conjunction with the MDA.
	 Continue to maintain lost and found resource listings.
	 Dispose of animals killed as a result of the disaster.
	Work in conjunction with the Departments of Solid
	Waste, Agriculture, and/or Debris Removal as
	necessary.
	Consolidate temporary animal shelters as soon as
	possible.
	Deactivate temporary animal shelters and transfer any
	remaining animals to fixed shelter facilities in the
	County as soon as possible.
	Collect, consolidate and report disaster related expenses
	to the OEMHS. Include costs for temporary shelter
	operations, veterinary supplies, associated personnel
	costs and any related expenses.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving Animal Protection after-action issues.
Response	 Provide generators and associated maintenance to all
	shelter facilities.
	 Conduct maintenance and facilities management at all
	Montgomery County government shelter locations.
	 Provide fuel for emergency vehicles, portable
	equipment, and emergency generators.
Recovery	 Participate in after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving Animal Protection after-action issues.
Response	 Assist in the identification, prevention, and control of
	any diseases of animals which have public health
	significance, including epidemiological and
	environmental health activities.
Recovery	Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving Animal Protection after-action issues.
Response	 Determine the need for opening shelters (Co-located or
	non co-located) in coordination with Animal Services
	Division.
	 Determine the need to close shelters in coordination
	with the Animal Services Division.
Recovery	Participate in after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Department of Transportation (non co-located shelters only)

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving Animal Protection after-action issues.
Response	 If requested, provide available accessible transportation assets (buses and personnel) to help transport evacuees between human shelters and non co-located shelters, no less than two times per day that the shelters are in operation.

Phase	Roles and Responsibilities
Recovery	Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – City of Gaithersburg Animal Control

Cooper.	ating Organization City of Gutthersourg Intimat Control
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving Animal Protection after-action issues. Identify local resources for veterinary services, animal medical supplies, and vaccines for use at these shelter facilities. Identify local resources for pet and animal foods, cages, and flea sprays/dips for use at these shelter facilities.
Response	 Assist with care for evacuated pets and animals. Assist with maintaining accurate records on animal status. Assist with thorough search, locate, transport, and rescue operations throughout the affected areas for lost, misplaced, abandoned and/or injured companion and farm animals in conjunction with the Maryland Department of Agriculture.
Recovery	Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organizations – City of Rockville Animal Services Division

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving Animal Protection after-action issues.
Response	 Assist in picking up and transporting animals in the
	evacuation area(s) within the City limits as needed.
Recovery	 Participate in after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Cooperating Organization – Montgomery County Sheriff's Office (co-located shelters only)

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.
	Assist in resolving Animal Protection after-action issues.
Response	 Provide security at all co-located shelter facilities.
Recovery	 Participate in after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Cooperating Organization – Montgomery County Public Schools (non co-located shelters only)

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving Animal Protection after-action issues.
Response	 If requested, provide available transportation assets
	(buses and personnel) to help transport evacuees
	(humans only) between human shelters and non co-
	located shelters, no less than two times per day that the
	shelters are in operation.
Recovery	 Participate in after-action review.
Mitigation	 See All Agencies roles and responsibilities.

REFERENCES

- Emergency Support Function #6, Montgomery County Maryland, Emergency Operations Plan.
- Montgomery County Emergency Response Plan for Animals. Animal Services Division.
- Title II of the Americans with Disabilities Act and Section 508 of the Vocational Rehabilitation Act.
- Chapter 7 of the ADA Toolkit.

ACRONYMS

A TO A		1.1 D. 1.11	
ADA	Americans	with Disabilities	2 Act
11011	1 Mileticans	With Disabilities	<i>, ,</i> , , , , ,

ARC American Red Cross

DHHS Department of Health and Human Services

DOT Department of Transportation
EOC Emergency Operations Centers
EOP Emergency Operations Plan
ESF Emergency Support Function

MCPD Montgomery County Police Department
 MCPS Montgomery County Public Schools
 MCSO Montgomery County Sherriff's Office
 MDA Maryland Department of Agriculture
 NIMS National Incident Management System

OEMHS Office of Emergency Management and Homeland Security

PIO Public Information Office(r)



Damage Assessment Annex

PRIMARY AGENCY: Department of Permitting Services

Primary Agency	Department of Permitting Services
Support Agencies	Department of Environmental Protection
6	Department of Finance (Risk
	Management)
	Fire and Rescue Services
	Department of General Services
	Department of Health and Human
	Services
	Office of Emergency Management and Homeland Security
	Montgomery County Police Department
	Department of Recreation
	Department of Transportation
	Department of Technology Services
	Zoning and Administrative Hearing
	Community Emergency Response Team
Cooperating	Chevy Chase Village
Organizations	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 Gas
	Washington Suburban Sanitary
	Commission

INTRODUCTION

Purpose

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

Scope

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

ASSUMPTIONS

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- 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, agencies and partner organizations will work together to gather and share intelligence regarding the status of critical infrastructure.
- Restricted access to the area as well as damage to utilities and communication systems may hamper the initial assessment process.
- Multiple damage assessments may be required prior to structures being reoccupied.
 The state, if requested, will conduct an assessment to determine the need for state
 resources or federal assistance. If warranted, the state will request a joint
 federal/state/local assessment to determine if federal assistance is warranted.
- Damage assessment may be a continuing process that begins with the on-scene IC and continues through the recovery phase.

POLICY

- The assessment or conduct of individual and public damage is the responsibility of Montgomery County, with the assistance of the municipalities and private organizations.
- In the event that the devastation is so extensive that local resources are overwhelmed, state damage assessment teams will be requested through the Maryland Emergency Management Agency (MEMA). Department of Permitting Services (DPS) will determine the need to request state support and initiate the request through the Infrastructure Support Group at 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 to the Office of Emergency Management and Homeland Security (OEMHS) Manager.

- Department of Permitting Services (DPS) is responsible for coordinating the damage assessment process defined in this annex. DPS will collect, organize, analyze, summarize, and disseminate assessment information provided by various sources. Within the structure of the EOC, the Emergency Support Function (ESF) #5 is responsible for the collection, analysis, and distribution of damage assessment information. At the EOC, DPS will be represented within the Infrastructure Support Group.
- For purposes of this annex, damage assessment includes the collection of
 information on the status of critical infrastructure such as electric power generation
 and distribution, telecommunications, transportation, medical services, water
 supply and distribution and sanitary services in addition to information on the
 number and types of residential, commercial, and/or industrial structures damaged
 or destroyed. The collection of this information requires the support of multiple
 County departments and agencies as well as partner organizations such as utility
 service providers.
- Damage assessments will be conducted in phases that are defined as follows:

Rapid Assessment (RA) (also referred to as "Windshield Survey"): a quick survey of the area impacted by a disaster or emergency to ascertain the scope of the event and determine immediate life-threatening situations and imminent hazards. The RA is 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 (see Damage Assessment Matrix for respective areas of responsibilities). 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:
 - o 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;
 - o 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
 - o Determine the resources needed to respond to the disaster and identify the gaps that need to be filled from outside sources.
- Department and agencies assigned damage assessment responsibilities will develop appropriate internal procedures to accomplish their assigned tasks.
- Following a disaster, County departments will work together at the EOC to gather
 and share information regarding the status of critical infrastructure to maximize use
 of specialized resources and to provide a basis for requesting assistance.
 Information will be provided to ESF #5 in the Operations Support Group at the EOC
 for consolidation and analysis.
- Each department and agency tasked in this annex will ensure staff members are trained in their designated damage assessment roles and responsibilities.

- DPS is the primary agency for initial damage assessment operations that include inspection and assessment of residential, commercial, and/or industrial structures.
- Other agencies are responsible for critical infrastructure assessments as outlined in the Damage Assessment Matrix (Section V).

CONCEPT OF OPERATIONS

- The damage assessment process begins with the rapid assessment conducted by onscene public safety agency responsible for incident command. Public safety responders will immediately begin collecting assessment information such as numbers and types of injuries, fatalities, environmental hazards, street and bridge access, damage to buildings, power lines down and damage to critical infrastructure. This information will be provided to the IC for use in managing the incident and determining the need for additional resources. This information will also be provided to the ESF #5 representative at the EOC through the public safety agency's EOC representative. Prior to activation of the EOC, this information will be provided to OEMHS.
- Based upon the scope and magnitude of the incident, the public safety agency
 responsible for incident command may designate a Rapid Assessment Supervisor to
 coordinate rapid assessments. For events with warning 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?
 - o Flooding: Is there flooding and if so what is the extent?
 - o **Structural Damage:** Are structures damaged and if so to what extent?
 - o **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?
 - o **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 agency'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 agencies.
- 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 Manager.
- DPS will deploy initial damage assessment teams who will report findings and status to the Infrastructure Support Team Leader. Damage assessment teams will conduct damage assessments in accordance with established procedures and protocols. The Infrastructure Support Team Leader will review and consolidate information from the field and enter the information into appropriate databases and maps. Information will also be provided to ESF #5 at the EOC through the Infrastructure Support Team.

- Based on the findings of the initial damage assessment, significantly damaged structures will be evaluated by specialty teams and may be posted: (1) Safe for Occupancy (2) Unsafe: Occupancy Prohibited.
- Concurrent with initial damage assessment conducted by DPS, damage to County buildings, roads, bridges, school facilities, parks and water authority facilities will be assessed by those respective agencies and information submitted to ESF #5 at the EOC.
- Other County departments will coordinate with private sector and other sources to provide assessment of critical infrastructure and services as outlined in the Damage Assessment Matrix provided in Section V of this annex. The matrix provides timelines for providing initial assessments and updates. Reporting will continue until the infrastructure and/or services are restored and the Disaster Manager or OEMHS Manager 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 the provides disaster housing, grants and loans to aid individuals and households) or public property (Public Assistance the federal program that provides aid to local and state governments to help pay the cost of rebuilding a community's damaged infrastructure) or separate teams to assess both. The Operations Support Group at the EOC will coordinate administrative and logistical support for the PDA process. Data collected by the County damage assessment process will be provided as appropriate to the joint state and federal PDA teams.

DAMAGE ASSESSMENT MATRIX

The Montgomery County damage assessment process is based upon defined Essential Elements of Information (EEIs) that provide a framework for information collection and analysis. The matrix below defines the EEIs, identifies the specific information

requirements and sources, assigns responsibility for information collection and provides guidelines for reporting.

Essential Element of Information	Specific Information Required	Sources	Responsible Department	Minimum Reporting Requirement ⁴
Status of Transportation	 Status of area airports Status of major highways and primary roads Status of critical bridges Status of railways Status of public transit systems Is debris a major problem on major roadways or bridges Estimated restoration of service (as applicable) 	MWTAMWAAMARCFRSPD	DOT Municipalities	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	 Status of telecommunications service Reliability of cellular service Status of emergency alert system (TV/cable, radio) and capability to disseminate information Estimated restoration. Status of County communications and information system facilities and infrastructure. 	 Service Providers Department of Technology Services 	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	 Status of medical facilities (hospitals/nursing homes) Status of medical services 	Hospitals and medical facilities	DHHS	Initial report within 6 hours of the event onset or within two hours of EOC activation, whichever occurs first. Updates are due 30

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⁴ If the initial report indicates no significant damage or impacts subsequent reports are not required.

Essential Element of Information	Specific Information Required	Sources	Responsible Department	Minimum Reporting Requirement ⁴
Hamilton Taring 1	1 And there were also become at all	Individual	DEP	minutes prior to the end of each operational period.
Hazardous, Toxic and Radiological Issue	 Are there reported or suspected hazardous or toxic release incidents? What follow-up actions are 	Facilities National Response	*OEMHS	Initial reportimmediately when new reported or suspected hazard is presented. Updates are
	planned or underway? 3. Are there actual or potential radiological incidents?	Center • Incident Commander(s)		due 30 minutes prior to the end of each operational period or
	4. Are there SARA Title III EHS locations impacted and what materials do they contain?*5. Are there actions being taken	Rapid Assessment		immediately when significant changes occur.
	under the National Contingency Plan (NCP).			
Status of Energy Systems	 What is the status of electrical service? What areas are impacted? How many customers are affected? What is the estimated time for restoration? What is the status of natural gas service? 	 PEPCO Allegheny Power Constellation Energy Services 	DGS	Initial report within 6 hours of the event 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	 Status of school facilities Estimated damages Estimated time for restoration or temporary repairs 	MCPSPrivateEducationalInstitutions	MCPS Private Educational Institutions, and	Initial report within 6 hours of the event onset or within 2 hours of EOC activation, whichever

Essential Element of Information	Specific Information Required	Sources	Responsible Department	Minimum Reporting Requirement ⁴
		 Montgomery College 	Montgomery College	occurs first. Updates due 30 minutes prior to the end of each operational period
Status of Parks	 Status of County parks and facilities Estimated damages 	Park facilities	MNCPPC Municipalities	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	 Status of water distribution system Status of water treatment facilities Status of potable water 	• WSSC	DEP	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	 Status of wastewater collection Status of wastewater treatment Status of storm-water Estimated time for restoration (if applicable) Estimated damages 	WSSCDCWASA	DEP Municipalities	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	Status of County buildings and	• DGS	DGS	Initial report within 6

Essential Element of Information	Specific Information Required	Sources	Responsible Department	Minimum Reporting Requirement ⁴
and Municipal Facilities	facilities • Estimated time for restoration or temporary repairs • Estimated damages		Municipalities	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 Fire and Rescue	 Status of operational readiness Status of facilities Status of personnel and equipment 	• Fire Stations	DFRS	Initial report within 6 hours of the event 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	 Status of operational readiness Status of facilities Status of personnel and equipment Status of public safety 	Police Stations	MCPD Municipalities	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

Essential Element of Information	Specific Information Required	Sources	Responsible Department	Minimum Reporting Requirement ⁴
Status of Water	 Status of water distribution system Status of water treatment facilities Status of potable water 	WSSCWell and Septic	WSSC DPS - 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.
Socio-economic Impacts	 Number of homes affected. Estimated damages Number and types of businesses affected. Boundaries of the impacted area. Estimated population impacted.⁵ 	 Incident Commander(s) Flyovers Rapid Assessment Initial Damage Assessment Damage Assessment Teams American Red Cross 	Agency responsible for Incident Command Permitting Services ⁶ , ⁷	Initial report within 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

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⁵ Field reports can provide the boundaries and the Planning Section will determine the estimated population affected as appropriate.

⁶ Initial information on homes and commercial structures will be provided by the IC through the rapid assessment process. Permitting Services will provide detailed information as part of the initial damage assessment that evaluates individual homes and commercial structures.

⁷ Permitting Services will assume lead responsibility once Damage Assessment Teams are deployed.

Essential Element of Information	Specific Information Required	Sources	Responsible Department	Minimum Reporting Requirement⁴
Access Points	 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 	 Incident Commander(s) Rapid Assessment Police 	DOT	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
Resource Shortfalls	 What are the actual or potential resource shortfalls in responding to the incident? What are the actual or potential resource needs for the affected residents? 	Incident Commander(s)	OEMHS	Initial report within 12 hours of the 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.
Safety Hazards	 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? 	 Incident Commander(s) Safety Officers Health and Humans Services 	Agency responsible for Incident Command	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

Essential Element of	Specific Information	Sources	Responsible	Minimum Reporting
Information	Required		Department	Requirement⁴
	 Are there environmental health hazards? 			

ROLES AND RESPONSIBILITIES

All Agencies

Phase	Roles and Responsibilities
Preparedness	 Develop and Maintain internal and external notification rosters and contact lists for the purpose of activating emergency teams. 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. Participate in all WebEOC trainings, drills, and exercises.
Response	 Update WebEOC position log and monitor throughout the event.
Recovery	 See Individual Departments roles and responsibilities.
Mitigation	 As appropriate identify potential opportunities for
	mitigating the impacts of future incidents.

Primary Agency – Department of Permitting Services

	timury Agency - Department of 1 ermitting Services
Phase	Roles and Responsibilities
Preparedness	 Maintain the Damage Assessment Annex to the
	Emergency Operations Plan.
	 Develop and maintain supporting plans and procedures
	in coordination with ESF support agencies and
	cooperating organizations.
	 Coordinate resolution of damage assessment after-
	action issues.
Response	 Designate a Damage Assessment Coordinator to
	manage overall damage assessment activities.
	 Prepare and submit the damage assessment reports to
	ESF #5.
	 Manage the overall damage assessment collection
	process.
	 Coordinate requests for geographical information
	system support to support damage assessment
	activities.

Phase	Roles and Responsibilities
	 Ensure that inspected damaged buildings are posted as
	safe or unsafe.
	Lead the Initial Damage Assessment process. Conduct
	structural evaluations and inspections of residential and
	commercial structures.
Recovery	As necessary, re-inspect "tagged" buildings to revise or
	remove placards.
	Assess the extent of damage to individual structures for
	purposes of establishing federal reimbursement
	eligibility and determining whether other federal, state,
	or local regulations come into effect during
	reconstruction or replacement.
	 Support the PDA by providing relevant data and
	technical assistance.
	 Conduct an after-action review of the damage
	assessment process and operations.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Environmental Protection

	John Agency Department of Environmental Protection
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Develop and maintain internal and external notification rosters and contact lists. Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	 Assess damage to public water systems, waste disposal systems, and dams. Assist DPS with Initial Damage Assessment upon request. Provide technical assistance and guidance to damage assessment teams on environmental hazards. Collect information on hazardous material related incidents.
Recovery	 Support the PDA by providing relevant data and technical assistance. Participate in an after-action review of the damage

Phase	Roles and Responsibilities
	assessment process.
Mitigation	See All Agencies roles and responsibilities.

Support Agency –Fire and Rescue Services

	Support Agency -Fire and Rescue Services
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving damage assessment after-action issues. Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions. Develop and maintain procedures for conducting rapid assessments for incidents when Fire and Rescue Services (FRS) is the lead agency.
Response	 Lead the rapid assessment processes for incidents when FRS is the lead agency. Support other agencies with Rapid Damage Assessment when FRS is not the lead agency. Conduct damage assessments to determine extent of damage to FRS facilities and infrastructure. Activate the Community Emergency Response Team (CERT) for support in conducting windshield surveys and assessments and rapid assessments and providing information to the Incident Commander.
Recovery	 Monitor status of restoration of FRS facilities and infrastructure. Support the PDA by providing relevant data and technical assistance. Participate in an after-action review related to damage assessment operations.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency - Department of Finance (Risk Management)

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

Phase	Roles and Responsibilities
	Assist in resolving damage assessment after-action
	issues.
	 Ensure county insurance policies are updated and
	comply with all relevant standards.
Response	 Support the primary and support agencies by
	providing expertise on the county's insurance
	coverage.
Recovery	 Work with primary and support agencies to
	determine what damage is covered under county
	insurance policies.
	 Provide assistance to primary and support agencies
	in submitting Federal or State reimbursement
	requests.
	 Participate in an after-action review of the damage
	assessment process.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Department of General Services

	Support Agency - Department of General Services
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving damage assessment after-action issues. Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	 Assess damage to all County buildings and facilities managed by the department. As the lead agency for ESF #12, collect information related to energy supply, infrastructure, and restoration.
Recovery	 Monitor the status of energy infrastructure, distribution, and service restoration. Monitor status of the repair and restoration of County facilities managed by the department. Support the PDA by providing relevant data and technical assistance. Participate in an after-action review of the damage

	assessment process.	
Mitigation	 See All Agencies roles and responsibilities. 	

Support Agency - Community Emergency Response Team

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Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving damage assessment after-action issues. Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	 Support the Initial Damage Assessment process by working under the Department of Permitting Services to collect information and provide to DPS for evaluation.
Recovery	 Participate in an after-action review related to damage assessment operations.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving damage assessment after-action issues. Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	 Lead the rapid assessment process for incidents when DHHS is the lead agency. Support other agencies with Rapid Damage Assessment when DHHS is not the lead agency. Collect information on the status of the medical infrastructure, medical services, and medical needs. Assist with damage assessments related to health hazards caused by disruption of sanitary waste disposal, overgrowth of toxic molds (post flood), and the proliferation of rodents or insects capable of carrying diseases of public health concern. Conduct damage assessment of food and other regulated establishments.
Recovery	 Continue to assist with damage assessments related to health hazards caused by disruption of sanitary waste disposal, overgrowth of toxic molds (post flood), and the proliferation of rodents or insects capable of carrying diseases of public health concern. Continue to conduct damage assessment of food and other regulated establishments as necessary. Participate in an after-action review related to damage assessment operations.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Office of Emergency Management and Homeland Security

Support Ment	g Office of Emergency Munugement and Hometana Security
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures
	in coordination with ESF primary and support agencies
	and cooperating organizations.
	 Assist in resolving damage assessment after-action

Phase	Roles and Responsibilities
	 issues. Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions. Provide technical assistance to DPS in developing operational procedures and checklists to support damage assessments. Develop and maintain observation forms and checklists for flyover assessments.
Response	 Provide assistance to DPS in collecting, analyzing, and distributing damage assessment information. As needed, request support from MEMA for state damage assessment support. Prepare and distribute situation reports.
Recovery	 Coordinate with MEMA as appropriate to request a preliminary damage assessment. Provide administrative support as necessary for the PDA. Participate in an after-action review of the damage assessment process.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving damage assessment after-action issues. Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions. Develop and maintain procedures for conducting rapid assessments for incidents when the Montgomery County Police Department (MCPD) is the primary agency.
Response	 Lead the rapid assessment process for incidents when the MCPD is the lead agency. Support other agencies with Rapid Damage Assessment

Phase	Roles and Responsibilities
	when MCPD is not the lead agency.
	Conduct damage assessments to determine extent of
	damage to MCPD facilities and infrastructure.
	 Provide access control for damaged areas.
	Coordinate security as needed for damage assessment
	teams.
	Expedite access to damaged structures for damage
	assessment purposes.
	Provide information on the status of law enforcement
	facilities and capabilities.
Recovery	 Monitor status of restoration of MCPD facilities and
	infrastructure
	 Continue to provide access control to damaged areas as required.
	 Support the PDA by providing relevant data and
	technical assistance.
	Participate in an after-action review related to damage
	assessment operations.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Department of Recreation

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving damage assessment after-action issues. Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	 Assess and report damage to recreation facilities.
Recovery	 Support the PDA by providing relevant information related to recreation facilities. Participate in an after-action review related to damage assessment operations.
Mitigation	 See All Agencies roles and responsibilities.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities	i

Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving damage assessment after-action issues. Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	 Lead the rapid assessment process for incidents when DOT is the lead agency. Support other agencies with Rapid Damage Assessment when DOT is not the lead agency. As lead agency for ESF #1, collect, analyze and distribute information on the impact and status of the County's transportation systems, accessible transportation resources, and infrastructure. Provide damage assessment reports for all Countymaintained bridges and roads.
Recovery	 Monitor and provide information on the status and restoration of the transportation infrastructure. Support the PDA by providing relevant data and technical assistance. Participate in an after-action review related to damage assessment operations.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Technology Services

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving damage assessment after-action issues. Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	 As the lead agency for ESF#2, collect, analyze, and distribute information on the impact and status of the telecommunications infrastructure. Conduct and report an assessment of the County's

Phase	Roles and Responsibilities
	communications and information management systems
	and infrastructure.
Recovery	Monitor the status of the telecommunications
	infrastructure and services.
	 Monitor the status of the County's communications and
	information management systems and infrastructure.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Zoning and Administrative Hearing

	upport Agency – Zoning una Auministrative Hearing
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving damage assessment after-action issues. Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	 Provide assistance in residential and commercial structural evaluations and assessments.
Recovery	 Participate in an after-action review related to damage assessment operations.
Mitigation	 See All Agencies roles and responsibilities.

Partner Organization – Chevy Chase Village

	I willer & Switzwie Cheeg Chine Ching
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving damage assessment after-action issues. Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment

Phase	Roles and Responsibilities
	functions.
Response	 Provide a representative to the EOC.
	 Collect, analyze, and distribute information on the
	damage to park facilities.
	 Conduct damage assessments of Village infrastructure.
	 Provide for emergency repairs for Village infrastructure.
	 Coordinate emergency debris removal operations
	within the village.
	 Coordinate requests for outside public works support
	through damage assessment at the EOC.
	 Provide public works assistance as requested by the
	primary agency.
	 Monitor the repair and restoration of park facilities.
Recovery	 Manage the repair and restoration of Village
	infrastructure and parks.
	 Manage debris removal operations within the Village.
	 Provide public works assistance as requested by the
	primary agency.
	 Participate in damage assessment after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Partner Organization – City of Gaithersburg

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving damage assessment after-action issues. Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	 Provide a representative to the EOC. Conduct damage assessments of City infrastructure. Provide for emergency repairs of City infrastructure. Coordinate emergency debris removal operations within the city. Provide public works assistance as requested by the primary agency.
Recovery	Manage the repair and restoration of city water supply,

Phase	Roles and Responsibilities
	distribution and control facilities, solid waste, storm-
	water and wastewater services, and infrastructure.
	 Manage debris removal operations within the city.
	 Provide public works assistance as requested by the
	primary agency.
	 Participate in damage assessment after-action review.
Mitigation	See All Agencies roles and responsibilities.

Partner Organization - Town of Poolesville

	Partner Organization – Town of Poolesville
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving damage assessment after-action issues. Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	 Provide a representative to the EOC when requested. Conduct damage assessments of town water supply, distribution and control facilities, solid waste, stormwater and wastewater services, and infrastructure. Provide for emergency repairs for town water supply, distribution and control facilities, solid waste, stormwater and wastewater services, and infrastructure. Coordinate emergency debris removal operations within the town. Provide public works assistance as requested by the primary agency.
Recovery	 Manage the repair and restoration of town water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. Manage debris removal operations within the town. Provide public works assistance as requested by the primary agency. Participate in damage assessment after-action review.
Mitigation	See All Agencies roles and responsibilities.

Partner Organization – City of Rockville

Phase Roles and Responsib Preparedness • Develop and maintain supporting	mines
 in coordination with ESF primar and cooperating organizations. Assist in resolving damage asses issues. Develop and maintain internal orand checklists for conducting DE functions. 	ng plans and procedures ry and support agencies ssment after-action operational procedures EP damage assessment
 Provide a representative to the E Conduct damage assessments of distribution and control facilities water and wastewater services, a Provide for emergency repairs for distribution and control facilities water and wastewater services, a Coordinate emergency debris remaits the city. Provide public works assistance primary agency. 	f city water supply, s, solid waste, storm- and infrastructure. or city water supply, s, solid waste, storm- and infrastructure. moval operations
 Manage the repair and restoration distribution and control facilities water and wastewater services, at a Manage debris removal operation. Provide public works assistance primary agency. Participate in damage assessment 	s, solid waste, storm- and infrastructure. ons within the city. as requested by the
Mitigation • See All Agencies roles and respo	

Partner Organization – City of Takoma Park

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving damage assessment after-action issues. Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment
	functions.

Phase	Roles and Responsibilities
Response	Provide a representative to the EOC.
	 Conduct damage assessments of city water supply,
	distribution and control facilities, solid waste, storm-
	water and wastewater services, and infrastructure.
	 Provide for emergency repairs for city water supply,
	distribution and control facilities, solid waste, storm-
	water and wastewater services, and infrastructure.
	 Coordinate emergency debris removal operations
	within the city.
	 Provide public works assistance as requested by the
	primary agency.
Recovery	 Manage the repair and restoration of city water supply,
	distribution and control facilities, solid waste, storm-
	water and wastewater services, and infrastructure.
	 Manage debris removal operations within the city.
	 Provide public works assistance as requested by the
	primary agency.
	 Participate in damage assessment after-action review.
Mitigation	 See All Agencies roles and responsibilities.

Partner Organization – American Red Cross

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving damage assessment after-action issues. Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	 Provide support by conducting private property damage assessments and providing the results to the Department of Permitting Services. Collect and provide information related to the opening and operations of emergency shelters including shelter populations and trends.
Recovery	Participate in an after-action review related to damage assessment operations.
Mitigation	See All Agencies roles and responsibilities.

Partner Organization – Civil Air Patrol

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving damage assessment after-action issues. Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	 Provide air support resources for flyover damage assessments.
Recovery	 Participate in after-action review related to damage assessment operations.
Mitigation	 See All Agencies roles and responsibilities.

Cooperating Organization - Hospitals

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving damage assessment after-action issues. Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	 Collect, analyze, and distribute information on the damage to hospital infrastructure and facilities.
Recovery	 Monitor the repair and restoration of hospital facilities. Support the PDA by providing relevant data and technical assistance. Participate in an after-action review related to damage assessment operations.
Mitigation	 See All Agencies roles and responsibilities.

Partner Organization – Maryland-National Capital Park and Planning Commission

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving damage assessment after-action issues. Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	Collect, analyze, and distribute information on the damage to park facilities.
Recovery	 Monitor the repair and restoration of park facilities. Support the PDA by providing relevant data and technical assistance. Participate in an after-action review related to damage assessment operations.
Mitigation	See All Agencies roles and responsibilities.

Partner Organization – Montgomery College

	Twither Organization Montgomery conege
Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving damage assessment after-action issues. Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions. Develop and maintain procedures for conducting Montgomery College damage assessment functions.
Response	Collect, analyze, and distribute information on the damage to Montgomery College facilities.
Recovery	 Support the PDA by providing relevant data and technical assistance. Participate in an after-action review related to damage assessment operations. Monitor the status of repair and restoration of Montgomery College facilities.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – Montgomery County Public Schools (MCPS)

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving damage assessment after-action issues. Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions. Develop and maintain procedures for conducting MCPS damage assessment functions. Develop and provide training to MCPS staff designated to support damage assessment.
Response	Assess damage to school facilities.
Recovery	 Monitor the status of repair and restoration of school facilities. Support the PDA by providing relevant data and technical assistance. Participate in an after-action review related to damage assessment operations.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – Utility Companies

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving damage assessment after-action issues. Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	 Conduct damage assessments of utility infrastructure and provide assessment information to ESF #5.
Recovery	 Monitor the status of the repair and restoration on the status of utility infrastructure and facilities and provide updates to ESF #5. Monitor the status and repair of utility infrastructure

Phase	Roles and Responsibilities
	and facilities.
	 Support the PDA by providing relevant data and
	technical assistance.
Mitigation	 See All Agencies roles and responsibilities.

Cooperating Organization - Washington Suburban Sanitation Commission

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving damage assessment after-action issues. Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	 Conduct damage assessments of water supply, distribution and control facilities, sanitary sewer systems, and related facilities and provide assessment information to the department of Permitting Services.
Recovery	 Monitor the status of the repair and restoration on the status of water supply, distribution and control facilities services, and facilities and provide updates to DPS. Monitor the status and repair of sanitary sewer systems and facilities. Support the PDA by providing relevant data and technical assistance.
Mitigation	See All Agencies roles and responsibilities.

Partner Organization – DC Sewer and Water Authority

Phase	Roles and Responsibilities
Preparedness	 Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving damage assessment after-action issues. Develop and maintain internal operational procedures and checklists for conducting DEP damage assessment functions.
Response	 Assess and provide information on the status of water

Phase	Roles and Responsibilities
	treatment facilities.
Recovery	Monitor the status of the repair and restoration on the
	status of wastewater services and facilities.
	 Support the PDA by providing relevant data and
	technical assistance.
Mitigation	See All Agencies roles and responsibilities.

REFERENCES

- State of Maryland Emergency Operations Plan, 2007.
- Montgomery County Emergency Operations Plan, 2008.

ACRONYMS

ADA	Americans with Disabilities Act
CAO	Chief Administrative Officer
CERT	Community Emergency Response Team
DEP	Department of Environmental Protection
FRS	Fire and Rescue Services
DGS	Department of General Services
DHHS	Department of Health and Human Services
DOT	Department of Transportation
DPS	Department of Permitting Services
EEI	Essential Element of Information
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FRS	Fire and Rescue Services
IC	Incident Command
IDA	Initial Damage Assessment
MCPD	Montgomery County Police Department
MCPS	Montgomery County Public Schools
MEMA	Maryland Emergency Management Agency
MNCPPC	Maryland-National Capital Park and Planning Commission
MWAA	Metropolitan Washington Airport Authority

MWTA Metropolitan Washington Transit Authority NIMS National Incident Management System

OEMHS Office of Emergency Management and Homeland Security

PDA Preliminary Damage Assessment PEPCO Potomac Electric Power Company

RA Rapid Assessment

WSSC Washington Suburban Sanitary Commission



Training and Exercises Annex

PRIMARY AGENCY: Office of Emergency Management and Homeland Security

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

INTRODUCTION

Purpose

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

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

Scope

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

POLICY

General

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

Exercise Policy

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

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

TRAINING

Training- General

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

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

Required Training

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

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

Recommended Training

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

Recommended Training

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

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

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

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

Other Emergency Management Training

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

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

EXERCISES

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

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

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

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

ROLES AND RESPONSIBILITIES

Primary Agen	cy – Office of Emergency Management and Homeland Security
Phase	Roles and Responsibilities
Preparedness	Develop and maintain the Training and Exercise Annex
	to the EOP.
	 Chair the EMG Training and Exercise Committee.
	 Prepare, maintain, and distribute the Multi-Year.
	 Conduct Training and Exercise Planning Workshops
	and prepare, maintain and distribute the Multi-Year
	Training and Exercise Plan.
	 Develop and conduct exercises including quarterly EOP exercises.
	 Provide technical assistance to ESF primary agencies in
	developing and conducting training and exercises.
	 Coordinate County participation in regional, state, and
	federal exercises.
	 Manage and coordinate the Montgomery County CAP.
	 Prepare and distribute exercise after-action reports and
	identify issues to be addressed through the CAP.
	Monitor Montgomery County compliance with National
	Incident Management System training requirements.
	 Schedule NIMS required training (ICS 300 and ICS 400).
	 Schedule and conduct WebEOC and other EOC related
	training.
	Ensure representation from the disability community on
	exercise planning.

Response	•	N/A
Recovery	•	N/A
Mitigation	•	N/A

Support Agencies

	Support Agencies
Phase	Roles and Responsibilities
Preparedness	 Develop and conduct training and exercises in partnership with OEMHS. Provide representatives as requested to the EMG Training and Exercises Committee. Provide assistance to OEMHS in designing major exercises. Participate in approved multi-agency exercises. Ensure that agency personnel with identified emergency management responsibilities receive required training per each individual's training needs. Participate in the exercise evaluation and after-action process. Evaluate incident or ESF specific training and exercises and identify issues that need to be addressed through the CAP. Maintain training records for agency staff members with emergency management assignments. All agencies will seek appropriate guidance to ensure training and exercises address disability specific objectives.
Response	• N/A
Recovery	• N/A
Mitigation	• N/A

Other Agencies

Phase	Roles and Responsibilities
Preparedness	 Ensure that agency personnel with identified emergency management responsibilities receive required training. Maintain training records for agency staff members. As appropriate participate in incident or ESF specific training and exercises. As requested by OEMHS provide technical assistance in designing major exercises. Participate in approved multi-agency exercises. Participate in exercise after-action process.
Response	• N/A
Recovery	• N/A
Mitigation	• N/A

REFERENCES

• Montgomery County Training and Exercise Plan

ACRONYMS

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