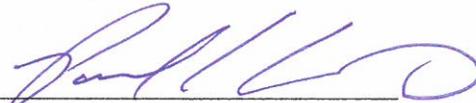


PROMULGATION

THIS PLAN IS PROMULGATED AS THE GARRETT COUNTY EMERGENCY OPERATIONS PLAN. THIS PLAN IS DESIGNATED 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 4<sup>TH</sup> DAY OF December 2017.



PAUL C. EDWARDS  
CHAIRMAN



JAMES C. HINEBAUGH  
COUNTY COMMISSIONER



S. LARRY TICHNELL  
COUNTY COMMISSIONER



KEVIN G. NULL  
COUNTY ADMINISTRATOR



JOHN H. FRANK  
EMERGENCY MANAGEMENT DIRECTOR

(OFFICIAL SEAL OF THE COUNTY)

## FOREWARD

The County Emergency Operations Plan (EOP) outlines how the County Government complies with and implements elements of the Maryland State Response Operations Plan. As all disasters are locally driven events, Garrett County engages in emergency operations before, during, and after a disaster event. Garrett County Emergency Management is responsible to develop, coordinate and promote the Emergency Management Program incorporating planning, preparedness, response, and recovery activities.

1. The EOP provides an integrated all hazards plan designed to ensure the highest level of preparedness for, response to, and recovery from an emergency incident and/or disaster whether natural, technological, or man-made.
2. It established the policies and procedures by which the County will respond to emergencies incidents or disasters impacting Garrett County, its citizens, and visitors.
3. It describes how the County will mobilize resources and conduct operations with regard to preparedness, response, recovery, and mitigation activities and planning.
4. The EOP complies with federally mandated guidance: The National Response Framework (NRF) and the National Incident Management System (NIMS).

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

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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.

## 1. EMERGENCY OPERATIONS TEAM

The Emergency Operations Team is the functional organization that manages the Emergency Operations Center (EOC) during an emergency. This team coordinates and manages county-wide assets beyond the incident and oversees the coordination of the Emergency Support Functions (ESF). The Director of the Department of Emergency Management may serve as the Incident Manager or as the Emergency Operations Center Director (EOC Director), depending on the type and nature of incident. Other Emergency Operations Team positions may include:

- Deputy EOC Director
- Safety Officer
- Liaison
- Senior Advisors
- Operations and Logistics Chiefs
- Command and General Staff
- Planning and Finance Team Leaders

The Emergency Operations Team is responsible for all strategic emergency management operations away from the incident site. These responsibilities

- 1. Directly support the Incident Command Team, providing resources that are not available through the established incident command system operating in the specific event. This includes coordinating assistance from outside resources (federal, state, and other local jurisdictions) that is not obtained through tactical mutual aid or other incident-level command processes.*
- 2. Directly manage emergency issues related to the incident, but outside the defined scope of the incident as delineated by the Incident Command Team. Usually, this will entail maintaining or restoring essential County services during an emergency, avoiding or minimizing casualties and property damage, and addressing financial and other major impacts as soon as possible following the onset of an emergency or disaster situation.*
- 3. Provide information integration between the Incident Command Team and the County Administrator and Board of Commissioners.*

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The Emergency Operations Team raises policy questions and communicates decisions made by the County Administrator to the appropriate Emergency Support Functions or other sections and the Incident Command Team.

## **2. EMERGENCY SUPPORT FUNCTIONS (ESF'S)**

Emergency Support Functions (ESF) operate out of the EOC and provide resources to support both the Incident Command and the Emergency Operations Teams.

The Emergency Operations Team monitors the activities of Emergency Support Functions.

## **3. THE EMERGENCY OPERATIONS PLAN-MANAGEMENT SECTION**

The Emergency Operations Plan-Management Section designates command and support staff positions to operate the EOC. The Emergency Management Director (EMD) or his or her designee initiates activation of the Emergency Operations Center (EOC).

The Emergency Management Director, or his or her designee, will provide a briefing to the primary departments responsible for the Emergency Support Functions that are required to be activated. The Emergency Operations Team members will convene in the EOC and assume their assigned roles.

## **4. INCIDENT COMMAND TEAMS**

The Incident Command Team leads the incident response and defines the scope of the incident within Garrett County. The Incident Commander or Unified Command Team and appropriate command and general staff personnel are assigned to an incident.

The Incident Command Team-Operations Section in concert with the Incident Commander provides guidance to responders in field operations and to the support sections by establishing tactical goals and objectives, and overseeing the development of incident strategy and overall tactics.

There are a number of command and general staff positions included as part of the Incident Command Team. Those positions include:

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- Liaison Officer(s)
- Safety Officer
- Planning Section Chief
- Operations Section Chief
- Logistics Section Chief
- Finance Section Chief

## **5. ACTIVATION OF THE EMERGENCY OPERATIONS PLAN**

The Emergency Operations Plan (EOP) shall be activated and in effect when so ordered by the County Administrator or designee. The Director of Emergency Management shall assume overall responsibility for disaster response operations through the roles delineated in this Emergency Operations Plan.

A declaration of a local emergency will automatically activate the Emergency Operations Plan and authorizes the provision of aid and assistance.

The Garrett County Emergency Operations Plan may also be activated to manage significant requests for mutual aid and cooperative assistance to other jurisdictions that have requested appropriate assistance in response to a major event or incident.

When emergency activities have resolved the emergency and ongoing demobilization and recovery actions may be adequately managed without continued emergency declaration powers, the County Administrator shall recommend to the Board of Commissioners a termination of the declared emergency.

The Emergency Operations Plan may continue in operation beyond the emergency declaration, allowing an orderly incident response demobilization and transition to Recovery Management.

## **6. GARRETT COUNTY RESPONSE ACTIVATION LEVELS**

Garrett County, Maryland has established four County Response Activation Levels, referred to as Status Levels, as noted in the table below. All levels provide for 24/7/365 monitoring of incidents throughout Garrett County, maintaining a common operating picture, and supporting other local jurisdictions and partners as needed. Each status level represents an increased

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need for situational awareness and coordination of response activities and resources.

LEVEL	ACTIVITY
<b>NORMAL</b>	24/7 coordination and situational awareness provided through 9-1-1 Communications Center.
<b>ENHANCED</b>	<p>Incident or event requires core EOC staff. Emergency Management staff will make preparations should the incident or event warrant additional assistance. Additional County staff may be required.</p> <p>Emergency Support Functions (ESF's) Leads and designated Incident Management Team (IMT) members are alerted and appropriate agency liaisons may be requested to staff the Emergency Operations Center (EOC). Emergency Management staff will work closely with ESF Leads and IMT members to collect information, and develop situational awareness.</p>
<b>PARTIAL</b>	<p>Activation of the EOC for County Multi-Agency Coordination.</p> <p>Emergency Management staff, ESF leads, and designated IMT members present in the EOC.</p>
<b>FULL</b>	<p>Activation of the EOC for County Multi-Agency Coordination.</p> <p>Emergency Management staff, ESF leads, and designated IMT members present in the EOC assist with technical support and resource management.</p> <p>External resources may be requested or mobilized.</p> <p>Information is gathered for submission to FEMA for possible Federal assistance.</p>

The County Response Activation Levels may change based on a variety of factors and events. The most influential factor is the occurrence of a significant incident. The term “significant incident” is used to describe a single agency or multi-agency incident that warrants additional involvement and coordination. This may include, but is not limited to:

- Requests for response operations support local agencies;
- The displacement of a high number of people;
- A high number of casualties;
- Transportation network(s) affected;
- Extreme weather events;
- Large scale industrial accidents;
- Health related emergencies; and
- Terrorist attacks.

Impending weather events may prompt activation of the EOP and affect the county response activation level from normal to enhanced, based upon the whether event type and scope. When warranted, the Director of Emergency Management, will alert Emergency Support Function (ESF) leads and other key essential staff of predicted event and planning considerations that should be discussed prior to event. As applicable, starting three day prior to event, periodic situation assessments and a schedule of planning conference calls will be distributed. A typical schedule includes the following time intervals: 72 hours, 24 hours, and 12 hours prior to start of event.

## **7. SITUATIONS 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

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Youghiogheny 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 9-1-1 Communications Center and an Emergency Operations Center (EOC). The 9-1-1 Communications Center and the EOC have listings of resources available from county assets as well as resources available from municipalities, and volunteer fire and rescue departments via mutual aid agreements.

In addition, current warning and notification capabilities include both the mass notification system and enhanced weather stations. The mass notification system provides robust analytics, GIS targeting, flexible group management, and distributed contact data to ensure the optimal number of citizens are forewarned and/or made aware of hazards. In addition, weather stations have been strategically installed throughout the county. These stations track weather and record twenty-seven different real-time weather measurements, such as: wind (speed & direction), rain gauge, relative humidity, heat index, barometric pressure, and lightning, just to name a few.

Response capabilities are those activities that generally must be accomplished during response operations. The fourteen response capabilities include ten that apply only to response, one that applies to both response and recovery, and three that are common to all (preparedness, mitigation, response, and recovery).

### *1. Planning*

Conduct a systematic process engaging the whole community, as appropriate, in the development of executable strategic, operational, and/or community-based approaches to meet defined objectives.

### *2. Public Information and Warning*

Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay

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information regarding any threat or hazard and, as appropriate, the actions being taken and the assistance being made available.

*3. Operational Coordination*

Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders, and supports the execution of capabilities.

*4. Critical Transportation*

Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals, and the delivery of vital response personnel, equipment, and services to the affected areas.

*5. Environmental Response/Health and Safety*

Ensure the availability of guidance and resources to address all hazards, including hazardous materials, acts of terrorism, and natural disasters in support of the responder operations and the affected communities.

*6. Fatality Management Services*

Provide fatality management services, including body recovery and victim identification, work with State and local authorities to provide temporary mortuary solutions, share information with Mass Care Services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved.

*7. Infrastructure Systems*

Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.

*8. Mass Care Services*

Provide life-sustaining services to the affected population with a focus on hydration, feeding, and sheltering to those with the most need, as well as support for reunifying families.

*9. Mass Search and Rescue Operations*

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Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.

10. *On-Scene Security and Protection*

Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas, and for all traditional and atypical response personnel engaged in lifesaving and life-sustaining operations.

11. *Operational Communication*

Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.

12. *Public and Private Resources and Services*

Provide essential public and private services and resources to the affected population and surrounding communities, to include emergency power to critical facilities, fuel support for emergency responders, and access to community staples (e.g., grocery stores, pharmacies, and banks), and fire and other first response services.

13. *Public Health and Medical Services*

Provide lifesaving medical treatment via emergency medical services and related operations, and avoid additional disease and injury by providing targeted health and medical support, as well as products to all people in need within the affected area.

14. *Situational Assessment*

Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

**C. COUNTY HAZARD VULNERABILITY**

Garrett County is subject to a variety of hazards. Garrett County considers the following hazards as a top priority for planning purposes:

- Severe Weather;

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- Hazardous Materials; and,
- Active Shooter.

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.
5. 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).
6. The occurrence of a major disaster or emergency based upon these planning assumptions will result in the declaration of an emergency by

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the Governor. Such a declaration, dependent upon the severity, may result in the declaration of an emergency by the President.

## 8. CONCEPT OF OPERATIONS

### A. GENERAL

Most disasters, emergencies and terrorism related incidents are handled by local responders initially. 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 Maryland Emergency Management Assistance Compact (MEMAC) is a state-side mutual aid system within Maryland that allows Garrett County to request and receive assets from another Maryland jurisdiction, and all of the requesting procedures, and financial and liability issues are worked out through MEMAC ahead of time. The provisions of the County 9-1-1 Communications Plan and the associated mutual aid agreements will also apply.

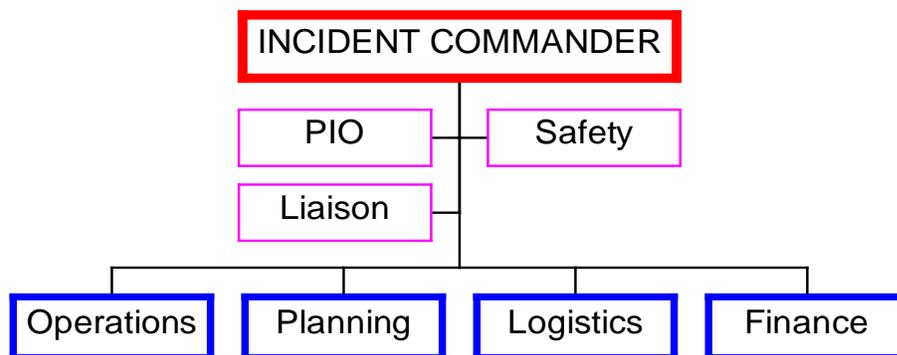
### C. DIRECTION, CONTROL, COORDINATION, AND SUPPORT

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

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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, 9-1-1 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 and/or coordination, the county emergency management agency will interface with other local and municipal emergency management agencies. When two or more counties are involved and the severity of the event, coordination shall be by MEMA.



*Illustration 1 – Local Incident Management*

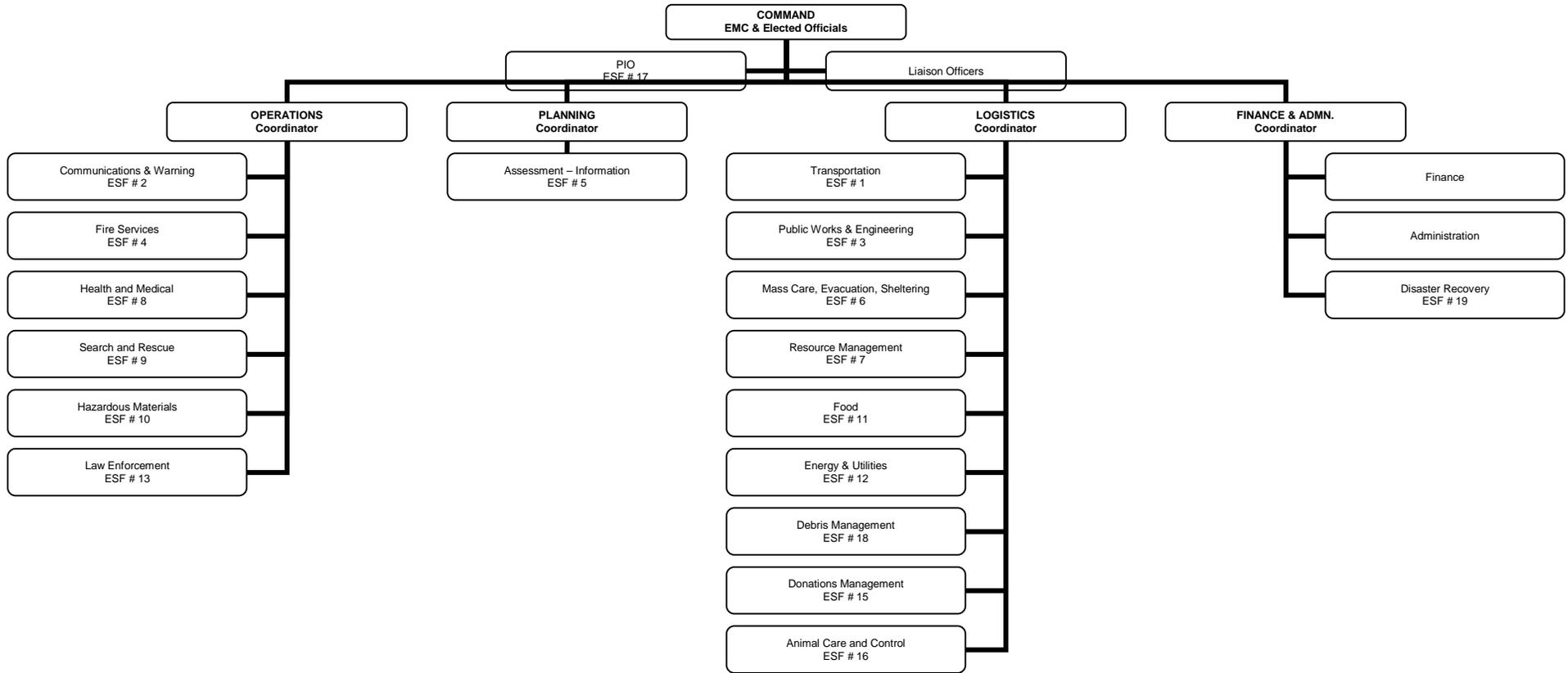
- a. The Incident Commander (IC) at an incident site will be from fire, police, emergency medical services, or emergency management, dependent upon the nature of the incident. The local IC will

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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 in *Illustration 2*.

**NIMS –GARRETT COUNTY  
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*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 and documented throughout disaster operations.

#### **D. CONTINUITY OF GOVERNMENT**

Continuity of Government (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 Incident Action Plans or the Concept of Operations Plan.

### **9. ORGANIZATION, RESPONSIBILITIES, 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 Emergency Support Functions (ESFs). The functional areas have been grouped according to the categories of the National Incident Management System (NIMS). 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 EOC Management Section of the Plan. Emergency notifications are made using Garrett County Everbridge Notification System.

## **B. RESPONSIBILITIES**

1. Primary Agencies: Each emergency support 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 support functions typically has at least one "Support Agency" identified. These agencies provide support for the mission assigned to the "Primary Agency".

## **C. EMERGENCU SECTIONS AND DIVISIONS**

### **1) COMMAND**

#### **a. Elected Officials-Board of County Commissioners**

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

- 4) Designate and fund emergency operations center and back-up site;
- 5) Prepare and maintain the Emergency Operations Plan;
- 6) Establish and equip the Emergency Operations Center(s);
- 7) Recommend a EMD for appointment by the Governor who may act on their behalf, if necessary;
- 8) Issue declarations of disaster emergency; and,
- 9) Apply for federal pre and post disaster funds, as available.

b. Emergency Management Director

- 1) Prepare and maintain EOP subject to the direction of the Board of County Commissioners, 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 request needed resources of the community;
- 5) Develop and maintain a trained staff and current emergency response checklists appropriate for emergency needs and resources of the community;
- 6) Mobilize the EOC and act as the Command function within the EOC during and emergency;
- 7) Compile cost figure for the conduct of emergency operations above normal operating costs; and,
- 8) Attend training and workshops to maintain proficiency in emergency management, response, and procedures.

c. Public Information

- 1) Advise Board of Commissioners and the County EMD about Public Information (PI) activities;
- 2) Utilize and maintain PIO checklist;
- 3) Assist in the development, review, and maintenance of the EOP and Annexes;

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- 4) Respond to the EOC, the field, or Joint Information Center (JIC) as needed; and,
- 5) Coordinate and release public information to media outlets.

d. County Department Heads and County Agency Directors

- 1) Provide staff support and resources;
- 2) Provide guidance, direction and control to agency / department personnel who support the EOC;
- 3) Assist in the development, review, and maintenance of the EOP, Annexes, and Checklists, as related to their agency or department;
- 4) Respond to the EOC or field location, as needed; and,
- 5) Advise the Board of Commissioners and EMD about specific capabilities;

e. Liaison Officer

- 1) Respond to the EOC or field location, as needed;
- 2) Serve as the liaison between their respective agency and the EOC;
- 3) Interface with their respective agency to request/coordinate resources, and;
- 4) Advise elected officials and the EMD about issues that may arise or found during liaison activities.

**2) OPERATIONS**

a. Operations Section Chief

- 1) Serve as 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 situational awareness;
- 4) Solicit periodic update briefings from the branch or division chiefs; and,
- 5) Provide periodic updates and briefings to Command.

*See EOC Management Section for Operations Section Chief Checklist.*

- b. Operations Section Communication & Warning Branch-ESF #2
  - 1) Develop, review, and maintain communication and warning checklist;
  - 2) Provide direction and training on the use and operation of communication system;
  - 3) Ensure ability to communicate between the County EOC, filed operations, and municipalities;
  - 4) Assist with the notification of key staff; and,
  - 5) Advise elected officials and the EMD about communication activities and issues.

*See EOP Annex & Emergency Support Function #2 Communication & Warning.*

- c. Operations Section Fire Branch-ESF #4
  - 1) Develop, review, and maintain fire operations checklist(s);
  - 2) Respond to the EOC or field, as needed;
  - 3) Coordinate emergency shutdown of power and the provision for emergency lights and power;
  - 4) Coordinate fire services activities;
  - 5) Coordinate route alerting of the public and coordination through PI;
  - 6) Coordinate evacuation of affected citizens;
  - 7) Coordinate salvage operations and debris clearance, See Debris Management Plan; and,
  - 8) Advise elected officials and the EMD about fire operation activities and issues.
- d. Operations Section Health and Medical Services Branch-ESF #8
  - 1) Develop, review, and maintain Health and Medical Services operations checklist(s);
  - 2) Respond to the EOC or field, as needed;
  - 3) Coordinate vulnerable populations situational awareness and response activities;

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- 4) Coordinate emergency medical activities;
- 5) Coordinate health related institutions need for transportation of evacuation or relocation is necessary;
- 6) Coordinate medical services as needed to support shelter operations;
- 7) Coordinate provision of inoculation for the prevention of disease;
- 8) Coordinate mortuary services; and,
- 9) Advise elected officials and the EMD about health and medical services activities and issues.

e. Operations Section Search and Rescue Branch-ESF #9

- 1) Develop and maintain standard operating procedures and checklists for 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) Coordinate fire services activities;
- 5) Maintain a copy of the USAR procedures for reference;
- 6) Coordinate search and rescue operations within the County;
- 7) Interface with the State USAR representatives;
- 8) Serve as an information resource regarding SAR incidents;
- 9) Assist as appropriate in USAR/SAR components; and,
- 10) Advise elected officials and the EMD about SAR activities and issues.

f. Operations Section Hazardous Materials-ESF #10

- 1) Develop and maintain standard operating procedures and checklists for Hazardous Materials function (Refer to County Hazardous Materials Response Plan);
- 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 - Hazardous Materials team;
- 7) Coordinate with and make notifications of the Department of Environmental Protection (DEP) as required;

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- 8) Serve as an information resource regarding hazardous materials incidents;
- 9) Assist as appropriate in hazardous materials operations; and
- 10) Advise elected officials and the EMD about Hazardous Materials incidents and activities.

g. Operations Section Law Enforcement

- 1) Develop and maintain standard operating procedures and checklists for Law Enforcement 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 vulnerable populations;
- 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 Section Chief

- 1) Serves as the coordinator for 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;
- 4) Solicit periodic update briefings from planning section staff; and,
- 5) Provide periodic update briefings to Command.

b. Assessment, Information and Planning-ESF #5

- 1) Collects, evaluates and provides information about the incident;

- 2) Determines status of resources;
- 3) Establish information requirements and reporting schedules;
- 4) Prepares Incident Action Plan (IAP); and,
- 5) Advise elected officials and the EMD about the incident and anticipated events or consequences.

#### 4) LOGISTICS

##### a. Logistics Section Chief

- 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 Section, including emergency support functions staff; 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

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

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- 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, other than roads department 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, 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; and,
- 9) Advise elected officials and the EMD regarding food issues.

g. Energy and Utilities - Emergency Support Function # 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 landfill;
- 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; and
- 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 Section Chief

- 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 Finance Section; and,
- 5) Provide periodic updates and briefings to Command, elected officials and EMD.

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.

6) **AUTHORITY**

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 involved and the State.
2. Article 16A, Maryland Annotated Code
3. Article 41, Maryland Annotated Code
4. Article 65, Maryland Annotated Code
5. 44 CFR 206
6. Federal Homeland Security Presidential Directive #5 (HSPD-5)  
Adoption of NIMS by State

7) **DEFINITIONS AND TERMS**

A listing of definitions and terms appear with the Appendix Section of the plan.

**8) PLAN REQUIREMENTS, DEVELOPMENT, MAINTENANCE, AND DISTRIBUTION**

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.
4. Emergency Management Director (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.
5. Distribution: This plan and its supporting materials is a controlled document. This plan, in its entirety, 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.

**9) PLAN EXECUTION**

This plan will be executed upon order of the County Commissioners or their authorized representative, the County Emergency Management Director.

## APPENDIX I: LAWS AND AUTHORITIES

### **A. Annotated Code of Maryland, Public Safety, Title 14, Emergency Management §§ 14-101 et seq.**

The Maryland Emergency Management Agency Act ensures that the State of Maryland is prepared to deal with emergencies, and preserve public health and safety. The State's policy is to coordinate, to the maximum extent possible, all emergency management functions of the State with the comparable functions of the federal government, other states, other localities, and private agencies, so that the most effective preparation and use may be made of the resources available for dealing with any emergency.

It also establishes a local organization for emergency management in each political subdivision (i.e., the 23 Counties and Baltimore City), in accordance with the State emergency management plan and program, and establishes that the directors of the local organizations for emergency management—on the recommendation of the mayor, executive, or governing body of the political subdivision—shall have a director of emergency management that is appointed by the Governor. Each director

of a local organization for emergency management is directly responsible for the organization, administration, and operation of the local organization for emergency management. Further, each director of a local organization for emergency management is subject to the direction and control of the mayor, executive, or governing body of the political subdivision, under the general power of the Governor.

Provisions of Title 14 include:

- Governor's Emergency Powers;
- Health Emergency Powers;
- Emergency Management Assistance Compact (EMAC);
- Maryland Emergency Management Assistance Compact (MEMAC); and
- Other local emergency management provisions.

**B. Maryland Emergency Preparedness Program, Executive Order  
01.01.2013.06**

Executive Order 01.01.2013.06 outlines the responsibilities of State agencies with regard to emergency preparedness, and it also states that Maryland's local jurisdictions are expected to make their best efforts to align their homeland security and emergency management preparedness activities outlined within the MEPP.

**C. Robert T. Stafford Disaster Relief and Emergency Assistance Act (2007)**

The Stafford Act provides the statutory authority for most federal disaster response activities, especially as they pertain to FEMA programs. All requests for a declaration by the President that an emergency or major disaster exists shall be made by the governor of the affected state.

## APPENDIX II: DEFINITIONS OF TERMS

As used in this Plan, the following terms have the meanings shown:

**A. Area Command (Unified Area Command)**

An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities,

allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Also, called the Emergency Operations Center (EOC). Area Command becomes Unified Area Command when incidents are multi-jurisdictional.

**B. Public Safety/Disaster Preparedness**

Identification of any measures taken to minimize the probability or severity of disasters and the preparation for carrying out all emergency functions (other than those functions for which military forces are primarily responsible), to save lives and to minimize and repair injury and damage resulting from disasters.

**C. Emergency**

Any disaster, which requires emergency governmental assistance to save lives and protect property, public health and safety or to lessen or avert the threat of a major disaster.

**D. Declaration of Emergency**

The formal announcement by the executive head of government that a situation exists that requires extraordinary effort or procedures to counteract and/or overcome. It may apply to the whole jurisdiction or to any part thereof. It may suspend or modify local laws or procedures to the extent that local law permits and has the force and effect of law.

**E. Disaster**

Any hurricane, tornado, storm, flood, high water, wind driven water, snow/ice storms, drought, fire, explosion, or hazardous material incident which results in damage to property, hardship, suffering or possible loss of life.

**F. Presidential Declaration**

Any emergency, as defined in paragraph C above, which warrants a request from the Governor for federal emergency assistance and the subsequent determination by the President of the United States that an emergency exists.

**G. Major Disaster**

Any disaster in any part of the State which, in the determination of the Governor, causes damage of sufficient severity and magnitude to warrant a request for assistance from the Federal Government above and beyond emergency services by the Federal Government, in order to supplement the efforts and available resources by the state and local governments and relief organizations in alleviating damage, loss, hardship, or suffering, and is so proclaimed by the President of the United States in response to such request.

**H. Local Government**

In the context of this Plan, the government of St. Mary's County, Maryland.

**I. Public Facility**

Any publicly owned flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution system, watershed development, airport facility, any non-federal aid street, road or highway; any other public building, structure, or system, including those used for educational or recreational purposes; and any public park.

**J. Emergency Operations Center (EOC)**

A command and communications facility located in a disaster affected state, county, or city within which key officials exercise direction and control of emergency situations. Also referred to as the Unified Area Command.

**K. General Support**

Within their capabilities, resource agencies in general support shall provide all practicable assistance to the support government or agency but they shall remain under the direction and control of the parent agency.

**L. Operational Control**

Resource agencies under operational control will undertake all tasks assigned by the authority exercising such control but retain the prerogative of determining the method of accomplishment.

**M. Direction and Control**

Resource agencies under direction and control shall perform all tasks in the manner prescribed by the authority exercising such direction and control.

**N. Annex**

A plan element that is devoted to one component part of emergency operations, which describes the jurisdiction's approach to functioning in that area of activity in response to emergencies.

**O. Appendix**

A plan element attached to a functional annex to provide information on special or specific approaches or requirements generated by unique characteristics of specified hazards identified as being of particular concern to the jurisdiction.

**P. Function**

A possible component or an area of activity in emergency operations, e.g., fire suppression, emergency public information, evacuation, etc. A function may combine several or many specific tasks or activities.

**Q. Standard Operating Procedures (SOP)**

A set of instructions having the force of a directive, covering those features of operations, which lend themselves to a definite or standardized procedure without loss of effectiveness. Any information needed to accomplish a task (personnel rosters, resource inventories, etc.) are attached or cited in a readily available reference.

**R. Emergency Operations Plan (EOP)**

A document that identifies the available resources in the jurisdiction and states the method for coordinated actions to be taken by individuals and government services in the event of a natural, manmade, and attack related disasters. It describes a jurisdiction emergency organization and its means of coordination with other jurisdictions. It assigns functional responsibilities to the elements of

the emergency organization, and it details tasks to be carried out during the disaster.

**S. Mitigation**

Mitigation activities are those designed to either prevent the occurrence of an emergency or long-term activities to minimize the potentially adverse effects of an emergency.

**T. Preparedness**

The preparedness or pre-emergency phase is an indeterminate period during which planning, training, coordination, testing, and perfecting the means to cope with an emergency and to mitigate its effects is conducted. Upon receipt of appropriate predictions or warnings, this phase may include the dissemination of information and warnings; mobilization of resources, declarations of emergency, evacuation or other preparatory measures designed to protect life and property. This phase terminates with the onset of the actual emergency or disaster.

**U. Response**

The immediate response phase begins with the onset of the emergency or disaster and continues until effective recovery operations can be initiated. Operations in this phase are devoted primarily to the protection of life and property and to measures that will minimize hardship and suffering, and to speed recovery.

**V. Recovery**

The recovery phase begins as soon as emergency conditions permit the initiation of recovery operations to restore systems to normal. Short-term recovery actions are taken to assess damages and to return vital life-support systems to minimize operating standards. Long-term recovery actions may continue for extended periods of time. The recovery phase continues until both short and long range recovery operations are complete.

**W. Federal Coordinating Officer (FCO)**

The person designated by the Administrator, Federal Emergency Management Agency (FEMA) to coordinate federal assistance in a presidential declared emergency or major disaster.

**X. State Coordinating Officer (SCO)**

The person appointed by the Governor to coordinate and supervise the state and federal government disaster relief efforts. He is responsible for providing information, advice, and assistance to local governments making application for federal disaster assistance as a first point of contact. He is also the authorized representative of the state for cooperation with the FCO on all federal relief in the state. For the purpose of this Plan, the SCO is assumed to be the Director, MEMA.

**Y. Local Coordinating Officer (LCO)**

The person designated by the local government to coordinate assistance within its jurisdiction in an emergency. He will usually be designated by the local government as the Applicant Agent for submission of requests through the state for federal disaster assistance. During an emergency in which the federal government is not participating, he will be responsible for establishing and operating disaster application/assistance centers within his jurisdiction as may be necessary. The Director of EMA is the LCO for St. Mary's County.

**Z. Emergency Support Team**

Federal personnel designated by the FCO and deployed in a U.S. Presidential declared emergency or major disaster area to assist the FCO in carrying out his responsibilities. They may be assigned to local governments in an assistant and advisory capacity.

**AA. Field Office**

An office established by either the SCO or FCO or both, usually at a central location within the disaster area from which to coordinate the state and federal relief effort. Under a U.S. Presidential declared emergency or major disaster, the responsibility to operate and maintain Disaster Field Offices is that of the FCO.

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**APPENDIX III: GLOSSARY OF ABBREVIATIONS**

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ARC	American Red Cross
ARNG	Army National Guard
BOCC	Board of County Commissioners
CO	Commanding Officer
CP	Command Post
DFO	Disaster Field Office
DGS	Department of General Services
DHHS	U.S. Department of Health & Human Services
DHMH	Department of Health & Mental Hygiene
DHR	Department of Human Resources
DNR	Department of Natural Resources
DOD	U.S. Department of Defense
DOE	U.S. Department of Energy
DOL	U.S. Department of Labor
DPW	Department of Public Works
DRC	Disaster Recovery Center
DSS	Department of Social Services
EAS	Emergency Alerting System
ECC	Emergency Communications Center
EMA	Emergency Management Agency
EMAC	Emergency Management Assistance Compact
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	U.S. Environmental Protection Agency

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EOC	Emergency Operations Center
ESF	Emergency Support Function
FAA	Federal Aviation Administration
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FHA	Federal Housing Administration
FIA	Federal Insurance Administration
FNF	Fixed Nuclear Facility
FNS	U.S. Food & Nutrition Service
FPS	Forest & Park Service (DNR)
GAO	U.S. General Accounting Office
GIS	Geographic Information System
GSA	U.S. General Services Administration
HSOC	Homeland Security Operations Center
HUD	U.S. Department of Housing & Urban Development
IC	Incident Commander
ICS	Incident Command System
IFGP	Individual & Family Grant Program
IRS	U.S. Internal Revenue Service
IT	Information Technology
LCO	Local Coordinating Officer
LDSS	Local Department of Social Services
MCC	Medical Control Center
MD	State of Maryland

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MDE	Maryland Department of the Environment
MDHMH	Maryland Department of Health & Mental Hygiene
MDOA	Maryland Department of Agriculture
MDOT	Maryland Department of Transportation
MDWC	Maryland Disaster Warning Center
MEDEVAC	Medical Evacuation
MEMA	Maryland Emergency Management Agency
MIEMSS	Maryland Institute of Emergency Medical Services System
MMD/NG	Maryland Military Department/National Guard
MPA	Maryland Port Administration (MDOT)
MSP	Maryland State Police
MTA	Mass Transit Administration (MDOT)
NAS	Naval Air Station
NAWAS	National Warning System
NDTA	National Defense Transportation Association
NIMS	National Incident Management System
NOAA	National Oceanic & Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRF	National Response Framework (NRF)
NRP	Natural Resources Police (DNR)
NWS	National Weather Service (NWS)
OASDI	Old Age & Survivors Disability Insurance
OEP	Office of Environmental Programs (DHMH)
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PL91-606	Disaster Relief Act of 1970

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PL 920	Federal Civil Defense Act of 1950
PL93-288	Disaster Relief Act of 1974
PSTN	Pesticide Safety Team Network
RACES	Radio Amateur Civil Emergency Service
RADEF	Radiological Defense
REACT	Radio Emergency Action Communication Team
RRT	Radiological Response Team
SAA	State Aviation Administration (MDOT)
SAR	Search & Rescue
SBA	Small Business Administration
SCO	State Coordinating Officer
SFM	State Fire Marshall
SHA	State Highway Administration (MDOT)
SO	Sheriff's Office
SOG	Standard Operating Guidelines
SOP	Standard Operating Procedures
SSA	U.S. Social Security Administration
SYSCOM	Maryland Statewide Emergency Medical Services Communications
TCP	Traffic Control Points
UHR	Ultra-High Frequency
USAF	U.S. Air Force
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
USDOT	U.S. Department of Transportation
USPHS	U.S. Public Health Service
VA	Veterans Administration

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<b>VHF</b>	<b>Very High Frequency</b>
<b>WRA</b>	<b>Water Resources Administration (DNR)</b>

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