

Garrett County Emergency Operations Plan

July 2004



**Garrett County
113 East Alder Street
Oakland, MD 21550**

Copy Number _____

I. BASIC PLAN

Foreword

The County Emergency Operations Plan (EOP) outlines how the County Government complies with and implements the specific aspects of the Maryland Emergency Operations Plan . The county EOP serves as a bridge between the municipal emergency management agencies and Maryland Emergency Management Agency (MEMA).

The County Plan is organized as follows:

The **Basic Plan** presents the policies and the concepts of operations that guide how the County will assist disaster, emergency and terrorism stricken municipalities, public facilities and agencies. The plan also summarizes county planning assumptions, response and recovery actions as well as responsibilities.

Appendices cover other information such as terms and definitions, acronyms, abbreviations, plan changes, revisions, etc.

The **Emergency Support Function Annexes** describe the mission, concept of operations and responsibilities of the primary and support agencies involved in the implementation of the specific response functions. The Emergency Support Function Annexes have been categorized according to the National Incident Management System (Command, Operations, Planning, Logistics and Finance).

Incident, Hazard or Event Specific Annexes outline the response to specific events or situations. This category includes planning considerations for the specific hazard. The configuration allows the flexibility to expand this plan to incorporate site specific plans as required by federal or state regulations, or the county hazards vulnerability analysis.

Executive Summary

The revised *Garrett County Emergency Operations Plan* (EOP) contained in these pages establishes support teams (Emergency Support Functions) to facilitate more effective and more efficient use of resources emphasizing the partnership among government agencies and private organizations. This function-oriented approach will enhance the cooperative effort that is central to emergency operations in Garrett County. The improved organizational framework and the incorporation of emergency support functions will make this plan more useful than earlier versions. Additionally we have utilized the National Incident Management System (NIMS) in our planning efforts. Each Emergency Support Function that accompanies the Basic Emergency Operations Plan has been labeled utilizing the NIMS structure.

Certification of Review

This Emergency Operations Plan has been reviewed by the Garrett County Emergency Management Agency. The review is hereby certified by the County Emergency Management Director.

Date	Signature

Promulgation

THIS PLAN IS PROMULGATED AS THE GARRETT COUNTY EMERGENCY OPERATIONS PLAN. THIS PLAN IS DESIGNED TO COMPLY WITH ALL APPLICABLE STATE AND COUNTY REGULATIONS AND PROVIDES THE POLICIES AND PROCEDURES TO BE FOLLOWED IN DEALING WITH EMERGENCIES, DISASTERS AND TERRORISM EVENTS.

THIS PLAN SUPERSEDES ALL PREVIOUS PLANS .

PROMULGATED THIS _____ DAY OF _____, 2004

COMMISSIONER PRESIDENT

COMMISSIONER

COMMISSIONER

CHIEF CLERK / ADMINISTRATOR

(OFFICIAL SEAL OF THE COUNTY)

EMERGENCY MANAGEMENT DIRECTOR

1. PURPOSE:

The purpose of this plan is to prescribe those activities to be taken by County government and officials to coordinate activities, provide support to the municipalities, and interface with the Maryland Emergency Management Agency (MEMA) for the purpose of protecting the lives and property of the citizens in the event of a natural, technological emergency, terrorism event or disaster. This plan is designated as an “All-Hazards” plan in scope.

2. POLICIES:

3. SITUATION AND ASSUMPTIONS

A. County Location and Description

Garrett County is located in the western-most portion of the State of Maryland and is surrounded on three sides by the State of Pennsylvania and West Virginia. Its neighbor to the east is Allegany County from which Garrett was created in 1872. Garrett is the second largest of Maryland’s 24 counties, containing 666 square miles of territory. Located in the Allegheny Plateau Province of the Appalachian Mountains and situated on the divide between the headwaters of the North Branch of the Potomac River and the Youghiogeny River. In terms of population, Garrett had a population of 29,846, according to the 2000 Census Report. The eight municipalities in Garrett County are in large part the centers for most residential and commercial activity in the county with the exception of the area around Deep Creek Lake.

B. County Capabilities and Resources

Garrett County operates a 911 Center and an Emergency Operations Center (EOC). The 911 Center and the EOC have listings of resources available from county assets as well as resources available from the municipalities via mutual aid agreements.

C. County Hazard Vulnerability

Garrett County is subject to a variety of hazards. According to the county hazard vulnerability analysis (HVA), the most likely and damaging of these are:

1. Winter Weather
2. Stream Flooding
3. Fog

Therefore, training and response checklists and other accompanying documents are based primarily upon this assessment.

D. Planning Assumptions

1. A major disaster, emergency or terrorism event will cause numerous fatalities and injuries, property loss, and disruption of normal life-support systems, and will have an impact on the regional economic, physical, and social infrastructures.
2. The extent of casualties and damage will reflect factors such as the time of occurrence, severity of impact, weather conditions, population density, building construction, and the possibility of secondary events such as fires, explosions, structural collapse, contamination issues, loss of critical infrastructure and floods.
3. The large number of casualties, heavy damage to structures and basic infrastructure, and disruption of essential services will overwhelm the capabilities of the local (municipal) governments along with their emergency response agencies in their response to meet the needs of the situation.
4. Within a short time following the occurrence of a major emergency / disaster, the county will be requested to coordinate and support the activities of the Maryland Emergency Management. The County Emergency Management Agency will need to respond on short notice to provide timely and effective assistance.
6. Due to limited resources at the county level and upon a determination that resource requests exceed available resources, the county will request assistance from the Maryland Emergency Management Agency (MEMA).
7. The occurrence of a major disaster or emergency based upon these planning assumptions, will result in the declaration of an emergency by the Governor. Such a declaration, dependent upon the severity, may result in the declaration of an emergency by the President.

4. CONCEPT OF OPERATIONS

A. General

Most disasters, emergencies and terrorism related incidents are handled by local responders. The county is called upon to provide supplemental assistance and coordination whenever the consequences of a disaster or emergency exceed local capabilities. If the disaster, emergency, or terrorism incident exceeds the capabilities of the county, the State (MEMA) will be requested to provide assistance. If needed, the state can mobilize an array of resources including, specialized response teams, support personnel, and specialized equipment to support disaster or emergency affairs.

B. Intergovernmental Assistance

The County Emergency Management Director and elected officials will develop mutual aid agreements with adjacent Counties for reciprocal emergency assistance as needed. Adjacent Counties and other governments will render assistance in accordance with the provisions of intergovernmental support agreements in place at the time of the emergency. The provisions of the County 911 plan and the associated mutual aid agreements will also apply.

C. Direction, Control, Coordination and Support

1. Incident Management

The County Emergency Operations / Response Plan, like the Maryland State Operations Plan and the National Response Plan (NRP), employs a multi-agency operational structure that uses the Incident Management System based upon the National Incident Management System (NIMS).

2. County Elected Officials are responsible for the protection of the lives and property of the citizens and they exercise ultimate control of the phases of emergency management as well as emergency activities within the county.

3. An Emergency Management Director (EMD) has been designated and may act on behalf of the County elected officials. An Emergency Operations Center (EOC) has been identified, and may be activated by the EMD or the elected officials during an emergency. The County is served by a 24/7, 911 Center and a Public Safety Communications Center.

4. This plan embraces an “all-hazards” principle: that most emergency response functions are similar, regardless of the hazard. The County

EMD will mobilize functions and personnel as required by the emergency situation.

5. Whenever possible, emergency response by the county government will follow the Incident Management System (IMS) delineated below. When called upon for assistance / coordination, the county emergency management agency will interface with the local / municipal emergency management agency(ies). When two or more counties are involved and the severity of the event, coordination shall be by MEMA.

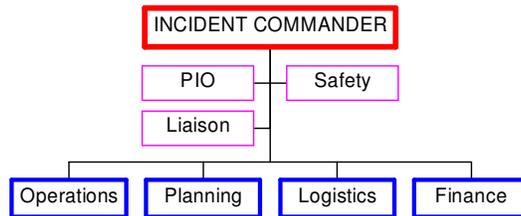


Illustration 1 – Local Incident Management

- a. The Incident Commander (IC) at an incident site will be from fire, police, emergency medical services, or emergency management, dependent upon the nature of the incident. The local IC will coordinate with the respective municipal emergency management director. When local conditions are such that the emergency / disaster event exceeds the local capabilities and / or local resources, the municipal emergency management director (EMD) or others may contact the county emergency management agency to request assistance.
- b. The National Incident Management System (NIMS) structure includes the categories of Command, Operations, Planning, Logistics and Finance along with command staff including Public Information, Safety and Liaison. The IMS structure delineated herein is consistent with the NIMS and the Maryland Fire Academy training programs.
- c. A suggested NIMS County EOC configuration is presented as Illustration 2.

NIMS – County EOC

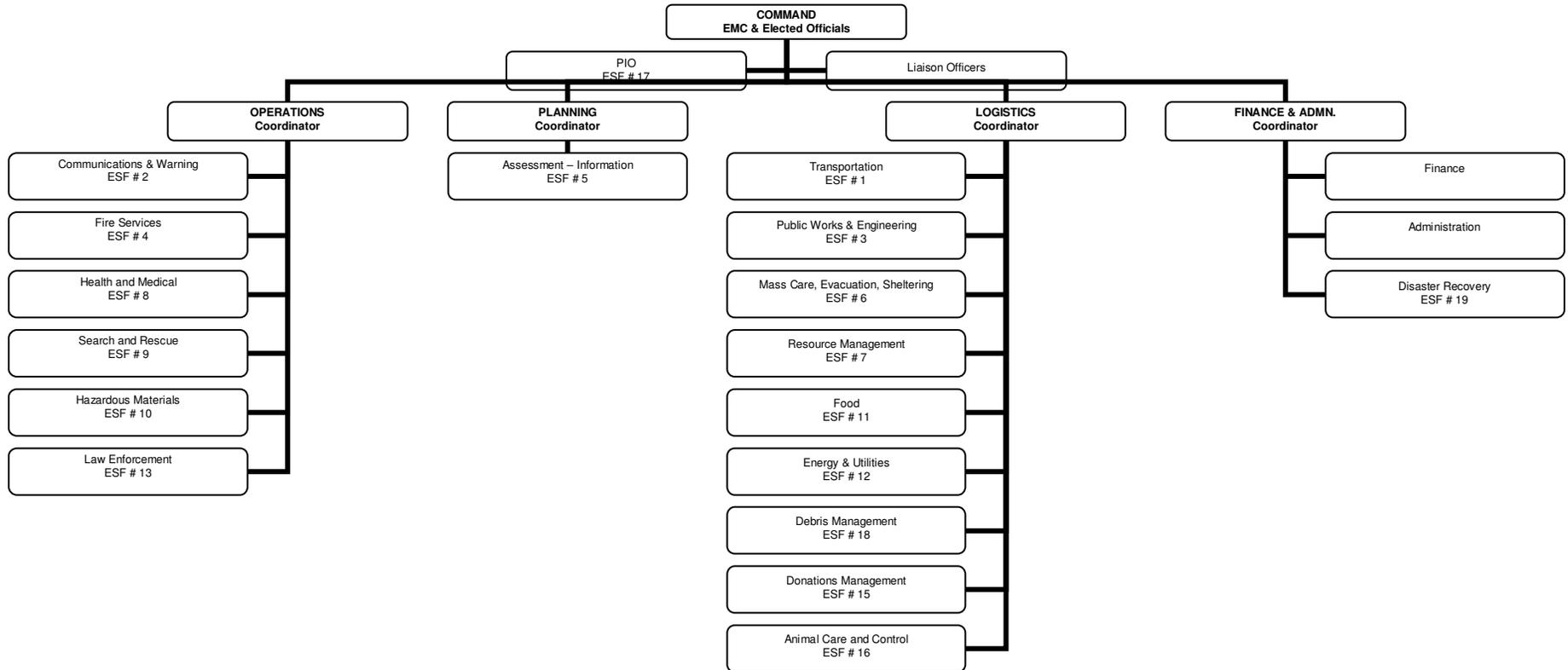


Illustration 2

6. When the County EMD receives notice of a potential emergency from the Maryland Emergency Management Agency (MEMA), the County 911 Center or from the National Weather Service (NWS) watches and warnings, a partial activation of the EOC will be considered.

7. Concurrent Implementation of Other Emergency Plans

- a. An incident involving hazardous substances, weapons of mass destruction or other lethal agents, a nuclear power plant incident or high hazard dam emergency may involve “Incident Specific” response activity (Terrorist Incident Response Plan, SARA Plan, Radiological Emergency Response Plan, High Hazard Dam Plan, etc.).
- b. If the incident involves concurrent implementation of multiple response plans at various levels, the Maryland Emergency Management Agency (MEMA) shall serve to coordinate to the maximum extent practical to ensure effective actions.

8. Integration of Response, Recovery and Mitigation Actions

- a. Following a disaster, immediate response operations to save lives, protect property, and meet basic human needs have precedence over recovery and mitigation. Recovery actions will be coordinated and based upon availability of resources.
- b. Mitigation opportunities will be considered throughout disaster operations.

D. Continuity of Government

Continuity of Government procedures are specified in the Continuity of Government (COG) enclosure to this plan. The COG addresses the line of succession (elected officials, emergency management and county offices), alternate locations and preservation of records. The COG is presented within the Event Specific Plan Section.

5. ORGANIZATION, RESPONSIBILITIES AND EMERGENCY SUPPORT FUNCTIONS

A. Organization

This plan has been developed based upon the structure of emergency management within the State of Maryland. This plan serves as an emergency management link between the municipalities and the state; it also coincides with the concepts of the National Response Plan. This plan employs a functional approach that groups the types of assistance that the county and / or its municipalities are likely to need based upon the twelve (12) federal Emergency Support Functions (ESFs). The functional areas have been grouped according to the categories of the National Incident Management System (NIMS). Because differences exist between the capabilities and resources at the federal level and the needs at the county / local levels, the 12 federal ESFs do not fully address all of the needs. Therefore, additional functional annexes, also grouped according to the NIMS categories, have been developed and included. All of the ESFs have been grouped within the Functional Annex section. To further facilitate response actions / activities of the Emergency Operations Center staff, Standing Operating Checklists have been developed and grouped by NIMS category within the Checklist section. A Notification and Resource manual is provided. Training and exercises are discussed in section 9 of the basic plan.

B. Responsibilities

1. Primary Agencies: Each emergency function has been listed according to the appropriate incident management category and the appropriate agency has been identified as the “Primary Agency” for each function. The primary agency provides expertise and management for the designated function.
2. Support Agencies: Each emergency function typically has at least one “Support Agency” identified. These agencies serve to provide support for the mission assigned to the primary agency

C. Emergency Sections and Divisions

1. COMMAND

a. Elected Officials:

- (1) Responsible for establishing a county emergency management organization;
- (2) Provide for continuity of operations;
- (3) Establish lines of succession for key positions;

- (4) Designate departmental emergency operating centers and alternatives;
- (5) Prepare and maintain this EOP in consonance with the State Emergency Operations Plan;
- (6) Establish, equip and staff an EOC;
- (7) Recommends an EMD for appointment by the governor who may act on their behalf, if necessary;
- (8) Issue declarations of disaster emergency if the situation warrants; and
- (9) Apply for federal post-disaster funds, as available.

b. Emergency Management Director:

- (1) Prepare and maintain an EOP for the County subject to the direction of the elected officials; reviews and updates as required;
- (2) Maintain coordination with the local municipal and the Maryland Emergency Management Agency, and provides prompt information in emergencies, as available;
- (3) Identify hazards and vulnerabilities that may affect the municipalities;
- (4) Identify resources within the County that can be used to respond to a major emergency or disaster situation and requests needed resources from the State (MEMA);
- (5) Develop and maintains a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community;
- (6) Mobilize the EOC and acts as the Command function within the EOC during an emergency;
- (7) Compile cost figures for the conduct of emergency operations above normal operating costs; and
- (8) Attend training and workshops provided by the county and other sources to maintain proficiency and currency in emergency management and emergency response planning and procedures; and

c. Public Information

- (1) Advise elected officials and the County EMD about Public Information activities;
- (2). Develop and maintains the checklist for the Public Information function;
- (3) Assist in the development, review and maintenance of the EOP;
- (4) Respond to the EOC, the field, or Joint Information Center as needed; and
- (5) Coordinate and release public information to the media.

d. County Department Heads / County Agency Directors

- (1) Provide staff support and resources;
- (2) Provide guidance, direction and authority to agency / department personnel who support the EOC;
- (3) Assist in the development and maintenance of the EOP;
- (4) Develop, review and approve the EOC checklists specific to their agency / department;
- (5) Respond to the EOC or field location as needed; and
- (6) Advise elected officials and the County EMD about specific capabilities.

e. Liaison Officers (**Optional – MD SHA, National Guard, etc.**)

- (1) Respond to the EOC or the field, as needed;
- (2) Serve as the liaison between their respective agency and the county EOC;
- (3) Interface with their respective agency to request / coordinate resources; and,
- (4) Advise elected officials and the County EMD about issues related to their specific agency.

2. OPERATIONS

a. Operations Coordinator

- (1) Serve as the coordinator of all activities categorized under the Operations Section.
- (2) Function as the interface between the Operations Section and Command.
- (3) Ensure that all personnel operating within the Operations Section receive up to date information regarding the situation and the event.

- (4) Solicit periodic update briefings from the individual staff of the Operations functions.
 - (5) Provide periodic updates and briefings to Command.
- b. Communications and Warning Officer - Emergency Support Function # 2:
- (1) Develop and maintains the checklist for the Communications and Warning function;
 - (2) Assist in the development, review and maintenance of the EOP;
 - (3) Train staff members on the operation of communications system;
 - (4) Ensure ability to communicate between the County EOC, field operations and the municipalities;
 - (5) Assist with notification of key staff of the municipality(ies);
 - (6) Respond to the EOC or the field, as needed; and
 - (7) Advise elected officials and the EMD about Communications activities.
- c. Fire Services - Emergency Support Function # 4:
- (1) Develop and maintain the checklist for the Fire Services function;
 - (2) Assist in the development, review and maintenance of the EOP;
 - (3) Respond to the EOC or the field, as needed;
 - (4) Coordinate fire services activities;
 - (5) Coordinate decontamination and monitoring of affected citizens and emergency workers after exposure to chemical or radiological hazards;
 - (6) Coordinate route alerting of the public;
 - (7) Assist with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
 - (8) Coordinate the emergency shutdown of light and power;
 - (9) Coordinate the provision of emergency lights and power generation;
 - (10) Coordinate salvage operations and debris clearance, and
 - (11) Advise elected officials and the EMD about fire and rescue activities.

d. Health and Medical Services - Emergency Support Function # 8:

- (1) Develop and maintains the checklist for the Health/Medical Services function;
- (2) Assist in the development, review and maintenance of the EOP;
- (3) Respond to the EOC or the field, as needed;
- (4) Maintain a listing of hearing impaired, handicapped and special needs residents, based upon input received from the municipalities;
- (5) Coordinate emergency medical activities within the County;
- (6) Coordinate institutional needs for transportation if evacuation or relocation becomes necessary for hospitals, nursing homes, day care and adult care facilities;
- (7) Coordinate medical services as needed to support shelter operations;
- (8) Assist as appropriate search and rescue operations;
- (9) Coordinate mortuary services;
- (10) Coordinate provision of inoculations for the prevention of disease; and
- (11) Advise elected officials and the EMD about Health/Medical Services activities.

e. Search and Rescue - Emergency Support Function # 9

- (1) Develop and maintains the checklist for the Urban Search and Rescue function;
- (2) Assist in the development, review and maintenance of the EOP;
- (3) Respond to the EOC or the field, as needed;
- (4) Maintain a copy of the USAR procedures for reference;
- (5) Coordinate search and rescue activities within the County;
- (6) Interface with the State USAR representative;
- (7) Serve as an information resource regarding SAR incidents;
- (8) Assist as appropriate USAR / SAR components; and
- (9) Advise elected officials and the EMD about SAR incidents and activities.

f. Hazardous Materials - Emergency Support Function # 10

- (1) Develop and maintain the checklist for the Hazardous Materials function;
- (2) Assist in the development, review and maintenance of the EOP;
- (3) Respond to the EOC or the field, as needed;
- (4) Maintain a listing of SARA Sites within the County along with facility emergency plans based upon input received from the facilities and municipalities;
- (5) Coordinate hazardous materials activities within the County;
- (6) Interface with the State Certified - County Hazardous Materials team;
- (7) Coordinate with and make notifications of the Department of Environmental Protection (DEP) as required;
- (8) Serve as an information resource regarding hazardous materials incidents;
- (9) Assist as appropriate hazardous materials operations; and
- (10) Advise elected officials and the EMD about Hazardous Materials incidents and activities.

g. Law Enforcement:

- (1) Develop and maintains the checklist for the Law Enforcement - Police Services function;
- (2) Assist in the development, review and maintenance of the EOP;
- (3) Respond to the EOC or the field, as needed;
- (4) Coordinate security and law enforcement services;
- (5) Establish security and protection of critical facilities, including the EOC;
- (6) Coordinate traffic and access control in and around affected areas;
- (7) Assist as appropriate with route alerting and notification of threatened populations;
- (8) Assist as appropriate with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
- (9) Coordinate the installation of emergency signs and other traffic movement devices;
- (10) Assist as appropriate in search and rescue operations; and
- (11) Advise elected officials and the EMD about Law Enforcement - Police Services operations.

3. PLANNING:

a. Planning Coordinator

- (1) Serve as the coordinator of all activities categorized under the Planning Section;
- (2) Function as the interface between the Planning Section and Command;
- (3) Ensure that all personnel operating within the Planning Section receive up to date information regarding the situation and the event;
- (4) Solicit periodic update briefings from the individual staff of the Planning function; and
- (5) Provide periodic updates and briefings to Command.

b. Assessment, Information and Planning - Emergency Support Function # 5

- (1) Collect, evaluates and provides information about the incident;
- (2) Determine status of resources;
- (3) Establish information requirements and reporting schedules;
- (4) Supervise preparation of an Incident Management Plan;
- (5) Assemble information on alternative strategies; and
- (6) Advise elected officials and the EMD about the incident and anticipated events or consequences.

4. LOGISTICS:

a. Logistics Coordinator

- (1) Serve as the coordinator of all activities categorized under the Logistics Section;
- (2) Function as the interface between the Logistics Section and Command;
- (3) Ensure that all personnel operating within the Logistics Section receive up to date information regarding the situation and the event;
- (4) Solicit periodic update briefings from the individual staff of the Logistics functions; and
- (5) Provide periodic updates and briefings to Command.

b. Transportation - Emergency Support Function # 1:

- (1) Develop and maintains the checklist for the Transportation Services function;
- (2) Assist in the development, review and maintenance of the EOP;
- (3) Respond to the EOC or the field, as needed;
- (4) Maintain a listing of Transportation Resources and contact information including capacities in the County.
- (5) Coordinate the supply of transportation resources within the County during an emergency; and
- (6) Advise elected officials and the EMD about Mass Care – Shelter activities.

c. Public Works and Engineering - Emergency Support Function # 3:

- (1) Develop and maintains the checklist for the Public Works function;
- (2) Assist in the development, review and maintenance of the EOP;
- (3) Respond to the EOC or the field, as needed;
- (4) Maintain a listing of Public Works assets and resources;
- (5) Serve as a liaison between municipal public works and the County;
- (6) Coordinate the assignment of Public Works resources;
- (7) Provide information on water, sewerage, road construction and repair, engineering, building inspection and maintenance; and
- (8) Advise elected officials and the EMD about Public Works and Engineering activities.

d. Mass Care, Evacuation, and Sheltering - Emergency Support Function # 6:

- (1) Develop and maintains the checklist for the Mass Care / Shelter Services function;
- (2) Assist in the development, review and maintenance of the EOP;
- (3) Respond to the EOC or the field, as needed;
- (4) Maintains a listing of Mass Care – Shelter facilities including capacities in the County;
- (5) Coordinate with American Red Cross and other appropriate agencies;
- (6) Coordinate Mass Care – Shelter provision within the County during an emergency;
- (7) Coordinate with ESF # 1 (Transportation) and ESF # 7 (Resource Management) regarding evacuation issues; and

- (8) Advise elected officials and the EMD about Mass Care, Evacuation and Shelter activities.

e. Resource Management - Emergency Support Function # 7:

- (1) Develop and maintains the checklist for the Resource function;
- (2) Assists in the development, review and maintenance of the EOP;
- (3) Respond to the EOC or the field, as needed;
- (4) Maintain a listing of resources with contact information.
- (5) Coordinate the provision of materials, services and facilities in support of the emergency;
- (6) Develop procedures for rapidly ordering supplies and equipment and to track their delivery and use; and
- (7) Advise the EMD and as appropriate, elected officials about Resource acquisition activities within the County.

f. Food - Emergency Support Function # 11:

- (1) Develop and maintains the checklist for the Food function;
- (2) Assist in the development, review and maintenance of the EOP;
- (3) Respond to the EOC or the field, as needed;
- (4) Maintain a listing of food assets within the County;
- (5) Serve as a liaison between the County and the food community;
- (6) Serve as a liaison between the County and the Extension Office;
- (7) Coordinate the dissemination of information and supplies to the food community within the County;
- (8) Coordinate the distribution of food to emergency workers and emergency / disaster victims.
- (9) Advise elected officials and the EMD regarding food issues.

g. Energy and Utilities - Emergency Support Function # 12: (ESF # 12)

- (1) Develop and maintains the checklist for the energy and utility function;
- (2) Assist in the development, review and maintenance of the EOP;
- (3) Respond to the EOC or the field, as needed;
- (4) Maintain a listing of energy and utility assets within the County;
- (5) Serve as a liaison between the County and the energy / utilities;
- (6) Coordinate the dissemination of information to the energy / utilities within the County; and
- (7) Advise elected officials and the EMD regarding energy / utility issues.

h. Debris Management (Support Annex)

- (1) Develop and maintains the checklist for the Debris Management function;
- (2) Assist in the development, review and maintenance of the EOP;
- (3) Respond to the EOC or the field, as needed;
- (4) Maintain a listing of assets and resources;
- (5) Serves as a liaison between the County and debris management agencies;
- (6) Coordinate the assignment of debris management resources; and
- (7) Advise elected officials and the EMD about debris management activities.

i. Donations Management (Support Annex)

- (1) Develop and maintains the checklist for the Donations Management function;
- (2) Assist in the development, review and maintenance of the EOP;
- (3) Respond to the EOC or the field, as needed;
- (4) Maintain a listing of donations management assets and resources;
- (5) Serve as a liaison between the County and donations management agencies;
- (6) Coordinate the assignment of donations management resources; and
- (7) Advise elected officials and the EMD about donations management activities.

j. Animal Care and Control (Support Annex)

- (1) Develop and maintains the checklist for the animal care and control function;
- (2) Assist in the development, review and maintenance of the EOP;
- (3) Respond to the EOC or the field, as needed;
- (4) Maintain a listing of animal care and control assets and resources;
- (5) Serve as a liaison between the County and animal care and control agencies;
- (6) Coordinate the assignment of animal care and control resources;

- (7) Advise elected officials and the EMD about animal care and control activities

5. FINANCE:

a. Finance and Administration Coordinator

- (1) Serve as the coordinator of all activities categorized under the Finance and Administration Section;
- (2) Function as the interface between the Finance and Administration Section and Command;
- (3) Ensure that all personnel operating within the Operations Section receive up to date information regarding the situation and the event;
- (4) Solicit periodic update briefings from the individual staff of the Operations functions; and
- (5) Provide periodic updates and briefings to Command.

b. Finance (Support Annex)

- (1) Develop and maintains the checklist for the Finance function;
- (2) Maintain oversight of all financial, cost and reimbursement activities associated with the emergency;
- (3) Track costs and personnel time records;
- (4) Administer the financial aspects of the emergency / disaster according to County policies and procedures;
- (5) Following the declaration of an emergency by the County Elected Officials, or the Governor, initiates emergency purchasing / acquisition procedures;
- (6) Serve as an interface with the Maryland Emergency Management Agency (MEMA) and the Federal Emergency Management Agency (FEMA) regarding recovery operations; and
- (7) Advise elected officials and the EMD regarding the financial aspects and implications of the event.

c. Administration

- (1) Develop and maintains the checklist for the Administration function;
- (2) Maintain oversight of all administrative activities associated with the emergency;
- (3) Ensure that all functional areas receive administrative support as appropriate;

- (4) Provide support to the financial element with regard to documentation, verification and related matters; and
- (5) Advise the EMD regarding the administrative aspects and implications of the event.

6. ADMINISTRATION AND LOGISTICS

A. Administration

County and Municipal Reports

- a. Municipal governments will submit situation reports, requests for assistance and damage assessment reports to the County EMA.
- b. The County EMA will forward reports and requests for assistance to the Maryland Emergency Management Agency.
- c. Municipal and county governments will utilize pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations.
- d. Narrative and written log-type records of response actions will be kept by county and municipal emergency management agencies. The logs and records will form the basis for status reports to MEMA.
- e. The County EMA will request reports from other agencies, relief organizations and nongovernmental organizations when deemed appropriate.
- f. The county EMA will make reports to MEMA by the most practical means.

B. Logistics

Coordination of unmet needs:

When municipal resources are overwhelmed, the county Emergency Management Agency (EMA) is available to coordinate assistance and satisfy unmet needs. Similarly, if the county requires additional assistance, it will call on mutual aid from adjacent counties, and/or from the Maryland Emergency Management Agency (MEMA). Ultimately, MEMA will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major disaster or emergency.

7. **AUTHORITY and REFERENCES**

A. Authority for this Plan and specific actions is the Mary

1. Under the Stafford Act, the Governor may request the President to declare a major disaster or emergency if the event is beyond the combined response capabilities of the County(ies) involved and the State.
2. Article 16A, Maryland Annotated Code
3. Article 41, Maryland Annotated Code
4. Article 65, Maryland Annotated Code
5. Governor's Executive Order 01.01.1990
6. Public Law 93-288, as amended (The Stafford Act)
7. Public Law 99-145, Title 14, Part B, Section 1412
8. Public Law 100-180
9. Presidential Executive Order 12580
10. 44 CFR 206
11. Federal Homeland Security Presidential Directive #5 (HSPD-5)
Adoption of NIMS by State

C. References

1. CPG 1-6, FEMA, Disaster Operations: A Handbook for Local Governments.
2. CPG 1-8, FEMA, Guide for the Development of State and Local Emergency Operations Plans, October 1985.
3. CPG 1-8A, FEMA, Guide for the Review of State and Local Emergency Operations Plans, September 1988.
4. Multi-Hazard Identification and Risk Assessment, FEMA, 1997
5. Preparing for Hurricanes and Coastal Flooding: A Handbook for Local Officials, FEMA/U.S. Department of Commerce (NOAA); March 1983.

6. Garrett County Hazard Mitigation Plan, March 2002.

8. DEFINITION OF TERMS

A complete set of definitions and terms appears within the Appendix Section of this plan (Appendix 1).

9. TRAINING AND EXERCISES

A. Training Authority

For training purposes and exercises, the EMD may activate this plan as required to evaluate and maintain the readiness posture of County agencies.

B. Exercise Requirements

To provide practical, controlled operations experience for those who have EOC responsibilities, the EMD will activate this plan at least annually in the form of a simulated emergency exercise. Additionally, regardless of actual events, County all-hazards exercise will be conducted every two years. Further, the EMD and EMA staff will participate annually in a MEMA-directed weather exercise.

C. Training Policy

1. Public Officials :

- a. **Response and Recovery Training:** A training program will be provided to County and municipal officials, emergency management EOC staffs and emergency services personnel (police, fire and EMS) on the procedures and policies for a coordinated response and recovery to a disaster emergency.
- b. **Professional Development:** Training will be provided to municipalities in skills and techniques of writing plans, professional development skills and national security issues related to municipal emergency preparedness upon request.
- c. **Radiological Protection:** County/municipal personnel will be trained in radiological protection systems to enhance county/municipal emergency preparedness.
- d. **Damage Assessment:** Training will be conducted in damage assessment procedures for county/municipal damage assessment teams.

2. Emergency Services and Other Responding Agencies

Exercises, as indicated above, will be used as a training technique for public officials, county emergency staff and emergency services personnel who are assigned emergency responsibilities in this plan. EMA staff officers responsible for functional annexes are charged with ensuring skills training for personnel who implement the provisions of their respective annexes.

3. State and Federal Training

EMA staff will participate in State and Federal training programs as prescribed internally and by MEMA.

10. PLAN REQUIREMENTS, DEVELOPMENT, MAINTENANCE and DISTRIBUTION

A. Requirements

1. This plan must be available for inspection in the EOC, along with applicable emergency management plans, procedures and directives of MEMA and the State.
2. County Resolution made in 1972 charges the County Emergency Management Director (EMD) to develop the County EOP and coordinate the preparation of supporting standard operating checklists.
3. Maryland Emergency Management Agency (MEMA): This plan conforms to various Federal agency requirements by MEMA to facilitate review and cross reference to MEMA, FEMA and Department of Homeland Security Documents.

B. Development and Maintenance Responsibilities

1. EMD Responsibilities: The county EMD will coordinate development and maintenance of the plan. Plan components will be reviewed and updated consistently. Incident Specific Annexes require an annual review based upon legislation or regulation. Whenever portions of this plan are implemented in an emergency event or exercise, a review will be conducted to determine necessary changes.
2. NIMS Section Coordinators and Staff Members are responsible for the development and maintenance of their respective segments of this plan. Written reviews will be provided to the EMD annually indicating concurrence or comments. They will recommend changes, as necessary, and keep the

EMD and Resource Manager abreast of changes in personnel, information and available resources.

3. Enforceability: This plan is enforceable under the provisions of the Maryland Emergency Operations Plan.
4. Execution: This plan will be executed upon order of the County Commissioners or their authorized representative, the County Emergency Management Director.
5. Distribution: This plan and its supporting materials is a controlled document. This plan, by its very nature, is not considered to be available for public consumption. Distribution is based upon regulatory or functional “need to know” basis. Copies of this plan are distributed according to an approved control list. A record of distribution, by copy number, is maintained on file by the EMD. Controlled copies of revisions will be distributed to designated plan holders. Revisions or changes are documented by means of the “Record of Changes” page iii. Appendix 4 details the Revision policy. A receipt system will be used to verify the process. A detailed distribution list is presented as Appendix 5.

APPENDICIES:

1. Terms and Definitions
2. County Organization for Emergency Management
3. Emergency Responsibilities by Organizational Entity (Primary / Support Matrix)
4. Changes and Revisions
5. Plan Distribution
6. Map of the County

Appendix 1

Terms and Definitions

DEFINITIONS OF TERMS

A. Access Control Points (ACP)

Manned posts established primarily by State or municipal police and augmented as necessary by the National Guard on roads leading into a disaster area for the purpose of controlling entry during an emergency.

B. Activate - To start or place into action an activity or system.

C. Control - To exercise authority with the ability to influence actions, compel or hold in restraint. (For use in context with this document: (35 PA C.S.) as amended clarifies and strengthens the role of the Governor by granting him authority to issue executive orders and disaster proclamations which have the force and effect of law when dealing with emergency and disaster situations and controlling operations.)

D. Coordination - Arranging in order, activities of equal importance to harmonize in a common effort. (For use in context with this document: authorizing and/or providing for coordination of activities relating to emergency disaster prevention, preparedness, response and recovery by State, local governments and Federal agencies.)

E. Deploy - To move to the assigned location in order to start operations.

F. Direction - Providing authoritative guidance, supervision and management of activities/operations along a prescribed course to reach an attainable goal.

G. "Disaster." A man-made, natural or war-caused catastrophe.

1. Man-Made Disaster

Any industrial, nuclear or transportation accident, explosion, conflagration, power failure, natural resource shortage or other condition, except enemy action, resulting from man-made causes, such as oil spills and other injurious environmental contamination, which threatens or causes substantial damage to property, human suffering, hardship or loss of life.

2. Natural Disaster

Any hurricane, tornado, storm, flood, high water, wind driven water, tidal wave, earthquake, landslide, mudslide, snowstorm, drought, fire, explosion or other catastrophe which results in substantial damage to property, hardship, suffering or possible loss of life.

3. War-Caused Disaster

Any condition following an attack upon the United States resulting in substantial damage to property or injury to persons in the United States caused by use of bombs, missiles, shellfire or nuclear, radiological, chemical or biological means, or other weapons or overt paramilitary actions, or other acts such as sabotage.

H. Disaster Emergency

Those conditions which upon investigation may be found, actually or likely to:

1. Affect Safety

Affect seriously the safety, health or welfare of a substantial number of citizens of Garrett County or preclude the operation or use of essential public facilities.

2. Require State Assistance

Be of such magnitude or severity as to render essential state supplementation of County and municipal efforts or resources exerted or utilized in alleviating the danger, damage, suffering or hardship faced.

3. Have Causes Not Covered by Law

Have been caused by forces beyond the control of man, by reason of civil disorder, riot or disturbance, or by factor not foreseen and not known to exist when appropriation bills were enacted.

I. Emergency Alert System (EAS) Announcements

Official announcements made at the county level for the specific purpose of providing information, instructions or directions from the County Commissioners, or their designated official representative, to the permanent and transient residents of the county. Announcements are made over the legally designated EAS network. Restriction on use of EAS announcements does not preclude appropriate use of newspapers, radio and television for public information statements.

J. Emergency Management

The judicious planning, assignment and coordination of all available resources in an integrated program of prevention, mitigation, preparedness, response and recovery for emergencies of all kinds, whether from enemy attack, man-made or natural sources.

K. Emergency Services

The preparation for and the carrying out of functions, other than those for which military forces are primarily responsible, to prevent, minimize and provide emergency repair of injury and damage resulting from disaster, together with all other activities necessary or incidental to the preparation for and carrying out of those functions. The functions include, without limitation, firefighting services, police services, medical and health services, rescue, engineering, disaster warning services, communications, radiological, shelter, chemical and other special weapons defense, evacuation of persons from stricken areas, emergency welfare services, emergency transportation, emergency resources management, existing or properly assigned functions of plant protection, temporary restoration of public utility services and other functions related to civilian protection.

L. Explosive Ordnance Disposal (EOD)

An active U.S. Army Detachment tasked with the retrieval and disposal of military ordnance. Also available to assist civilian authorities in life threatening situations dealing with improvised explosive devices.

M. Governor's Proclamation of "Disaster Emergency"

The Governor is empowered to declare a state of "Disaster Emergency" upon finding that a disaster has occurred or that the occurrence or the threat of a disaster is imminent. This proclamation by executive order authorizes counties and municipalities to exercise vested powers without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements) pertaining to performance of public works, employing of temporary workers, entering into contracts, incurring obligations, renting of equipment, purchasing materials and supplies, levying taxes and appropriation and expenditure of public funds. The state of disaster emergency continues until the Governor finds that the danger has passed and terminates it by executive order or proclamation, but no state of disaster emergency may continue for longer than 90 days unless renewed by the Governor.

N. Hazardous Materials (HAZMAT)

Any substance or material in a quantity or form which may be harmful or injurious to humans, domestic animals, wildlife, economic crops or property when released into the environment. Hazardous materials are classified as chemical, biological, radiological, or explosive.

O. Hazards Vulnerability Analysis (HVA)

A compilation of natural and man-made hazards and their predictability, frequency, duration, intensity and risk to population and property.

P. Local Disaster Emergency (When declared by the County Commissioners)

The condition declared by the local governing body when, in their judgment, the threat or actual occurrence of a disaster requires coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused. A local emergency arising wholly or substantially out of a resource shortage may be declared only by the Governor, upon petition of the local governing body, when he deems the threat or actual occurrence of a disaster to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused hereby.

Q. Mass Care Centers

Fixed facilities suitable for providing emergency lodging for victims of disaster left temporarily homeless and capable of providing all essential social services. Feeding may be done within a mass care center (in suitable dining facilities) or nearby.

R. Municipality

For the purposes of this plan, the terms "municipality" or "municipal government" are defined as referring, singularly or collectively, to cities and incorporated towns within the State of Maryland; in this plan "municipality" does not include counties.

S. Notification

To make known or inform. For use in context with this document: to transmit emergency information and instructions: (1) to Emergency Management Agencies, staff and associated organizations; (2) over the Emergency Alert System to the general public immediately after the sirens have been sounded.

T. Notify - To inform about a condition, event or situation.

U. Operational

Capable of accepting mission assignments at an indicated location with partial staff and resources.

V. Political Subdivision

Any county, city, borough, township or incorporated town within the Commonwealth.

W. Presidential Declaration of "Emergency"

"Emergency" means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

IMPORTANT NOTE - Before federal assistance can be rendered, the Governor must first determine that the situation is of such severity and magnitude that effective response is beyond the capabilities of the State and affected county and municipal governments and that Federal assistance is necessary. As a prerequisite to Federal assistance, the Governor shall take appropriate action under law and direct execution of the Maryland Emergency Operations Plan. The Governor's request for declaration of a major disaster by the President may be accepted, downgraded to emergency or denied.

X. Presidential Declaration of "Major Disaster"

"Major Disaster" means any natural catastrophe (including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Y. Protective Action

Any action taken to eliminate or avoid a hazard or eliminate, avoid or reduce its risks.

Z. Public Information Statements

Public announcements made by MEMA or county official spokespersons via newspapers, radio or television to explain government actions being taken to protect the public in the event of any public emergency. The purpose of the announcement is to provide accurate information, prevent panic and counteract misinformation and rumors. Reference to the emergency situation itself will be made only in the context of the reasons for governmental actions, and not to provide detailed information about it.

AA. Reception Center

A predesignated site outside the disaster area through which evacuees needing mass care support will pass to obtain information and directions to mass care centers.

BB. Reentry

The return to the normal community dwelling and operating sites by families, individuals, governments, and businesses once the evacuated area has been declared safe for occupancy.

CC. Route Alerting

Route alerting is a supplement to siren systems accomplished by predesignated teams traveling in vehicles along preassigned routes delivering an alert/warning message.

DD. Standby

To be ready to perform but awaiting at home or other location for further instructions.

EE. Support

To act in a secondary or subordinate role to a primary activity by providing a means of maintenance or subsistence to keep the activity from failing under stress. (For use in context to this document: providing "unmet" needs, unforeseen requirements for supplies, equipment, services, training, etc.)

FF. Support Area

The area outside the high risk area (blast overpressures equal to or greater than 2 p.s.i.) which, through prior agreement, will provide support to high risk areas in the event of an imminent nuclear attack.

GG. Temporary Suspension of Formal Requirements

Each political subdivision included in a declaration of disaster emergency declared by either the Governor or the governing body of the political subdivision affected by the disaster emergency is authorized [pursuant to section 7301(c) of (35 PA C.S.) as amended (relating to general authority of Governor)] to exercise the powers vested under this section in the light of the exigencies of the emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements) to evaluate and maintain the readiness posture of County agencies.

HH. Traffic Control Points (TCP)

Manned posts established at critical road junctions for the purpose of controlling or limiting traffic. TCPs are used to control evacuation movement when an emergency situation requires it.

II. Unmet Needs

Capabilities and/or resources required to support emergency operations but neither available nor provided for at the respective levels of government.

JJ. Weather Warning

Previously expected severe weather is occurring or is about to occur.

KK. Weather Watch

Indicates that conditions and ingredients exist to trigger severe weather.

Appendix 2

COUNTY ORGANIZATION FOR EMERGENCY MANAGEMENT

Appendix 3

**EMERGENCY RESPONSIBILITIES BY ORGANIZATIONAL ENTITY
(PRIMARY / SUPPORT MATRIX)**

Agency / Function	Elected Officials	Emergency Management Coordinator	Public Information Officer (ESF 17)	Communications & Warning (ESF 2)	Fire Services (ESF 4)	Health and Medical (ESF 8)	Search and Rescue (ESF 9)	Hazardous Materials (ESF 10)	Law Enforcement (ESF 13)	Assessment-Information-Planning (ESF 5)	Transportation (ESF 1)	Public Works and Engineering (ESF 3)	Mass Care, Evacuation & Shelter (ESF 6)	Resource Management (ESF 7)	Food (ESF 11)	Energy and Utilities (ESF 12)	Debris Management (ESF 18)	Donations Management (ESF 15)	Animal Care and Control (ESF 16)	Finance	Administration	Disaster Recovery
Command	P	P	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Operations	S	S	S	P	P	P	P	P	P	S	S	S	S	S	S	S	S	S	S	S	S	S
Planning	S	S	S	S	S	S	S	S	S	P	S	S	S	S	S	S	S	S	S	S	S	S
Logistics	S	S	S	S	S	S	S	S	S	S	P	P	P	P	P	P	P	P	P	S	S	S
Finance	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	P	P	P

P = Primary S = Support

Appendix 4

Changes and Revisions

This Appendix will be used to “catalog” specific information regarding changes and revisions, for example:

Change 1, Dated _____

Appendix 5

Plan Distribution

Agency	Address	Copy Number	Receipt
		1	
		2	
		3	
		4	
		5	
		6	
		7	
		8	
		9	
		10	
		11	
		12	
		13	
		14	
		15	
		16	
		17	
		18	

RECEIPT FORM

RETURN TO: **Garrett Emergency Management Office**
 311 East Alder Street
 Oakland, MD 21550

SUBJECT: **Garrett County Emergency Operations Plan**

Date Received _____

Received By: _____

Title: _____

Organization: _____

Address: _____

Signature _____

Document Copy Number _____

Appendix 6
Map of the County